

PURCHASE OF SERVICE AGREEMENT

THIS PURCHASE OF SERVICE AGREEMENT (hereinafter “Agreement”), made and entered into on the ___th day of August, 2024, by and between the **LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT**, an urban county government of the Commonwealth of Kentucky created pursuant to KRS chapter 67A (hereinafter “Government”), 200 East Main Street, Lexington, Kentucky 40507, on behalf of its Department of Social Services (hereinafter “Sponsor”), and, **Hospice of the Bluegrass, Inc. dba Bluegrass Care Navigators** with offices located 1733 Harrodsburg Road , Lexington, Kentucky 40503, (hereinafter “Organization”).

WITNESSETH

That for and in consideration of the mutual promises and covenants herein expressed, the Government and the Organization agree as follows:

1. This Agreement shall include the following additional documents, which are attached hereto as exhibits and incorporated herein by reference as if fully stated:
 - A. Exhibit A – RFP #21-2024
 - B. Exhibit B – Organization’s Response to RFP #21-2024
2. Government hereby retains Organization for the period beginning on **July 1, 2024**, and continuing for a period of two (2) years from that date unless within that period Government gives the Organization thirty (30) days written notice of termination of this Agreement in which case this Agreement shall terminate thirty (30) days from the date notice is given to the Organization.
3. Government shall pay Organization the sum of **Seventy-Five Thousand Dollars and 00/100 Dollars (\$75,000)** for Fiscal Year 2025 and **Seventy-Five Thousand Dollars and 00/100 Dollars (\$75,000)** for Fiscal Year 2026 for the services required by this

Agreement, said services being more particularly described in Exhibits A and B, one-fourth (1/4th) of which shall be payable in September 2024 or shortly thereafter upon receipt of an **invoice** (for July through December 2024), with one-eighth (1/8th) payable each quarter thereafter upon submission of a quarterly invoice and a detailed quarterly program report. **Quarterly invoices and detailed program reports shall be submitted by January 17th, 2025, April 18th, 2025, July 25th, 2025, October 17th, 2025, January 16th, 2026, and April 17th, 2026. A two-year-end program report shall be submitted by July 24th, 2026.** Reports shall reflect the services and programs directly related to the funding provided by Lexington Fayette Urban County Government with emphasis on measurable outcomes, and specifically outlined in the funding application. Forms for both the quarterly financial and program reports will be provided.

4. In the event of termination of this Agreement by Government as provided for in paragraph 2 above, Organization shall be entitled to that portion of total compensation due under this Agreement as the service rendered bears to the service required herein.

5. Organization shall perform all duties and services included in Exhibits attached hereto faithfully and satisfactorily at the time, place and for the duration prescribed herein. Compensation paid pursuant to this Agreement shall be used exclusively for the services set forth in Exhibits A and B and for no other purpose. Any alteration in the nature of such services and duties constitutes an amendment to this Agreement and must be in writing signed by both parties. Organization shall keep itself fully informed of all federal and state laws and all municipal ordinances and regulations in any manner affecting the work or performance of this Agreement, and shall at all times observe and comply with such laws, ordinances and regulations, whether or not such laws, ordinances or regulations are mentioned herein, and

6. Organization shall indemnify, defend and hold harmless Government, its elected and appointed officials, employees, agents, volunteers, and successors in interest,

from and against any and all liability, damages, and losses, including but not limited to: demands, claims, liens, suits, notices of violation from governmental agencies, obligations, causes of action, judgments, penalties, fines, liens, costs, expenses, interest, defense costs and reasonable attorney's fees that are in any way incidental to or connected with, or that arise or are alleged to have arisen, directly or indirectly, from or by Organization's performance of or breach of this Agreement and/or the provision of goods or services, provided that (a) it is attributable to personal injury, bodily injury, sickness, or death, or to injury to or destruction of property (including the loss of use resulting therefrom), or to or from the negligent acts, errors or omissions or willful misconduct of the Organization; and (b) not caused solely by willful misconduct of the Government. The Parties understand and agree that the Organization's obligation to defend the Government includes the obligation to investigate, handle, respond to, resist, provide a defense for, and defend claims, at Organization's expense, using attorneys approved in writing by the Government, which approval shall not be unreasonably withheld. The Parties also understand and agree that the Organization's obligation to indemnify includes, but is not limited to: attorney fees and expenses, costs of litigation, court and administrative costs, expert witness fees and expenses, judgments, fines, penalties, interest, all environmental cleanups and remediation costs of whatever kind, and any liability arising from death, injury, or damage of any kind, to any person, including employees and agents of Organization and Government, and damage to, or destruction of, any property, including the property of Government. This provision shall in no way be limited by any financial responsibility or insurance requirements, and shall survive the termination of this Agreement. Organization understands that Government is a political subdivision of the Commonwealth of Kentucky and acknowledges and agrees that the Government is unable to provide indemnity or otherwise save, hold harmless, or defend the Organization in any manner.

7. Organization represents that it has filed all federal, state and local income tax returns required by law in the legally prescribed time and manner. This Agreement shall not become effective unless and until copies of all of the executed originals of the aforementioned tax returns filed for the Organization have been registered for the current tax year by the Organization in the office of the Sponsor, and the Organization shall not be compensated unless and until such registration has taken place.

8. The Organization shall, on such forms as the Sponsor shall provide, submit to Sponsor an annual report and financial statement which summarize the previous year's activities regarding the services enumerated in Exhibits A & B attached hereto.

9. Books of accounts shall be kept by the Organization and entries shall be made therein of all money, goods, effects, debts, sales, purchases, receipts, payments and any other transactions of the Organization. The books of accounts, together with all bonds, notes, bills, letters and other writings belonging to the Organization, shall be maintained at the principal place of business of the Organization as set forth in this Agreement. Government shall have free and complete access to the books, papers and affairs of the Organization, that relate to the performance of this Agreement, at all reasonable times, and if it desires, it may have the books and papers of the Organization, that relate to the performance of this Agreement, audited and examined by auditors, accountants or attorneys. Any examination shall be at the expense of the Government.

10. Government may designate such persons as may be necessary to monitor and evaluate the services rendered by the Organization. The Government, its agents and employees, shall, at all times, have unrestricted access to all places where or in which the services required hereunder are being carried on and conducted. Inspection and monitoring of the work by these authorities shall in no manner be presumed to relieve in any degree the

responsibility or obligations of Organization, nor to constitute the Organization as an agent of the Government.

11. Organization shall provide equal opportunity in employment for all qualified persons, shall prohibit discrimination in employment because of race, color, creed, national origin, sex or age, and shall cause each of its subcontracting agencies to do so. This program of equal employment opportunity shall apply to every aspect of its employment policies and practices.

12. Organization shall adopt a written sexual harassment policy, which shall, at a minimum, contain a statement of current law; a list of prohibited behaviors; a complaint process; and a procedure which provides for a confidential investigation of all complaints. The policy shall be given to all employees and clients and shall be posted at all locations where Organization conducts business. The policy shall be submitted to Sponsor for review within thirty (30) days of the execution of this Agreement.

13. This instrument, and additional documents attached hereto, contains the entire agreement between the parties, and no statement, promises or inducements made by either party or agent of either party that is not contained in this written Agreement shall be valid and binding; and this Agreement may not be enlarged, modified or altered except in writing signed by the parties and endorsed hereon.

14. Organization agrees that it shall apply all funds received by it from the Urban County Government in accordance with the following investment policy guidelines:

- A. Objectives: Capital preservation with surety of income. Reasonable competitive income consistent with high investment quality and purpose of funds. All investments shall conform with state and local law and regulations and these policies.
- B. Investment Funds Management: The governing board may elect to either:

(1) Manage its investment through its executive director where the size or complexity of funds to be managed is deemed by the board to be within the training, expertise and/or available time capacity of the executive director and the operating staff; or

(2) Utilize the professional investment management facilities of a local bank trust department acting in a fiduciary capacity within the same approved investment policies and federal, state, local and trust laws and regulation. The trust department may utilize its regular short-term one hundred percent (100%) US Treasury Fund for daily funds investment.

The election of option 1 or 2 should be made consistent with the relative cost incurred and in the case of option 2 the cost shall be competitive among local trust departments.

C. Investment Policies - - Safety and Prudence.

(1) Short-term liquidity funds shall be invested in “riskless” investment, i.e., deposits in Kentucky commercial banks or savings and loan associations that are fully federally insured or deposits collateralized by U.S. Treasury securities with a current market value of at least one hundred percent (100%), or in direct obligations of U.S. Treasury securities.

Investments shall be diversified according to maturity in order to meet projected cash flow needs.

Collateral pledged to secure uninsured deposits shall be held at a federal reserve bank with the receipt providing absolute control by the agency.

(2) Retirement funds, endowment funds, long-term capital reserve funds and any other special funds may be held and invested by a local bank trust department under investment objectives and diversification in accordance with the individual nature of the funds and pursuant to the “prudent man” investment rule as well as general trust law.

(3) All investments shall be reviewed monthly by a finance or investment committee of the agency.

(4) Local brokerage firms may hold and invest funds provided that investments are located within Kentucky and are full insured.

D. Audit - - All investments shall be audited at least annually by independent certified public accountant who shall express an opinion as to whether or not investments during the year audited have conformed with state and local law and regulation and with the approved investment policies.

15. Notice – Any written notice required by the Agreement shall be delivered by certified mail, return receipt requested, to the following:

For Organization:

Attn: _____

For Government:

Lexington-Fayette Urban County Gov.
200 East Main Street
Lexington, Kentucky 40507

Attn: Kacy Allen-Bryant, Commissioner
Department of Social Services

IN WITNESS WHEREOF, the parties have executed this Agreement at Lexington, Kentucky, the day and year first above written.

LEXINGTON-FAYETTE URBAN
COUNTY GOVERNMENT

HOSPICE OF THE BLUEGRASS, INC.
dba BLUEGRASS CARE NAVIGATORS

BY: _____
Linda Gorton, Mayor

BY: _____

Title: _____

ATTEST:

Clerk of the Urban
County Council

Exhibit A



Lexington-Fayette Urban County Government

Request for Proposals

The Lexington-Fayette Urban County Government hereby requests proposals for **#21-2024 Mental Health – Extended Social Resources (ESR) Grant Program** to be provided in accordance with terms, conditions and specifications established herein.

Sealed proposals will be received through Ion Wave until **2:00 PM**, prevailing local time, on **April 25, 2024**. All forms and information requested in RFP #21-2024 must be included and attached in Response Attachments tab in Ion Wave.

Proposals received after the date and time set for opening proposals will not be accepted. It is the sole responsibility of the Proposer to assure that his/her proposal is submitted in Ion Wave before the date and time set for opening proposals.

Proposals, once submitted, may not be withdrawn for a period of one hundred twenty (120) calendar days.

The Lexington-Fayette Urban County Government reserves the right to reject any or all proposals, and to waive technicalities and informalities when such waiver is determined by the Lexington-Fayette Urban County Government to be in its best interest.

Signature of this proposal by the Proposer constitutes acceptance by the Proposer of terms, conditions and requirements set forth herein.

Minor exceptions may not eliminate the proposal. Any exceptions to the specifications established herein shall be listed in detail on a separate sheet and attached hereto. The Lexington-Fayette Urban County Government shall determine whether any exception is minor.

The Lexington-Fayette Urban County Government encourages the participation of minority- and women-owned businesses in Lexington-Fayette Urban County Government contracts. This proposal is subject to Affirmative Action requirements attached hereto.

Please do not contact any LFUCG staff member or any other person involved in the selection process other than the designated contact person(s) regarding the project contemplated under this RFP while this RFP is open and a selection has not been finalized. Any attempt to do so may result in disqualification of the firm's submittal for consideration.

Laws and Regulations

All applicable state laws, municipal ordinances and regulations of all authorities having jurisdiction over the project shall apply to the contract, and shall be deemed to be incorporated herein by reference.

Equal Employment Opportunity

The Entity (regardless of whether construction contractor, non-construction contractor or supplier) agrees to provide equal opportunity in employment for all qualified persons, to prohibit discrimination in employment because of race, color, religion, sex (including pregnancy, sexual orientation or gender identity), national origin, disability, age, genetic information, political affiliation, or veteran status, and to promote equal employment through a positive, continuing program from itself and each of its sub-contracting agents. This program of equal employment opportunity shall apply to every aspect of its employment policies and practices.

Kentucky Equal Employment Opportunity Act

The Kentucky Equal Employment Opportunity Act of 1978 (KRS 45.560-45.640) requires that any "county, city, town, school district, water district, hospital district, or other political subdivision of the state shall include in directly or indirectly publicly funded contracts for supplies, materials, services, or equipment hereinafter entered into the following provisions:

"During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, or national origin;
- (2) The contractor will state in all solicitations or advertisements for employees placed by or on behalf of the contractors that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, or national origin;
- (3) The contractor will post notices in conspicuous places, available to employees and applicants for employment, setting forth the provision of the nondiscrimination clauses required by this section; and
- (4) The contractor will send a notice to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding advising the labor union or workers'

representative of the contractor's commitments under the nondiscrimination clauses."

The Act further provides:

"KRS 45.610. Hiring minorities -- Information required

(1) For the length of the contract, each contractor shall hire minorities from other sources within the drawing area, should the union with which he has collective bargaining agreements be unwilling to supply sufficient minorities to satisfy the agreed upon goals and timetables.

(2) Each contractor shall, for the length of the contract, furnish such information as required by KRS 45.560 to KRS 45.640 and by such rules, regulations and orders issued pursuant thereto and will permit access to all books and records pertaining to his employment practices and work sites by the contracting agency and the department for purposes of investigation to ascertain compliance with KRS 45.560 to 45.640 and such rules, regulations and orders issued pursuant thereto.

KRS 45.620. Action against contractor -- Hiring of minority contractor or subcontractor

(1) If any contractor is found by the department to have engaged in an unlawful practice under this chapter during the course of performing under a contract or subcontract covered under KRS 45.560 to 45.640, the department shall so certify to the contracting agency and such certification shall be binding upon the contracting agency unless it is reversed in the course of judicial review.

(2) If the contractor is found to have committed an unlawful practice under KRS 45.560 to 45.640, the contracting agency may cancel or terminate the contract, conditioned upon a program for future compliance approved by the contracting agency and the department. The contracting agency may declare such a contractor ineligible to bid on further contracts with that agency until such time as the contractor complies in full with the requirements of KRS 45.560 to 45.640.

(3) The equal employment provisions of KRS 45.560 to 45.640 may be met in part by a contractor by subcontracting to a minority contractor or subcontractor. For the provisions of KRS 45.560 to 45.640, a minority contractor or subcontractor shall mean a business that is owned and controlled by one or more persons disadvantaged by racial or ethnic circumstances.

KRS 45.630 Termination of existing employee not required, when

Any provision of KRS 45.560 to 45.640 notwithstanding, no contractor shall be required to terminate an existing employee upon proof that employee was employed prior to the date of the contract.

KRS 45.640 Minimum skills

Nothing in KRS 45.560 to 45.640 shall require a contractor to hire anyone who fails to demonstrate the minimum skills required to perform a particular job."

It is recommended that all of the provisions above quoted be included as special conditions in each contract. In the case of a contract exceeding \$250,000, the contractor is required to furnish evidence that his workforce in Kentucky is representative of the available work-force in the area from which he draws employees, or to supply an Affirmative Action plan which will achieve such representation during the life of the contract.

LFUCG Non-Appropriation Clause

Contractor acknowledges that the LFUCG is a governmental entity, and the contract validity is based upon the availability of public funding under the authority of its statutory mandate.

In the event that public funds are unavailable and not appropriated for the performance of the LFUCG's obligations under this contract, then this contract shall automatically expire without penalty to the LFUCG thirty (30) days after written notice to Contractor of the unavailability and non-appropriation of public funds. It is expressly agreed that the LFUCG shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of this contract, but only as an emergency fiscal measure during a substantial fiscal crisis, which affects generally its governmental operations.

In the event of a change in the LFUCG's statutory authority, mandate and mandated functions, by state and federal legislative or regulatory action, which adversely affects the LFUCG's authority to continue its obligations under this contract, then this contract shall automatically terminate without penalty to the LFUCG upon written notice to Contractor of such limitation or change in the LFUCG's legal authority.

Contention Process

Vendors who respond to this invitation have the right to file a notice of contention associated with the RFP process or to file a notice of appeal of the recommendation made by the Director of Procurement resulting from this invitation.

Notice of contention with the RFP process must be filed within 3 business days of the bid/proposal opening by (1) sending a written notice, including sufficient documentation to support contention, to the Director of the Division of Procurement or (2) submitting a written request for a meeting with the Director of Procurement to explain his/her

contention with the RFP process. After consulting with the Commissioner of Finance the Chief Administrative Officer and reviewing the documentation and/or hearing the vendor, the Director of Procurement shall promptly respond in writing findings as to the compliance with RFP processes. If, based on this review, a RFP process irregularity is deemed to have occurred the Director of Procurement will consult with the Commissioner of Finance, the Chief Administrative Officer and the Department of Law as to the appropriate remedy.

Notice of appeal of a RFP recommendation must be filed within 3 business days of the RFP recommendation by (1) sending a written notice, including sufficient documentation to support appeal, to the Director, Division of Procurement or (2) submitting a written request for a meeting with the Director of Procurement to explain his appeal. After reviewing the documentation and/or hearing the vendor and consulting with the Commissioner of Finance and the Chief Administrative Officer, the Director of Procurement shall in writing, affirm or withdraw the recommendation.

SELECTION CRITERIA:

1. Program Proposal & Design	
1.1 Needs Statement	15
1.2 Service Delivery Model	15
1.3 Client Eligibility & Requirements	5
1.4 Evidence-Based/Best Practice	10
	Subtotal 45
2. Program Measures & Evaluation	
2.1 Service Efficacy & Desired Outcomes	10
2.2 Client Empowerment & Community Impact	10
2.3 Data Assessment & Quality Improvement	10
	Subtotal 30
3. Capacity & Sustainability	
5.3.1 Staff Qualifications & Experience	5
5.3.2 Partnership & Resource Leverage	5
5.3.3 Outreach & Inclusion Strategy	15
	Subtotal 25
TOTAL	100

Proposals shall contain the appropriate information necessary to evaluate based on these criteria. A committee composed of government employees as well as representatives of relevant user groups will evaluate the proposals.

The LFUCG reserves the right to request clarification of any proposal from prospective vendors, or to interview any vendor to further discuss their submitted proposal. The LFUCG further reserves the right to select more than one vendor as a preliminary finalist that will be required to make an oral presentation to the LFUCG. The LFUCG reserves the right to amend its final scoring of the proposals based upon information provided

during such a presentation as long as the proposal does not materially differ from the written proposal submitted by the vendor.

Questions shall be submitted via IonWave at: <https://lexingtonky.ionwave.net>

Affirmative Action Plan

All vendors must submit as a part of the proposal package the following items to the Urban County Government:

1. Affirmative Action Plan for his/her firm;
2. Current Work Force Analysis Form;

Failure to submit these items as required may result in disqualification of the submitter from award of the contract. All submissions should be directed to:

Director, Division of Procurement
Lexington-Fayette Urban County Government
200 East Main Street, 3rd Floor
Lexington, Kentucky 40507

All questions regarding this proposal must be directed to the Division of Procurement, (859)-258-3320.

Status Active PolicyStat ID 14210004



Origination 12/2022
Last Approved 11/2023
Effective 11/2023
Last Revised 11/2023
Next Review 11/2025

Owner Danita Ross: Vice President of Human Resources
Area Human Resources
References 484.100, 484.105(b), 484.115 + 8 more

Equal Opportunity Employer

Purpose

To assure that all persons have equal employment opportunities.

Policy

In accordance with Title VI of the Civil Rights Act of 1964 and its implementing regulation, Bluegrass Care Navigators (BCN) is an EQUAL OPPORTUNITY EMPLOYER and WILL NOT DISCRIMINATE AGAINST RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, SEXUAL ORIENTATION, GENDER, GENDER IDENTITY, OR COMMUNICABLE DISEASE AS DEFINED IN SECTION 504 OF TITLE VI.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulation, BCN WILL NOT, DIRECTLY OR THROUGH CONTRACTUAL OR OTHER ARRANGEMENTS, DISCRIMINATE ON THE BASIS OF HANDICAP.

In accordance with the Age Discrimination Act of 1975 and its implementing regulation, BCN WILL NOT, DIRECTLY OR THROUGH CONTRACTUAL OR OTHER ARRANGEMENTS, DISCRIMINATE ON THE BASIS OF AGE in the provision of services unless age is a factor necessary to the normal operation or the achievement of any statutory objective.

In accordance with the Americans with Disabilities Act of 1992 (42 USC §12101) and its implementing regulations, (private employers with more than 25 of BCN's personnel), BCN WILL NOT, DIRECTLY OR THROUGH CONTRACTUAL OR OTHER ARRANGEMENTS, DISCRIMINATE ON THE BASIS OF DISABILITY. A disability is a physical or mental impairment that substantially limits a major life activity, or for which there is a record of impairment or which causes the individual to be regarded as impaired.

In accordance with the Kentucky Pregnant Workers Act of 2019 (KRS 344.030 to 344.110) and its implementing regulation, BCN WILL NOT, DIRECTLY OR THROUGH CONTRACTUAL OR OTHER ARRANGEMENTS, DISCRIMINATE ON THE BASIS OF PREGNANCY, CHILDBIRTH, AND RELATED MEDICAL CONDITIONS.

Approval Signatures

Step Description	Approver	Date
Publisher	Denise Moncivaiz: Policy and Performance Improvement Analyst	11/2023
Owner	Danita Ross: Vice President of Human Resources	11/2023
Accreditation Checker	Eugenia Smither: Corporate Compliance Officer/VP Compliance & Quali	10/2023
Policy Writer	Jason Aycock: Director of Human Resources	10/2023
Initiator	Angela Sparrow: Human Resources Generalist	08/2023

References

484.100, 484.105(b), 484.115, 484.75(b), BHHC, HH4-2I.01, HR.01.02.01, HRM.3.I, LD.01.04.01, LD.04.01.01, LG.3.I

Status Active PolicyStat ID 14138790



Origination 03/2023
Last 10/2023
Approved
Effective 10/2023
Last Revised 10/2023
Next Review 10/2025

Owner Danita Ross: Vice President of Human Resources
Area Human Resources
References 484.100, 484.105(b), 484.75(b) + 5 more

Selection/Hiring of Team Members

Purpose

To specify the criteria for the selection of Bluegrass Care Navigators (BCN) team members.

Policy

- BCN will use a consistent process for the selection of all team members.
- All persons are entitled to Equal Employment Opportunity regardless of age, ethnicity, gender, disability, race, sexual orientation, gender identity, religion, national origin, political affiliation, socioeconomic and family status, geographic region, or any other type of discrimination against a protected group.
- Every effort will be made to employ the most qualified individuals without regard to the above factors.
- BCN will provide promotion and advancement opportunities in a non-discriminatory fashion.
- BCN does not and will not permit team members to engage in unlawful practices or sexual harassment involving patients/participants/families/caregivers or their co-workers.

Procedure

Selection and Screening

1. Vice Presidents, AVPs, and Directors who need to fill a vacant position or want to add a new position should submit a Job Request Form in SharePoint to Human Resources (HR). All requests will be reviewed, but those for new job positions will be reviewed by HR and

- submitted to the appropriate Senior Leader for approval. Requests for new positions will be submitted to the President/CEO for final approval before posting.
2. BCN may try to fill job openings above entry-level by promoting from within if qualified internal applicants are known to be available. In addition, BCN may give consideration to any known qualified individual who is on layoff status before recruiting applicants from outside.
 3. For candidates from within BCN who are interested in being considered for job openings, HR will post the openings in accordance with job posting procedures. Current team member candidates will be considered and processed as outlined in the Transfer Policy.
 4. For candidates from outside BCN who are interested in being considered for job openings, HR will be responsible for recruiting the candidates and will use the recruitment methods and sources it considers appropriate.
 5. During the recruitment, hiring, and onboarding process, no statement should be made promising permanent or guaranteed employment.
 6. HR may screen prospective personnel by phone before an interview is set to assure that the candidate has valid licensure/registration or certification, if applicable, and at least one year experience or as delineated in the job description.

Hiring

1. An individual seeking employment will complete an application, including information about education, work experience, and job history. HR will review the application, conduct a phone scree (if minimum qualifications are met), and submit to the Hiring Managers for review.
2. The Hiring Manager(s) and/or the appropriate VP/AVP has the responsibility to determine if a candidate is qualified for the position and if the candidate is compatible with the work environment. The Hiring Manager(s) makes a recommendation to HR for hiring.
3. Following a decision to hire the applicant, HR will check employment references and the OIG exclusion list on the HHS OIG website.
4. Education will be verified, as appropriate, through visualization and copying of certificates, diplomas or transcripts, or by institution contact.
5. All professional licensed/registered/certified staff will be verified through the primary source verification of the issuing Board and/or verbally when applicable. Additionally, all licensing boards will be assessed for any disciplinary actions.
6. Other information obtained during the application process will include, but will not be limited to, social security number, birth certificate information, driver's license, and vehicle insurance declaration.
7. The current physical, TB test/chest X-Ray, and criminal record check (including the Motor Vehicle Record, if applicable) should be received prior to beginning employment. Offers of employment may be contingent if checks are unavailable prior to the scheduled starting date.
8. Based on the selection process and criteria, a candidate meeting all requirements will be offered a position within BCN.
9. All new personnel (clinical and non-clinical) must attend an onboarding program.
10. Depending on the personnel classification, a specific orientation program will be conducted

which addresses the job responsibilities and further reviews of BCN policies.

Letter of Hire

When a hiring decision has been made, a verbal offer will be made by HR to the prospective team member. Once the verbal offer has been accepted, an electronic offer letter that states the specific position, starting date, beginning salary and the offer of employment will be emailed to the prospective team member by HR.

Medical Examinations

Applicants to whom a conditional offer of employment has been extended may be required to submit to medical tests or examinations to establish both their fitness to perform the job for which they have applied and their fitness to do so without endangering the health and safety of themselves and others.

Required medical examinations will be paid for by BCN and must be performed by a physician or licensed medical facility designated or approved by BCN. Such examinations are the property of BCN and are treated as confidential.

Criminal Record Checks

BCN will conduct background checks in compliance with the federal Fair Credit Reporting Act (FCRA), the Americans with Disabilities Act (ADA), and all other applicable local, state, and federal laws and regulations. Applicants to whom a conditional offer of employment has been extended are required to submit to a criminal convictions check (including a motor vehicle check, if applicable). Criminal background checks are obtained upon hire for the states the individual has lived in or worked in during the previous three years. Record checks will be conducted annually for all staff. Information from these checks is the property of BCN and is treated as confidential. Applicants and team members may request and receive a copy of requested "investigative consumer reports."

A reported criminal offense conviction will not necessarily disqualify a candidate from employment. The nature and seriousness of the offense, the date of the offense, the surrounding circumstances, rehabilitation, the relevance of the offense to the specific position(s), and whether hiring, transferring, or promoting the applicant would pose an unreasonable risk to the business may be considered before a final decision is reached. BCN will follow FCRA requirements, other applicable statutes, and BCN procedures for providing information and reports, making decisions, and responding to applicants and team members regarding potentially adverse actions to an investigative report.

BCN reserves the right to withdraw any offer of employment or consideration for employment, or discharge an team member, upon finding falsification, misrepresentation, or omission of fact on an employment application, resume, or other attachments, as well as in verbal statements, regardless of when it is discovered.

Background check reports shall be maintained in separate, confidential files and retained in accordance with BCN's document retention procedures

Reference Link:

Equal Employment Opportunity

Approval Signatures

Step Description	Approver	Date
Publisher	Denise Moncivaiz: Policy and Performance Improvement Analyst	10/2023
Owner	Danita Ross: Vice President of Human Resources	10/2023
Accreditation Checker	Eugenia Smither: Corporate Compliance Officer/VP Compliance & Quali	09/2023
Policy Writer	Sabrina Partin: Human Resources Benefits Program Manager	09/2023
Initiator	Tina Godby: Team Member Experience Coordinator	09/2023

References

484.100, 484.105(b), 484.75(b), BHHC, HH4-2I.01, HRM.3.I, LD.01.04.01, LG.3.I

AFFIDAVIT

Comes the Affiant, Elizabeth D. Fowler, and after being first duly sworn, states under penalty of perjury as follows:

1. His/her name is Elizabeth D. Fowler and he/she is the individual submitting the proposal or is the authorized representative of Inspire of the Bluegrass, Inc, dba Bluegrass Care Navigators, the entity submitting the proposal (hereinafter referred to as "Proposer").
2. Proposer will pay all taxes and fees, which are owed to the Lexington-Fayette Urban County Government at the time the proposal is submitted, prior to award of the contract and will maintain a "current" status in regard to those taxes and fees during the life of the contract.
3. Proposer will obtain a Lexington-Fayette Urban County Government business license, if applicable, prior to award of the contract.
4. Proposer has authorized the Division of Procurement to verify the above-mentioned information with the Division of Revenue and to disclose to the Urban County Council that taxes and/or fees are delinquent or that a business license has not been obtained.
5. Proposer has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky within the past five (5) years and the award of a contract to the Proposer will not violate any provision of the campaign finance laws of the Commonwealth.
6. Proposer has not knowingly violated any provision of Chapter 25 of the Lexington-Fayette Urban County Government Code of Ordinances, known as "Ethics Act."

Continued on next page

7. Proposer acknowledges that "knowingly" for purposes of this Affidavit means, with respect to conduct or to circumstances described by a statute or ordinance defining an offense, that a person is aware or should have been aware that his conduct is of that nature or that the circumstance exists.

Further, Affiant sayeth naught.

Elizabeth J. Fowler

STATE OF Kentucky

COUNTY OF Fayette

The foregoing instrument was subscribed, sworn to and acknowledged before me
by _____ on this the _____ day
of _____, 20__.

My Commission expires: _____

NOTARY PUBLIC, STATE AT LARGE

EQUAL OPPORTUNITY AGREEMENT

Standard Title VI Assurance

The Lexington Fayette-Urban County Government, (hereinafter referred to as the "Recipient") hereby agrees that as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78Stat.252, 42 U.S.C. 2000d-4 (hereinafter referred to as the "Act"), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, (49 CFR, Part 21) Nondiscrimination in Federally Assisted Program of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the "Regulations") and other pertinent directives, no person in the United States shall, on the grounds of race, color, national origin, sex, age (over 40), religion, sexual orientation, gender identity, veteran status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the U.S. Department of Transportation, including the Federal Highway Administration, and hereby gives assurance that will promptly take any necessary measures to effectuate this agreement. This assurance is required by subsection 21.7(a) (1) of the Regulations.

The Law

- Title VII of the Civil Rights Act of 1964 (amended 1972) states that it is unlawful for an employer to discriminate in employment because of race, color, religion, sex, age (40-70 years) or national origin.
- Executive Order No. 11246 on Nondiscrimination under Federal contract prohibits employment discrimination by contractor and sub-contractor doing business with the Federal Government or recipients of Federal funds. This order was later amended by Executive Order No. 11375 to prohibit discrimination on the basis of sex.
- Section 503 of the Rehabilitation Act of 1973 states:

The Contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap.

- Section 2012 of the Vietnam Era Veterans Readjustment Act of 1973 requires Affirmative Action on behalf of disabled veterans and veterans of the Vietnam Era by contractors having Federal contracts.
- Section 206(A) of Executive Order 12086, Consolidation of Contract Compliance Functions for Equal Employment Opportunity, states:

The Secretary of Labor may investigate the employment practices of any Government contractor or sub-contractor to determine whether or not the contractual provisions specified in Section 202 of this order have been violated.

The Lexington-Fayette Urban County Government practices Equal Opportunity in recruiting, hiring and promoting. It is the Government's intent to affirmatively provide employment opportunities for those individuals who have previously not been allowed to enter into the mainstream of society. Because of its importance to the local Government, this policy carries the full endorsement of the Mayor, Commissioners, Directors and all supervisory personnel. In following this commitment to Equal Employment Opportunity and because the Government is the benefactor of the Federal funds, it is both against the Urban County Government policy and illegal for the Government to let contracts to companies which knowingly or unknowingly practice discrimination in their employment practices. Violation of the above mentioned ordinances may cause a contract to be canceled and the contractors may be declared ineligible for future consideration.

Please sign this statement in the appropriate space acknowledging that you have read and understand the provisions contained herein. Return this document as part of your application packet.

Bidders

I/We agree to comply with the Civil Rights Laws listed above that govern employment rights of minorities, women, Vietnam veterans, handicapped and aged persons.

Elizabeth J. Fowler
Signature

Hospice of the Bluegrass, Inc.
dba Bluegrass Care Navigators
Name of Business

WORKFORCE ANALYSIS FORM

Name of Organization: Hospice of the Bluegrass, Inc. dba Bluegrass Care Navigators

Categories	Total	White (Not Hispanic or Latino)		Hispanic or Latino		Black or African-American (Not Hispanic or Latino)		Native Hawaiian and Other Pacific Islander (Not Hispanic or Latino)		Asian (Not Hispanic or Latino)		American Indian or Alaskan Native (not Hispanic or Latino)		Two or more races (Not Hispanic or Latino)		Total	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Administrators	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Professionals	464	43	405	1	1	0	8	0	0	0	0	0	1	0	5	44	420
Superintendents	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Supervisors	66	10	52	0	0	2	1	0	0	0	0	0	0	0	1	12	54
Foremen	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Technicians	18	2	16	0	0	0	0	0	0	0	0	0	0	0	0	2	16
Protective Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Para-Professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Office/Clerical	82	3	74	0	1	1	3	0	0	0	0	0	0	0	0	4	78
Skilled Craft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Service/Maintenance	167	25	123	0	0	2	12	0	0	1	2	0	1	0	1	28	139
Total:	797	83	670	1	2	5	24	0	0	1	2	0	2	0	7	90	707

Prepared by: Hannah Lawfenburger, HR Recruiting Specialist Date: 04, 17, 2024
 (Name and Title) Revised 2015-Dec-15

Firm Submitting Proposal: Hospice of the Bluegrass, Inc. dba
Bluegrass Care Navigators

Complete Address: 1733 Harrodsburg Rd. Lexington 40504
Street City Zip

Contact Name: Laura Klumb Title: Vice President of Philanthropy + Marketing

Telephone Number: 859-200-2805 Fax Number: N/A

Email address: lklumb@bcarenav.org

GENERAL PROVISIONS

1. Each Respondent shall comply with all Federal, State & Local regulations concerning this type of service or good.

The Respondent agrees to comply with all statutes, rules, and regulations governing safe and healthful working conditions, including the Occupational Health and Safety Act of 1970, *29 U.S.C. 650 et. seq.*, as amended, and KRS Chapter 338. The Respondent also agrees to notify the LFUCG in writing immediately upon detection of any unsafe and/or unhealthful working conditions at the job site. The Respondent agrees to indemnify, defend and hold the LFUCG harmless from all penalties, fines or other expenses arising out of the alleged violation of said laws.
2. Failure to submit ALL forms and information required in this RFP may be grounds for disqualification.
3. Addenda: All addenda and IonWave Q&A, if any, shall be considered in making the proposal, and such addenda shall be made a part of this RFP. Before submitting a proposal, it is incumbent upon each proposer to be informed as to whether any addenda have been issued, and the failure to cover in the bid any such addenda may result in disqualification of that proposal.
4. Proposal Reservations: LFUCG reserves the right to reject any or all proposals, to award in whole or part, and to waive minor immaterial defects in proposals. LFUCG may consider any alternative proposal that meets its basic needs.
5. Liability: LFUCG is not responsible for any cost incurred by a Respondent in the preparation of proposals.
6. Changes/Alterations: Respondent may change or withdraw a proposal at any time prior to the opening; however, no oral modifications will be allowed. Only letters, or other formal written requests for modifications or corrections of a previously submitted proposal which is addressed in the same manner as the proposal, and received by LFUCG prior to the scheduled closing time for receipt of proposals, will be accepted. The proposal, when opened, will then be corrected in accordance with such written request(s), provided that the written request is contained in a sealed envelope which is plainly marked "modifications of proposal".
7. Clarification of Submittal: LFUCG reserves the right to obtain clarification of any point in a bid or to obtain additional information from a Respondent.
8. Bribery Clause: By his/her signature on the bid, Respondent certifies that no employee of his/hers, any affiliate or Subcontractor, has bribed or attempted to bribe an officer or employee of the LFUCG.

9. Additional Information: While not necessary, the Respondent may include any product brochures, software documentation, sample reports, or other documentation that may assist LFUCG in better understanding and evaluating the Respondent's response. Additional documentation shall not serve as a substitute for other documentation which is required by this RFP to be submitted with the proposal,
10. Ambiguity, Conflict or other Errors in RFP: If a Respondent discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, it shall immediately notify LFUCG of such error in writing and request modification or clarification of the document if allowable by the LFUCG.
11. Agreement to Bid Terms: In submitting this proposal, the Respondent agrees that it has carefully examined the specifications and all provisions relating to the work to be done attached hereto and made part of this proposal. By acceptance of a Contract under this RFP, proposer states that it understands the meaning, intent and requirements of the RFP and agrees to the same. The successful Respondent shall warrant that it is familiar with and understands all provisions herein and shall warrant that it can comply with them. No additional compensation to Respondent shall be authorized for services or expenses reasonably covered under these provisions that the proposer omits from its Proposal.
12. Cancellation: If the services to be performed hereunder by the Respondent are not performed in an acceptable manner to the LFUCG, the LFUCG may cancel this contract for cause by providing written notice to the proposer, giving at least thirty (30) days notice of the proposed cancellation and the reasons for same. During that time period, the proposer may seek to bring the performance of services hereunder to a level that is acceptable to the LFUCG, and the LFUCG may rescind the cancellation if such action is in its best interest.

A. Termination for Cause

- (1) LFUCG may terminate a contract because of the contractor's failure to perform its contractual duties
- (2) If a contractor is determined to be in default, LFUCG shall notify the contractor of the determination in writing, and may include a specified date by which the contractor shall cure the identified deficiencies. LFUCG may proceed with termination if the contractor fails to cure the deficiencies within the specified time.
- (3) A default in performance by a contractor for which a contract may be terminated shall include, but shall not necessarily be limited to:
 - (a) Failure to perform the contract according to its terms, conditions and specifications;
 - (b) Failure to make delivery within the time specified or according

- to a delivery schedule fixed by the contract;
- (c) Late payment or nonpayment of bills for labor, materials, supplies, or equipment furnished in connection with a contract for construction services as evidenced by mechanics' liens filed pursuant to the provisions of KRS Chapter 376, or letters of indebtedness received from creditors by the purchasing agency;
- (d) Failure to diligently advance the work under a contract for construction services;
- (e) The filing of a bankruptcy petition by or against the contractor; or
- (f) Actions that endanger the health, safety or welfare of the LFUCG or its citizens.

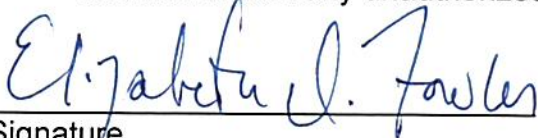
B. At Will Termination

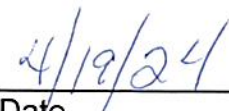
Notwithstanding the above provisions, the LFUCG may terminate this contract at will in accordance with the law upon providing thirty (30) days written notice of that intent, Payment for services or goods received prior to termination shall be made by the LFUCG provided these goods or services were provided in a manner acceptable to the LFUCG. Payment for those goods and services shall not be unreasonably withheld.

13. **Assignment of Contract:** The contractor shall not assign or subcontract any portion of the Contract without the express written consent of LFUCG. Any purported assignment or subcontract in violation hereof shall be void. It is expressly acknowledged that LFUCG shall never be required or obligated to consent to any request for assignment or subcontract; and further that such refusal to consent can be for any or no reason, fully within the sole discretion of LFUCG.
14. **No Waiver:** No failure or delay by LFUCG in exercising any right, remedy, power or privilege hereunder, nor any single or partial exercise thereof, nor the exercise of any other right, remedy, power or privilege shall operate as a waiver hereof or thereof. No failure or delay by LFUCG in exercising any right, remedy, power or privilege under or in respect of this Contract shall affect the rights, remedies, powers or privileges of LFUCG hereunder or shall operate as a waiver thereof.
15. **Authority to do Business:** The Respondent must be a duly organized and authorized to do business under the laws of Kentucky. Respondent must be in good standing and have full legal capacity to provide the services specified under this Contract. The Respondent must have all necessary right and lawful authority to enter into this Contract for the full term hereof and that proper corporate or other action has been duly taken authorizing the Respondent to enter into this Contract. The Respondent will provide LFUCG with a copy of a corporate resolution authorizing this action and a letter from an attorney confirming that the proposer is authorized to do business in the State of Kentucky if requested. All proposals must

be signed by a duly authorized officer, agent or employee of the Respondent.

16. **Governing Law:** This Contract shall be governed by and construed in accordance with the laws of the Commonwealth of Kentucky. In the event of any proceedings regarding this Contract, the Parties agree that the venue shall be the Fayette County Circuit Court or the U.S. District Court for the Eastern District of Kentucky, Lexington Division. All parties expressly consent to personal jurisdiction and venue in such Court for the limited and sole purpose of proceedings relating to this Contract or any rights or obligations arising thereunder. Service of process may be accomplished by following the procedures prescribed by law.
17. **Ability to Meet Obligations:** Respondent affirmatively states that there are no actions, suits or proceedings of any kind pending against Respondent or, to the knowledge of the Respondent, threatened against the Respondent before or by any court, governmental body or agency or other tribunal or authority which would, if adversely determined, have a materially adverse effect on the authority or ability of Respondent to perform its obligations under this Contract, or which question the legality, validity or enforceability hereof or thereof.
18. Contractor understands and agrees that its employees, agents, or subcontractors are not employees of LFUCG for any purpose whatsoever. Contractor is an independent contractor at all times during the performance of the services specified.
19. If any term or provision of this Contract shall be found to be illegal or unenforceable, the remainder of the contract shall remain in full force and such term or provision shall be deemed stricken.
20. Contractor [or Vendor or Vendor's Employees] will not appropriate or make use of the Lexington-Fayette Urban County Government (LFUCG) name or any of its trade or service marks or property (including but not limited to any logo or seal), in any promotion, endorsement, advertisement, testimonial or similar use without the prior written consent of the government. If such consent is granted LFUCG reserves the unilateral right, in its sole discretion, to immediately terminate and revoke such use for any reason whatsoever. Contractor agrees that it shall cease and desist from any unauthorized use immediately upon being notified by LFUCG.


Signature


Date



Lexington-Fayette Urban County Government
Request for Proposals

Extended Social Resources (ESR) Grant Program
Priority Area: Mental Health

Purpose

Each fiscal year the Mayor and Urban County Council allocate funds for use by selected 501(c)(3) non-profit partner agencies through the Department of Social Services' Extended Social Resource (ESR) Program. The Lexington-Fayette Urban County Government (hereinafter referred to as "LFUCG") has historically partnered with non-profit agencies for the purpose of providing priority social services to supplement and support the work of the Urban County Government. These agencies are diverse in their missions and work plans, and provide services to the most vulnerable populations in our community.

Eligibility

- Eligible Responders shall be a non-profit 501(c)3 organization with a physical presence in Lexington-Fayette County
- Responders shall be registered and have a current, complete Gold Seal of Transparency or higher level agency portrait on [GuideStar.org](https://www.guidestar.org).
- ESR funds cannot be used to teach, advance, advocate or promote any religion
- Be located in and/or serve Fayette County residents with ESR funds in Fayette County
- Applying organization agrees to comply with all applicable local, state, and federal laws
- Agencies that are primarily affiliated with, or funded through, an educational institution (e.g., a public or private school or the Fayette County Board of Education) are not eligible to receive funds.

Instructions

Please follow the attached instructions and submit all required forms no later than the deadline indicated below:

Proposal Deadline – Thursday, April 25 at 2:00 PM
Proposals received after this deadline or incomplete proposals will not be considered.

1.0 GENERAL INFORMATION & SCOPE

1.1 **Background**

Each fiscal year the Mayor and Urban County Council allocate funds for use by selected 501(c)(3) non-profit partner agencies through the Department of Social Services' Extended Social Resource (ESR) Program.

This grant cycle shall cover Fiscal Years 2025 and 2026 (July 1, 2024 – June 30, 2026), and will award grants between the four Funding Priorities, which each have separate required Proposal Submittals and criteria, and awarded on an approximate scale, listed below.

Funding Priority Area: Mental Health

Projected funding is approximately \$633,500 of total ESR Grant Program Community Based Initiatives Award. This amount is subject to change upon Council ratification of the Fiscal Year 2025 Budget.

LFUCG seeks to strengthen and enhance Community Mental Health, by supporting programs and services addressing **Mental Health**. LFUCG intends to award grants for priority-rated programs and services based on documentation of marginalized client populations and articulated individual and community outcomes. The program should utilize best practices and evidence-based models, including a Trauma Informed Care approach when engaging, assessing, intervening, and terminating services with underserved population groups.

2.0 GENERAL PROVISIONS

2.1 **Purpose**

The LFUCG is accepting applications from qualified non-governmental, non-profit agencies with current **501(c)3** tax exempt status and with a physical business or program site location in Fayette County (hereinafter, referred to as "Applicant") for ESR funding for FY2025 & 2026 (July 1, 2024 – June 30, 2026). This funding is intended to support agency **programs** which respond to the **funding priorities** established herein. **THIS FUNDING IS NOT INTENDED TO SUPPORT GENERAL AGENCY OPERATIONS, other than overhead required to support the subject program.**

2.2 **Funding Period**

The funding period is from July 1, 2024 through June 30, 2026.

2.3 **ESR Grant Informational Workshop**

The Department of Social Services conducted a meeting on March 26th, 2024 that provided potential proposers with an overview of the proposal and review process, instructions on completing the RFP, and presentation of funding priorities.

2.4 **Proposal Submission**

All Submissions must be uploaded to the LFUCG procurement website at <https://lexingtonky.ionwave.net> by **Thursday, April 25 before 2:00 PM EST**. The Submission shall include an enclosed form that shall contain the required documents, and respond to one or more established funding priorities.

Proposal submissions containing significant omissions of required information will be considered non-responsive and removed from the RFP funding process on the application deadline date (April 25th, 2024). Significant missing responses to questions constitute an incomplete application. The final decision regarding application completeness and penalties will be determined by the LFUCG Division of Procurement in consultation with the Commissioner of Social Services. **All proposals must be written**

in a clear and concise manner, as there will be no follow-up or clarifications to proposer's Proposal Submittal Form once the evaluation process begins.

Do not include additional documents or attachments with the Proposal Submittal Form, such as brochures or letters of support. These will be discarded.

If your agency is submitting a proposal for the funding of more than one program in a single priority area, please note that they must be included in a single Proposal Submittal completed and submitted for that priority area RFP. Only one Proposal Submittal per agency per priority area will be accepted. Agencies/Organizations may submit only ONE Proposal Submittal per proposed program in all priority areas.

Submitted Proposal shall be comprised of the attached PDF formatted Proposal Submittal form. This form must be submitted in the original PDF form, and NOT be a scanned version of the original form.

2.5 **Acceptance/Rejection of Submissions**

The LFUCG reserves the right to reject any proposals which may be considered irregular, show serious omissions, contain unauthorized alteration of the Proposal Submittal form, or are incomplete.

The LFUCG reserves the right to accept or reject any or all applications in whole or in part, with or without cause, to waive technicalities, to implement scoring penalties, or to accept applications or portions thereof which, in the Urban County Government's judgment, best serve the interests of Urban County Government.

In evaluating whether to ultimately award funding to an agency, the Lexington-Fayette Urban County Government may consider how much funding, if any, an agency has previously received from LFUCG during the same funding cycle, and reserves the right to not fund, or to reduce the amount of funding that an agency might otherwise receive, based upon such an evaluation.

All proposals must be written in a clear and concise manner, as there will be no follow-up or clarifications to proposer's Proposal Submittal Form once the evaluation process begins.

2.6 **Inquiries/Questions**

After thoroughly reading this Request for Proposals, Applicants must direct any questions to:

Todd Slatin, Director

Division of Procurement 200 E. Main Street, Lexington, KY 40507

E-mail: tslatin@lexingtonky.gov Phone: (859) 258-3320

Deadline for questions is April 21st, 2024 at 2:00 PM EST

3.0 **FUNDING PROCESS**

3.1 **Timeline**

This Request for Proposals is being released on **March 28th, 2024**, and is made available to the public and all potentially eligible applicants. **An informational and question and answer meeting will be held on Zoom on Thursday, April 18th at 3:00 PM EST**

[Click here to Join Technical Q&A Zoom Meeting](#)

Webinar ID: 825 6201 4467

Passcode: 781099

This meeting will be open to the public and any potentially eligible applicants are invited to attend and ask questions or seek clarification regarding the RFP. Attendance is NOT required in order to submit a proposal and will not affect scoring during the evaluation process.

Completed proposals must be submitted **no later than 2:00 PM on Thursday, April 25th, 2024**, and late or incomplete proposals will not be accepted or evaluated.

The LFUCG intends to conduct proposal evaluation in April and May 2024 immediately following the proposal due date, with the intention to make funding announcements approximately in late May, 2024. This timeline is subject to change without notice.

Successful applicants shall be contacted to negotiate a funding agreement with expectations that an award be in place for the funded programs to begin operations by July 1, 2024. No funds may be expended prior to the execution of a funding agreement and grantees will not be reimbursed for pre-award costs.

3.2 Evaluation

Proposals will be evaluated by a neutral panel including LFUCG staff and third-party reviewers who have expertise in the field of human services. The feasibility and need in the community of the programming proposed will be assessed, and financial proposals will also be reviewed at this stage. If a proposal fails to meet the minimum criteria outlined in this RFP, it will be eliminated from further consideration. LFUCG reserves the right to reject any and all proposals. The scoring criteria are outlined in Section 5.0 Criteria.

Upon receipt of submittals, an initial review will take place to ensure that all submissions meet the minimum qualifications and requirements. Proposals shall be completed in all respects as required by this RFP. A Proposal may be rejected if it is incomplete, contains any alterations or other irregularities of any kind, and will be rejected if any such defect or irregularity can materially affect the quality of the information. A Proposal which contains false or misleading statements may be rejected. If, in the opinion of LFUCG, such information was intended to mislead LFUCG in its evaluation of the Proposal, and the attribute, condition, or capability is a requirement of this RFP, the Proposal will be rejected. The LFUCG also reserves the right to waive minor technicalities or irregularities in Proposals if such action is in LFUCG's best interest. Statements made by applicants shall also be without ambiguity, and with adequate elaboration, where necessary, for clear understanding.

3.3 Reporting

The funded project will be required to submit regular progress reports demonstrating progress toward outcomes established in the proposal and associated funding agreement. Report formats will be determined by the Department of Social Services, as will due dates and submission process. Failure to submit complete reports on time will delay processing of grant payments and may affect the grantee's competitiveness for any future funding opportunities with LFUCG.

4.0 PROPOSAL FORMAT

Proposal Submittal Forms must be uploaded to <https://lexingtonky.ionwave.net> before the 2:00 PM EST April 25th, 2024 deadline. Late submissions will not be considered for funding.

5.0 SCORING CRITERIA/EVALUATION

Please see attached **Proposal Submittal form** to respond to the following; the **Proposal Submittal form** is the document that shall be completed with your responses and then uploaded as your RFP submittal. **You will need to save the PDF formatted Proposal Submittal form to your hard drive before beginning to enter responses in it to ensure your responses are saved to the form.**

ESR Grant Program RFP Criteria

	<u>Points</u>
5.1 Program Proposal & Design	
5.1.1 Needs Statement	15
5.1.2 Service Delivery Model	15
5.1.3 Client Eligibility & Requirements	5
5.1.4 Evidence-Based/Best Practice	10
	Subtotal 45
5.2 Program Measures & Evaluation	
5.2.1 Service Efficacy & Desired Outcomes	10
5.2.2 Client Empowerment & Community Impact	10
5.2.3 Data Assessment & Quality Improvement	10
	Subtotal 30
5.3 Capacity & Sustainability	
5.3.1 Staff Qualifications & Experience	5
5.3.2 Partnership & Resource Leverage	5
5.3.3 Outreach & Inclusion Strategy	15
	Subtotal 25
TOTAL	100

Funding Priority Area: Mental Health

Projected funding target is \$633,500 of ESR Grant Program – Community Based Initiatives

LFUCG seeks to strengthen and enhance the well-being of the community by supporting programs and services addressing **Mental Health**. LFUCG intends to award grants for priority-rated programs and services based on documentation of marginalized client populations and articulated individual and community outcomes. The program should utilize best practices and evidence-based models, including a Trauma Informed Care approach when engaging, assessing, intervening, and terminating services with underserved population groups.

Nonprofit programs can provide multiple types of behavioral health strategies to address the issue of **Mental Health** including the following:

Outpatient mental health and behavioral health

- Diagnostic evaluation
- Screening
- Emergency care
- Crisis intervention services
- Psychotherapy
- Partial hospitalization or day treatment
- Psychosocial rehabilitation
- Medication management

Nontraditional community mental health interventions

- Mobile crisis units
- Vocational and educational services

- Training services for staff such as Trauma Informed Care
- Tele-mental health/Phone/Video/Text
- Integrative health and mental health

Prevention and early Intervention outreach

- Community recognition and awareness of Mental Illness
- Promoting/advertising resources for underserved populations
- Access to services for underserved populations
- Identifying the needs of the client/family and linking them to community resources.
- Providing case management services to empower the family unit to thrive.

The term “client” is used throughout this proposal; however, we understand that within the context of your work “client” may not mean an individual. For some agencies it may be helpful to think of “client” as whole system (such as a school) or as a neighborhood, group, or community.

5.1 Program Proposal & Design

5.1.1 Needs Statement—Purpose of the Program Proposal / Problem Statement 15 Points

Using local data, provide a description of the problem in Fayette County. Identify the specific population your program is targeting (i.e. age, geographical region, economic status, etc.) and explain why. Discuss whether this population is under-served or at-risk. Describe your understanding of the local system of services addressing this problem, obstacles and/or opportunities your clients face, and how your agency fits within this system of services.

5.1.2 Service Delivery Model 15 Points

What steps will you take or what activities will you provide to assist clients in achieving these goals? Describe each “unit of service” you will provide for clients and how often and how long this service will be provided (e.g. a one-time three-hour training; a weekly one-hour support group for 12 weeks; one 30-minute health exam twice a year; 1-3 hour advocacy services as needed; etc.) How will these services address the problem as identified in the Needs Statement above? Be specific.

5.1.3 Client Eligibility and Requirements 5 Points

What eligibility requirements must clients meet to qualify for services? What are the expectations of clients while receiving services? (e.g. client must pay \$30 fee for each class; client must remain sober; client is responsible for chores; nothing other than participation in services; etc.)

5.1.4 Evidence-Based/Best Practice 10 Points

Describe the evidence-based or promising practice model on which this service approach is based. Provide particular sources that indicate what you are proposing is best-practice.

5.2 Program Measures & Evaluation

5.2.1 Service Efficacy & Desired Outcomes 10 Points

What do you hope to help your clients achieve? What are some examples of goals you will set with clients? What is your service philosophy in terms of helping your clients achieve these goals? Describe how you define “successful” completion of services. (e.g. service is complete if: client remains for entire three-hour training; client continues services until judge orders otherwise; etc.) What percentage of clients meet that criteria for success?

5.2.2 Client Empowerment & Community Impact

10 Points

Describe what meaningful difference these services make in the lives of people served. What value is added to the community? Provide examples. (e.g. client demonstrates change in attitude; client has behavior change; etc.)

5.2.3 Data Assessment & Quality Improvement

10 Points

While it doesn't have to be complicated, evaluation is more than saying "we provided this many 'units of service.'" How will you know if your services have been effective? How does this relate to the desired outcomes for your clients? How will the information gathered be used to improve your services in the future? Be specific (for example, data collection may be through focus groups, pre-and post-tests, client satisfaction surveys, etc.), and also **be specific regarding sampling size and frequency of evaluation.**

5.3 Capacity & Sustainability

5.3.1 Staff Qualifications & Experience

5 Points

Provide information on the key/primary individuals that will be involved in the provision of services and demonstrate that they have the capacity to address the stated need. List each position by title and name of employee, if available. Describe the anticipated roles and responsibilities for each person as it relates to this project. Describe the experience, expertise, and capacity of each individual to address the proposed activities.

5.3.2 Partnership & Resource Leverage

5 Points

How do your programs and services support our community's comprehensive response to the identified priority area of Community Wellness & Safety? Does your organization have any formal agreements or informal working relationship with other local service programs?

What role does your governing board members, volunteers, and / or donors play in facilitating viable service delivery and program administration? Does your program have any major civic benefactors or corporate sponsors? Describe other secured funding sources and committed operational resources your organization has allocated for the proposed program.

5.3.3 Outreach & Inclusion Strategy

15 Points

Demonstrate how the program will ensure services are available and accessible by all potential participants, especially related to language barriers for persons with limited English proficiency, including a language access plan; persons with physical or other disabilities; and persons impacted by poverty and economic distress.

Has your organization enacted any policies (or employs any standard operating procedures) to ensure equitable service opportunity and / or benefit program to a diverse cross-section of the greater community? How does your proposal support or enhance the recommendations made by the Mayor's Commission on Racial Justice & Equality?

6.0 Program Budget Summary Form

Proposal Submittal shall be considered incomplete and shall be rejected without completed Budget Summary Form. (which will be the total amount of FY25 ESR grant request)

Budget Form will be for Fiscal Year 2025 ESR Request only. Funds awarded for Fiscal Year 2026 shall be the same amount as awarded for Fiscal Year 2025, and contingent on Council approval of the Fiscal Year 2026 budget.

Exhibit B



LEXINGTON

RFP-21-2024

Bluegrass Care Navigators

Supplier Response

Event Information

Number: RFP-21-2024
Title: Mental Health
Type: Request For Proposal
Issue Date: 3/28/2024
Deadline: 4/25/2024 02:00 PM (ET)

Contact Information

Contact: Todd Slatin
Address: Central Purchasing
Government Center Building
200 East Main Street
Lexington, KY 40507
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Bluegrass Care Navigators Information

Contact: Laura Klumb
Address: 1733 Harrodsburg Road
Lexington, KY 40504
Phone: (859) 296-6865
Email: klumb@bgcarenav.org
Web Address: Bluegrass Care Navigators

ONLY ONLINE BIDS WILL BE ACCEPTED! By submitting your response, you certify that you are authorized to represent and bind your company and that you agree to all bid terms and conditions as stated in the attached bid/RFP/RFQ/Quote/Auction documents.

Polly Ruddick

Signature

Submitted at 4/19/2024 12:56:59 PM (ET)

pruddick@bgcarenav.org

Email

Response Attachments

Bluegrass Care Navigators Mental Health 2024 LFUCG Grant Submission.pdf

Bluegrass Care Navigators Full Mental Health 2024 LFUCG ESR Grant Submission



PROPOSAL SUBMITTAL FORM

Agency Information

Agency Name: Hospice of the Bluegrass, Inc., dba Bluegrass Care Navigators

Mailing Address: 1733 Harrodsburg Road, Lexington, KY 40504

Street Address: 1733 Harrodsburg Road, Lexington, KY 40504

Phone: (855) 492 - 0812 _____

Is your Agency registered with the IRS as a 501(c)3 organization?

Yes No

Note: Agencies **must** be registered with the IRS as a 501(c)3 organization to be eligible for ESR Program funding.

Does your agency have a Gold Seal of Transparency or higher profile on GuideStar.org?

Yes No

Note: Agencies **must** have a Gold Seal of Transparency or higher profile with GuideStar.org to be eligible for ESR funding.

Website Address: www.bgcarenav.org _____

Agency Representative (typically the Executive Director - Name, Title, Phone, Email): Elizabeth D. Fowler, CEO, 859-296-6810,

lfowler@bgcarenav.org _____

Person Completing Application (Name, Title, Phone, Email): Polly Ruddick, Director of Philanthropy, Grants, 859-893-3264,

pruddick@bgcarenav.org _____

Program Information

Name of program for which funds are being requested: Community Grief Care Services

Total Funding Amount Requested: \$ \$89,873 _____

RFP #21-2024 PROPOSAL SUBMITTAL FORM

- Save this PDF formatted Proposal Submittal Form to your hard drive before beginning to enter responses in it to ensure your responses are saved to the form.
- LIMIT RESPONSES IN TEXT BOXES TO 250 WORDS
- REMINDER: All proposals must be written in a clear and concise manner, as there will be no follow-up or clarifications to proposer's submittal form once the evaluation process begins.

5.1 Program Proposal & Design

5.1.1 Needs Statement—Purpose of the Program Proposal / Problem Statement

15 Points

Using local data, provide a description of the problem in Fayette County. Identify the specific population your program is targeting (i.e. age, geographical region, economic status, etc.) and explain why. Discuss whether this population is under-served or at-risk. Describe your understanding of the local system of services addressing this problem, obstacles and/or opportunities your clients face, and how your agency fits within this system of services.

Fayette County faces a critical challenge in delivering timely, comprehensive grief support services to its residents. Data from the Childhood Bereavement Model reveals alarming rates of parental loss among children and young adults in Kentucky. By age 18, 1 in 15 individuals in our state has experienced such loss, and by age 25, this figure rises to 1 in 8, totaling 13,280.

University of Washington reports show disparities in life expectancy and mortality rates in Lexington compared to national averages. Women in Lexington face lower life expectancy, and both men and women experience higher mortality rates than the national average.

The ripple effects of each loss are profound, with an average of 9 individuals grieving for each deceased person. In 2021, Fayette County recorded 2,842 total deaths, translating to an estimated 25,578 individuals grappling with grief.

Despite diligent efforts as the primary provider of free grief services in Fayette County, Bluegrass Care Navigators (BCN) struggles to meet the overwhelming demand. The average wait time for our free community grief support is 2-3 weeks, presenting a significant barrier to individuals seeking assistance during their most vulnerable moments.

Our proposed program aims to bridge this critical gap by continuing to offer free, timely, and tailored grief support to individuals in Fayette County. We will leverage the resources of our DEI department and outreach team to target low-income, underinsured, or uninsured individuals in marginalized communities who are most at risk due to limited access and lack of knowledge of specialized grief care.

5.1.2 Service Delivery Model

15 Points

What steps will you take or what activities will you provide to assist clients in achieving these goals? Describe each "unit of service" you will provide for clients and how often and how long this service will be provided (e.g. a one-time three-hour training; a weekly one-hour support group for 12 weeks; one 30-minute health exam twice a year; 1-3 hour advocacy services as needed; etc.) How will these services address the problem as identified in the Needs Statement above? Be specific.

BCN offers services designed to meet the varied needs of individuals navigating grief in Fayette County. The individual and group sessions are to provide support tailored to each person's unique experience, therefore filling the gap in access to free grief care, as highlighted earlier. They are available to the public at no cost, regardless of whether the loss is associated with hospice. Whether the loss stems from suicide, a car accident, or any other circumstance, our services are open to all. - Individualized Sessions: Tailored to the client's needs, at least 6 sessions over 2-4 weeks, with flexibility for additional sessions.- Structured Group Sessions:

- o Spouse/Partner Loss: 6-week program (18 hours of group sessions, 1 closure session)
- o Parent Loss: 6-week program (18 hours of group sessions, 1 closure session)
- o Adult Child Loss: 6-week program (18 hours of group sessions, 1 closure session)
- o Men's Support Group: 6-week program (18 hours of group sessions, 1 closure session)
- o Chronic Pain Group
- Specialized Events:
 - o Camp Hope: annual day for children under 18 and their caregivers/parents
 - o Children's Grief Awareness Day
 - o Holiday Grief Workshop
 - o Crisis Response Teams for businesses, schools, churches, and public safety
- Educational Initiatives:
 - o Grief 101 Workshops: In-person or virtual education for general community awareness
 - o Volunteer Orientation

5.1.3 Client Eligibility and Requirements

5 Points

What eligibility requirements must clients meet to qualify for services? What are the expectations of clients while receiving services? (e.g. client must pay \$30 fee for each class; client must remain sober; client is responsible for chores; nothing other than participation in services; etc.)

All residents of Fayette County are eligible for free community grief care. As an organization we will target education and outreach to populations in under served, unserved, low-income, and marginalized communities.

There are no additional expectations of clients more than just to work the process and walk their own grief journey.

5.1.4 Evidence-Based/Best Practice

10 Points

Describe the evidence-based or promising practice model on which this service approach is based. Provide particular sources that indicate what you are doing is best-practice.

BCN's service approach is grounded in evidence-based and researched models to ensure effective support for those walking their grief journey. We draw from over 40 years of experience at BCN, tailoring our interventions to each individual's unique circumstances, including the circumstances of the loss and the individual's history with the deceased.

The following models form the foundation of our service approach:

- Eye Movement Desensitization and Reprocessing (EMDR)
- Trauma-Focused Cognitive Behavioral Therapy
- Accelerated Resolution Therapy
- Somatic Experiencing and/or Prolonged Exposure therapy
- Motivational Interviewing
- Complicated Grief Therapy
- Peer-Based Support Interventions
- Narrative Therapy

Our extensive experience supports these interventions, which are endorsed by reputable organizations such as the American Psychological Association, the National Institutes of Health, and The Substance Abuse and Mental Health Services Administration. Rigorous research and evidence further reinforce their effectiveness, ensuring our service approach is grounded in best practices.

5.2 Program Measures & Evaluation

5.2.1 Service Efficacy & Desired Outcomes

10 Points

What do you hope to help your clients achieve? What are some examples of goals you will set with clients? What is your service philosophy in terms of helping your clients achieve these goals? Describe how you define "successful" completion of services. (e.g. service is complete if: client remains for entire three-hour training; client continues services until judge orders otherwise; etc.) What percentage of clients meet that criteria for success?

BCN's primary goal is to facilitate our clients' healing process related to their grief experience and provide comprehensive support for success. We guide our clients in setting goals like rebuilding connections with their support networks, engaging in meaningful activities, and learning continued coping strategies.

Our service philosophy honors each individual's unique grief journey with compassion and empathy, considering diverse cultural backgrounds, recognizing the diversity of experiences within the grieving community. We meet our clients where they are in their process, establishing a safe and supportive environment to set goals, share their stories of loss, and validate their feelings and experiences. Through psychoeducation and practical coping strategies, BCN empowers clients to navigate the complexities of grief authentically.

The client moves at their speed, so success is not measured in completing a certain number of sessions or groups but in the client's personal success in reaching their individualized goals at that point in time. This could be after 2 or 10 individual sessions and continued community groups. The achievement of client-centered goals and objectives defines the successful completion of our services. For example, successful outcomes may include reduced anxiety levels, increased engagement in social activities, or the development of effective coping strategies. We measure success not only by attaining these goals but also by the client's overall sense of empowerment and resilience in the face of loss. Discharges are captured as "goals attained, left service area, or unable to contact," with an average of 70% achieving goals.

5.2.2 Client Empowerment & Community Impact

10 Points

Describe what meaningful difference these services make in the lives of people served. What value is added to the community? Provide examples. (e.g. client demonstrates change in attitude; client has behavior change; etc.)

The Harvard Child Bereavement Study found expert grief care yields significant positive outcomes for children and caregivers. These include children experiencing reduced problematic grief, improved self-esteem, decreased aggression, and higher quality caregiver-youth relationships, with 80% exhibiting resilience in adjusting to loss. Caregivers reported lower levels of depression and stress. These findings underscore the tangible benefits of our services in promoting long-term healing and resilience within the community.

Following is one of many examples of our community impact. In the words of a former client:

"October 28, 2015, forever changed my life. That day, my 18-year-old son, Tom, lost his battle with depression and died by suicide. The grief was overwhelming, leaving me lost and unsure of how to navigate life without him.

BCN became my lifeline. Upon a friend's recommendation, I sought grief counseling. Without delay, they scheduled an appointment, offering compassionate support and practical guidance. My counselor reassured me that my feelings were valid and provided invaluable advice on self-care.

Joining BCN's monthly child loss support group connected me with parents who understood my pain. In this safe space, we share our experiences, finding solace in each other's company. BCN extends support beyond counseling sessions, offering holiday sessions and activities to honor our loved ones. Their ongoing support has been invaluable in my healing journey.

Today, I find joy in life again, thanks to BCN's unwavering support. I'm learning to remember my son with fondness rather than despair, knowing that BCN is there for me whenever I need them."

5.2.3 Data Assessment & Quality Improvement

10 Points

While it doesn't have to be complicated, evaluation is more than saying "we provided this many 'units of service.'" How will you know if your services have been effective? How does this relate to the desired outcomes for your clients? How will the information gathered be used to improve your services in the future? Be specific (for example, data collection may be through focus groups, pre-and post-tests, client satisfaction surveys, etc.), and also be specific regarding sampling size and frequency of evaluation.

Specific Data Collection Methods and Frequency:

1. Community Partner Evaluation forms are administered after each event or crisis response, providing immediate feedback for evaluation.
2. Response rates to community crisis requests are tracked continuously, with a target of meeting 60% of requested requests annually.
3. Client satisfaction surveys are conducted periodically to assess the quality and effectiveness of our services, with a sampling size of at least 100 clients annually.
4. Wait times for grief support services are monitored monthly, with data collected on the number of individuals on the waitlist and the average wait time for service provision.

These evaluations allow us to gather insights into our services' perceived value and impact directly from community partners, informing our understanding of effectiveness beyond numerical data. Assessment strategies are closely aligned with the desired outcomes for our clients, focusing on indicators of meaningful change and progress in coping with grief. Metrics provide critical information for continuous quality improvement. For instance, if wait times for grief support services exceed acceptable thresholds, we will implement strategies to streamline intake processes and improve access to care.

We strictly comply with regulatory requirements and industry standards regarding quality control and performance evaluation. Our commitment to quality is evident in our adherence to accreditation standards set forth by accrediting bodies such as the Joint Commission and the National Association for Home Care & Hospice.

5.3 Capacity & Sustainability

5.3.1 Staff Qualifications & Experience

5 Points

Provide information on the key/primary individuals that will be involved in the provision of services and demonstrate that they have the capacity to address the stated need. List each position by title and name of employee, if available. Describe the anticipated roles and responsibilities for each person as it relates to this project. Describe the experience, expertise, and capacity of each individual to address the proposed activities.

BCN's Fayette County bereavement staff have a combined 51 years of experience providing grief training and counseling for all ages and backgrounds. In 2024, staff will attend the Crisis Incident Stress Management (CISM) course with the Kentucky Community Crisis Response Team to enhance their knowledge of responding to loss within a crisis situation (e.g. shooting event).

Holly Bender, Bereavement Counselor, has been with BCN for almost 10 years. She has over 34 years of experience providing children and adults with counseling, therapy, and grief. She is the lead staff member for planning, organizing, and implementing events such as Children's Grief Awareness Day and Camp Hope, as well as leading individual and group counseling sessions.

Dr. Lisa King has been a licensed psychologist in Kentucky for 15 years. She has worked with public schools and in private practice. She has also been a featured speaker at state and national conferences to discuss bereavement care, mindfulness, and self-care. Dr. King leads group and individual grief counseling sessions and Camp Hope.

Bereavement Counselor Renee Mullins holds a Master of Social Work, has been licensed in Kentucky as an LCSW since 2021, and as a certified grief educator for the past two years. She has been with BCN since 2017. Renee leads individual and group counseling sessions.

The BCN team recently has been asked to consult on a program and course instruction for the University of Kentucky's Social Work program, assisting with a new curriculum to educate all social workers on grief counseling modalities.

5.3.2 Partnership & Resource Leverage

5 Points

How do your programs and services support our community's comprehensive response to the identified priority area of Community Wellness & Safety? Does your organization have any formal agreements or informal working relationship with other local service programs?

What role does your governing board members, volunteers, and / or donors play in facilitating viable service delivery and program administration? Does your program have any major civic benefactors or corporate sponsors? Describe other secured funding sources and committed operational resources your organization has allocated for the proposed program.

BCN actively contributes to our community's comprehensive response to Community Wellness & Safety, priority of Mental Health specializing in addressing grief and loss.

All bereavement services are provided free of charge. We can only do this because our BCN board members, volunteers, and donors play critical roles in facilitating service delivery and program administration. Our volunteers contribute time and expertise by leading support groups and supporting bereavement peer-to-peer calls. 100% of our board contributes financial support to our mission, which supports programs like free community grief care. For 2024, we have secured significant contributions from the Hearst Foundations and the Steena Charitable Fund.

All other expenses are underwritten by our donors and BCN's steady financial strategy to provide funding for needed community gaps that sit under our umbrella of services.

BCN collaborates with various local service programs, including:

Fayette County Public Schools – referral source to BCN and BCN responds to a traumatic death

Lexington Police Department – BCN response on scene and post-active scenes events involving death

Churches – referral sources and BCN responds to a traumatic death

Nursing homes – referral sources

Long-term care facilities – referral sources

Community mental health providers – referral sources back and forth depending on need

Kentucky Children Grief Center – referral source back and forth, depending on need, Rood and Riddle veterinarians– provide staff education and grief support, Local Funeral Homes - referral sources

5.3.3 Outreach & Inclusion Strategy

15 Points

Demonstrate how the program will ensure services are available and accessible by all potential participants, especially related to language barriers for persons with limited English proficiency, including a language access plan; persons with physical or other disabilities; and persons impacted by poverty and economic distress.

Has your organization enacted any policies (or employs any standard operating procedures) to ensure equitable service opportunity and / or benefit program to a diverse cross-section of the greater community? How does your proposal support or enhance the recommendations made by the Mayor's Commission on Racial Justice & Equality?

At BCN, we are committed to ensuring that our services are accessible and available to all potential participants, especially those facing barriers related to language, physical disabilities, and economic distress. BCN's outreach and inclusion strategy embodies a commitment to equity, diversity, and accessibility, addressing the Mayor's Commission on Racial Justice & Equality recommendations. Our comprehensive strategy encompasses key initiatives:

Addressing Recommendations from the Mayor's Commission on Racial Justice & Equality:

1. Improving Cultural Competence: All BCN staff undergo cultural competency training annually, ensuring culturally sensitive care delivery. Comprehensive staff training safeguards culturally sensitive care for all from diverse backgrounds, consistent with BCN's core values of compassion, respect, dignity, and diversity.
2. Advancing Health Equity: BCN prioritizes health equity by striving to eliminate health disparities and addressing SDOH, focusing on marginalized communities. BCN's inclusive non-discrimination policy ensures welcoming access to services for individuals from diverse demographic and socioeconomic backgrounds, including rural, urban, LGBTQ+, low-income, and various faith communities.
3. Enhancing Transportation Services: BCN improves accessibility through telehealth services for those with limited transportation.
4. Investing in Diversity, Equity, and Inclusion: In 2021, BCN established a dedicated DEI department to develop ongoing training programs and increase its presence in underserved populations with 4 dedicated FTEs.
5. Ensuring Service Accessibility: BCN provides translation services through a third-party language line provider, accommodating individuals with limited English proficiency and honoring patient translation preferences.

6.0 Program Budget Summary Form Instructions

Proposal Submittal shall be considered incomplete and shall be rejected without completed Budget Summary Form. (Including total amount of ESR grant request for the first year of the cycle, Fiscal Year 2025.)

For organizations requesting funding for more than one program in this RFP, combine into a single Program Budget narrative for the proposal.

Please note that the Program Budget will be part of the grantee agreement with LFUCG and regular tracking and expenditure reporting will be required.

To ensure readability and uniformity, please use the Program Budget form included. Provide brief line-item detail as specified in each section below and verify all calculations.

This section provides a summary of the total proposed Program Budget for FY 2025. It requests the allocation of all projected funding amounts (City and non-City sources) for anticipated FY 2025 program expenditures. The allocation for FY 2026 shall be the same as FY 2025.

Total Program Budget

Column A should reflect projected expenditures for the entire program (not just the proposed LFUCG ESR grant funding request portion). When the chart is completed this column should equal ESR Grant Funding Request plus other/non-ESR program funding. (A=B+C)

ESR Grant Funding Request

Column B is the grant amount being requested from this RFP to support this program's services to eligible Fayette County Participants.

Non-LFUCG Program Funding

Column C is the non-LFUCG ESR funding that is allocated to the Total Program Budget (A-B = C).

This form is for the budget for the PROGRAM applying for ESR funds, not the total agency budget.

For each category identify the amount requested and the amount to be leveraged through other programs or organizations (if applicable).

Staff Salaries – Identify the number of Full-time position salaries allocated to the program, and part-time positions allocated to the program, and the amounts of each allocated to Columns A, B, & C.

Consultant Services – In the "List Details" box, **briefly** describe any expenses associated with providing expanded supportive services or other services for which the organization intends to contract with another entity. Any of these expenses to be provided by the proposing organization should be included in other line items.

Space/Facilities – In the "List Details" box, **briefly** list the basis of the allocation of rental costs, utilities, janitorial costs, and any other facility costs for the Program. Identify any office or program space in an LFUCG owned building, and any other costs (rent, monthly utilities, etc.) reimbursed to LFUCG.

Scholarships/Stipends – In the "List Details" box, **briefly** list the type of scholarships or stipends, and include the number of people or organizations to receive funds.

Operating Expenses – In the "List Details" box, **briefly** list the costs associated with expenses, supplies, utilities, and any other expense associated directly with the operation of the project.

Other – In the "List Details" box, **briefly** list any other costs for the Program not covered above.

PROGRAM BUDGET SUMMARY Budget for Year One (FY2025) of Cycle; Budget for Year Two (FY2026) to be the same

Agency Name Hospice of the Bluegrass, Inc. dba Bluegrass Care Navig
 Program Name Community Grief Care Services

FY2025 (July 1, 2024-June 30, 2025) Total Program Budget

Only fill columns B & C; they will automatically sum in Column A

Column A Total Program Budget [= B+C]	Column B ESR Grant Funding Request	Column C Non-ESR Program Funding [A-B]
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1. Staff Salaries for Program

of Employees:

Full-Time (FTE)	4	364,131	67,057	297,074
Part-Time		0		
Total Salaries		364,131	67,057	297,074

3. Consultant Services

\$

0		
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list details

N/A

4. Space/Facilities

\$

0		
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list details

N/A

5. Operating Expenses

\$

29,292	14,646	14,646
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list details

Program supplies for art supplies, grief care books for patients, take-home handouts. \$15,000 is program supplies for 2024 Camp Hope. 50% of our services are free community services for Fayette County = \$14,646

6. Scholarships / Stipends

\$

0		
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list details - numbers & amounts

N/A

7. Other

\$

70,816	8,170	62,646
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list details

10% indirect cost for program administration

8. TOTAL FY25 PROGRAM BUDGET

\$

464,239	89,873	374,366
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Brief detail on Cost per Participant:

Cost per Program Participant: \$ 38

The cost is based on the session and not participant. Each crisis response costs about \$228.

I understand that this document in its entirety is incorporated into my grant Agreement with the Lexington-Fayette Urban County Government.

Authorized Representative (typed name): Holly Hodge

Title: Chief Finance Officer, Vice President of Finance

Date: 4/19/2024