

PURCHASE OF SERVICE AGREEMENT

THIS PURCHASE OF SERVICE AGREEMENT (hereinafter "Agreement"), made and entered into on the first day of July, 2016, 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, **Lexington Rescue Mission** with offices located at PO Box 1050, Lexington, Kentucky 40588, (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. Government hereby retains Organization for the period beginning on **July 1, 2016**, and continuing for a period of twelve (12) months 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.

2. Government shall pay Organization the sum of **Forty-Nine Thousand Dollars (\$49,000)** for the services required by this Agreement, said services being more particularly described in the Addendum attached hereto and incorporated herein by reference, one-fourth (1/4th) of which shall be payable in July 2016 or shortly thereafter upon receipt of an invoice, with one-fourth (1/4th) payable each quarter thereafter upon submission of a quarterly financial report and invoice, and a detailed quarterly program report. **Quarterly financial reports, invoices, and detailed program reports shall be submitted by October 14th, 2016, January 13th, 2017 and April 14th, 2017. A year-end**

program report shall be submitted by July 14th, 2017. Both 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.

3. In the event of termination of this Agreement by Government as provided for in paragraph 1 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.

4. Organization shall perform all duties and services included in the Addendum *(Description of the specific uses of funds allocated by program name(s) and details of the expected client and agency outcomes) 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 the Addendum 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 shall indemnify Government, its officers, agents and employees against any claim or liability arising from and based on the Organization's violation of any such laws, ordinances or regulations.

5. 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.

6. 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 the addendum attached hereto.

7. 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.

8. 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.

9. 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, shall promote equal employment through a positive, continuing program

of equal employment, 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.

10. 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.

11. This instrument, and the Addendum *(Description of the specific uses of funds allocated by program name(s) and details of the expected client and agency outcomes) incorporated herein, 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.

12. 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.

13. 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: Chris Ford, 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

LEXINGTON RESCUE MISSION

BY: _____
Jim Gray, Mayor

BY: _____

Title: _____

ATTEST:

Clerk of the Urban
County Council

* The addendum referenced in items 4 and 11 must be attached to this document and approved prior to the start of fiscal year payments.

Addendum

Agency: Lexington Rescue Mission, Lead Agency
Jubilee Jobs of Lexington, Collaborating Agency

Program Name: Advance Lexington

LFUCG Extended Social Resource Grant Program FY17 Funding: \$49,000

Program Summary: Advance Lexington, a collaborative project of the Lexington Rescue Mission and Jubilee Jobs, is designed to equip people with marketable job skills for employment. This collaborative project will be located at 1400 North Forbes Road. The target audience is unemployed adults living in Fayette County. The Lexington Rescue Mission will provide five weeks of weekday classes through its Jobs for Life program.

Each Jobs for Life participant completes 25 classes, which teach soft skills, including identifying and overcoming roadblocks, perseverance and positive attitude, succeeding through adversity, integrity in the workplace, personal responsibility/self-discipline, conflict resolution, excelling on the job, effective resumes and vocational plans, local business community perspective, and developing community networks. Volunteers from the local business community participate in all of the classes, developing mentoring relationships with participants to guide, encourage, and support them in their search for employment.

Once job-seekers complete these classes, they will have the opportunity to enroll in Advance Lexington Staffing Services, which will contract with local businesses to provide temporary employment. While working through the staffing service, trainees will receive a wage and be able to practice the job skills they have learned in a workplace setting. The Director of Staffing Services will meet with each employer to identify and address challenges and will provide participants with individual case management and on-the-job coaching on a weekly basis. In addition, they will receive support for their job search, including assistance with resumes, job searches, employment applications and other practical needs (IDs, bus passes, interview attire, etc.). Jubilee Jobs, which works with 75 local employers to place job-seekers, will assist participants with finding permanent employment. In addition, trainees may transition to permanent employment at their assigned workplace.

Long-Term Program Goals: Advance Lexington's goal is that unemployed adults will find lasting employment.

ACTIVITIES	OUTPUTS	OUTCOMES
Jobs for Life classes	1,600 hours of training in the skills needed to prepare for, find and maintain lasting employment.	100% of graduates will report that they have learned the skills necessary to find and maintain employment upon completion of the classes. 75% of graduates will secure employment within three months of finishing classes.
Advance Lexington work assignments	21,540 hours of temporary work, including 540 hours with the Employer Relations Coordinator, who provides job coaching and case management.	100% of trainees will earn at least minimum wage for the duration of their work assignment, and 70% will gain at least one positive work reference to use when applying for permanent employment.
Job placement	350 hours of job placement counseling, including assistance with resumes, job searches, employment applications and other practical needs (IDs, bus passes, interview attire, etc.).	75% of trainees will obtain permanent employment or enroll in school to further their education within six months of starting the program.

INDICATOR	MEASUREMENT TOOL/APPROACH	SAMPLING STRATEGY & SIZE	FREQUENCY & SCHEDULE OF DATA COLLECTION
Participants will complete all 25 sessions, including all homework assignments, and they will graduate from Jobs for Life.	A pre-program and post-program survey assesses clients' attitude and skills, and a follow-up survey tracks employment status, work location and wage information.	Lexington Rescue Mission staff will follow up with all participants, and those who are able to be reached (at least 65%) will complete the survey.	Graduates complete the surveys during the first and last sessions, and they will receive follow-up calls six months after graduation and every six months thereafter.
Trainee receives a paycheck; Employer agrees to serve as a reference.	Accounting software (Sage 50); Meetings with employers	100% of trainees and employers	All trainees will turn in weekly timesheets, and payroll will be processed bi-weekly. The employment counselor will meet with employees on a weekly basis.
Participants report employment status.	Jubilee Jobs uses an Access database to keep track of the activity of all clients in its program, including any job interviews and hires.	For each client, Jubilee Jobs records all interviews and hires as well as the date the client leaves the job.	Monthly Excel spreadsheets show the activity of the program and associated successes. The information is reviewed with the collaborative partners monthly.