Community Action Council for Lexington-Fayette, Bourbon, Harrison and Nicholas Counties, Inc.
P.O. Box 11610 • Lexington, KY 40576
859.233.4600 • 1.800.244.2275 • www.commaction.org

July 2, 2020

Todd Slatin
Director of Central Purchasing
Lexington-Fayette Urban County Government

Re: Emergency Family Housing

Dear Mr. Slatin:

Thank you for the opportunity to revise our application and identify the impact COVID-19 will have on the implementation and proposed costs of our Emergency Family Housing proposal (EFH). In response to your three questions:

1. Yes, our proposal is still viable for implementation, but it requires some minor modifications, explained below.

2. Community Action Council would like to make the following changes to its Operating Expenses as described in the Budget Summary (Page 8) submitted electronically to LFUCG on April 3 of this year:
    - Increase the budget for short-term hotel stays from $15,000 to $16,500 to eliminate barriers to immediately providing safe shelter for families during the pandemic. One reason this increase in short-term hotel stay costs is being added is to allow time for a more thorough cleaning of the master-leased rental units before a new family moves in.
    - Slight increase in-area travel funds from $650 to $800 in the likely event that program staff will drive more often to meet with and assist clients since Council facilities are, and may remain, closed to the public due to COVID-19.
    - Increase the program supplies budget from $3,213 to $7000 to protect and strengthen client services from the threats posed by COVID-19. These additional funds will be used to provide the appropriate amount of Personal Protection Equipment (PPE) to families and staff, allow for short-notice purchase of furniture for master-leased units in the event that charitable organizations such as Habitat for Humanity and Goodwill are closed due to the pandemic. With these funds the Council will also purchase an iPad and hotspot which will be temporarily provided to families throughout the year to help them make and attend "telehealth-style" appointments with other service organizations.
    - Increase funds for utility and security deposits from $5,500 to $7,500 to further eliminate the barrier of being able to immediate providing assistance to families exiting shelter and into permanent housing.

- Increase contract expenses from $1,600 to $2,500. Costs added are associated with thoroughly cleaning master-leased shelter units for families.

3. To offset the impact of some of the requested increases, the Council is proposing to decrease proposed client benefit costs by $3,880, resulting in a net increase of $4,452 for direct-charged expenses. The portion of funds described in Other related to program costs for administrative functions as approved by the Council's Negotiated Indirect Cost Rate agreement will continue to apply (12.3% based on historical costs).

Sincerely,

Melissa Tibbs

Melissa Tibbs, M.Ed., CCAP
Director of Planning, Communications and Advancement
Community Action Council
Melissa.Tibbs@commaction.org