

**PURCHASE OF SERVICE AGREEMENT**

THIS PURCHASE OF SERVICE AGREEMENT (hereinafter "Agreement"), made and entered into on the 21<sup>th</sup> 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, **SHEPHERD'S HOUSE, INC.** with offices located 635 Maxwellton Court, Lexington, Kentucky 40508, (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 #18-2021
  - B. Exhibit B – Organization's Response to RFP #18-2024
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 **One Hundred Thousand 00/100 Dollars (\$100,000)** for Fiscal Year 2025 and **One Hundred Thousand 00/100 Dollars (\$100,000)** for Fiscal Year 2026 for the services required by this Agreement, said services being more particularly described in Exhibits A and B, one-fourth (1/4<sup>th</sup>) of which

shall be payable in September 2024 or shortly thereafter upon receipt of an **invoice** (for July through December 2024), with one-eighth (1/8<sup>th</sup>) 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 17<sup>th</sup>, 2025, April 18<sup>th</sup>, 2025, July 25<sup>th</sup>, 2025, October 17<sup>th</sup>, 2025, January 16<sup>th</sup>, 2026, and April 17<sup>th</sup>, 2026. A two-year-end program report shall be submitted by July 24<sup>th</sup>, 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 Band 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:

Shepherds House  
365 Waller Ave. Ste. 230  
Lexington, Ky. 40504  
Attn: Theresa Maynard

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

BY: Linda Gorton  
Linda Gorton, Mayor

SHEPHERD'S HOUSE, INC.

BY: Jerod Thomas  
Title: PRESIDENT / CEO

JEROD THOMAS

ATTEST:

MacKenzie Stark  
Clerk of the Urban  
County Council

# Exhibit A





# Lexington-Fayette Urban County Government

## Request for Proposals

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The Lexington-Fayette Urban County Government hereby requests proposals for **#18-2024 Community Wellness & Safety – 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 #18-2024 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:**

|   |                    |
|---|--------------------|
| <b>1. Program Proposal &amp; Design</b>     |                    |
| 1.1 Needs Statement                         | 15                 |
| 1.2 Service Delivery Model                  | 15                 |
| 1.3 Client Eligibility & Requirements       | 5                  |
| 1.4 Evidence-Based/Best Practice            | 10                 |
|   | <b>Subtotal 45</b> |
| <b>2. Program Measures &amp; Evaluation</b> |                    |
| 2.1 Service Efficacy & Desired Outcomes     | 10                 |
| 2.2 Client Empowerment & Community Impact   | 10                 |
| 5.3 Data Assessment & Quality Improvement   | 10                 |
|   | <b>Subtotal 30</b> |
| <b>3. Capacity &amp; Sustainability</b>     |                    |
| 5.3.1 Staff Qualifications & Experience     | 5                  |
| 5.3.2 Partnership & Resource Leverage       | 5                  |
| 5.3.3 Outreach & Inclusion Strategy         | 15                 |
|   | <b>Subtotal 25</b> |
|   | <b>TOTAL 100</b>   |

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.



## **Affirmative Action Plan**

### **PURPOSE:**

The purpose of the Shepherd's House, Inc. Affirmative Action Plan is to ensure all qualified applicants and employees are receiving an equal opportunity for recruitment, selection, advancement, and every other term and privilege associated with employment with the Shepherd's House, Inc. This Affirmative Action Plan places an emphasis on the opportunity and advancement of qualified minorities, women, persons with disabilities, and covered veterans. The overall objective of this policy is to ensure the Shepherd's House staffing patterns, at all levels and categories, reflect the composition and regional representation of the service area and the individuals served by the Shepherd's House.

Attainment of these objectives calls for a prohibition of unlawful discrimination in employment practices that do not allow qualified applicant and employees the privilege associated with employment. Affirmative action is part of the way the Shepherd's House regularly conducts its business. The Shepherd's House, Inc. believes there is a positive correlation in employment practices between the presence of affirmative action and the absence of discrimination.

### **POLICY:**

The Shepherd's House Inc. provides equal employment opportunities to all applicants and employees, and promotes the recruitment and advancement of qualified minorities, women, persons with disabilities, and covered veterans. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfers, leave of absence, compensation, and training.

The Shepherd's House Inc. expressly prohibits any form of unlawful employee discrimination based on race, color, national origin, age, genetic information, disability, or veteran status.

The Shepherd's House Inc. is committed to a good faith effort, without artificial barriers, to provide opportunities for all applicants and existing employees seeking professional advancement with the Shepherd's House, Inc.

### **OBJECTIVE:**

The Affirmative Action Plan attempts to build a staff which reflects the racial and ethnic composition and regional representation of the service area. This objective will be attained by recruiting personnel from all segments of the community for all job levels within the agency.

### **PROCEDURE:**

The Affirmative Action Plan will monitor the organization's profile, review placement of applicants and employee to ensure these individuals have the equal opportunity for hiring or advancement in the agency and develop a procedure for identifying problem areas.

### **DISSEMINATION OF POLICY:**



1. A copy of the Employee Manual will be given to every employee.
2. The Affirmative Action Plan will be thoroughly discussed in employee orientation.
3. All employment advertising will carry the statement: "Equal Opportunity Employer" or "EOE."

#### **RESPONSIBILITY FOR IMPLEMENTATION:**

The Executive Staff shall:

1. Be responsible for implementing this policy and any related policies or programs adopted by the Board of Trustees.
2. Take positive measures to ensure that Affirmative Action is available in all areas of employment including minorities, women, persons with disabilities, and covered veterans.
3. Take measures to ensure the work environment is consistent with this policy's intent and supports equal opportunity.
4. Provide necessary resources to ensure the successful implementation of the Affirmative Action Plan.
5. Periodically assess hiring and promotion trends toward the evaluation of progress and impediments in the attainment of goals.
6. Assist in the identification of problems in administering this plan and help resolve them.

#### **CULTURAL COMPETENCE:**

The Shepherd's House will demonstrate Affirmative Action by designing and delivering services in a manner that will be most effective and respectful given the cultures of the individuals served.

#### **GRIEVANCES:**

Any grievances or complaints about Affirmative Action should be directed to Jerod Thomas, Chief Executive Officer, 365 Waller Avenue, Suite #230, Lexington, KY 40504.



**AFFIDAVIT**

Comes the Affiant, Chris Chaffin, COO, and after being first duly sworn, states under penalty of perjury as follows:

1. His/her name is Chris Chaffin, COO and he/she is the individual submitting the proposal or is the authorized representative of Shepherd's House, Inc., 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.

[Signature]  
STATE OF Kentucky  
COUNTY OF Fayette

The foregoing instrument was subscribed, sworn to and acknowledged before me  
by Christopher Chaffin on this the 9th day  
of April, 2024.

My Commission expires: 06/10/2027



[Signature]  
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.*

 COO  
\_\_\_\_\_  
Signature

Shepherd's HOUSE, Inc.  
\_\_\_\_\_  
Name of Business

**WORKFORCE ANALYSIS FORM**

Name of Organization: SHEPHERD'S HOUSE, Inc.

| 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      |       | 1                              |    |                    |   |  |   |   |   |                                |   |  |   |  |   |       | 1     |
| Professionals       |       |                                |    |                    |   |  |   |   |   |                                |   |  |   |  |   |       |       |
| Superintendents     |       |                                |    |                    |   |  |   |   |   |                                |   |  |   |  |   |       |       |
| Supervisors         |       | 1                              | 1  |                    |   |  |   |   |   |                                |   |  |   |  |   |       | 1 1   |
| Foremen             |       |                                |    |                    |   |  |   |   |   |                                |   |  |   |  |   |       |       |
| Technicians         |       |                                |    |                    |   |  |   |   |   |                                |   |  |   |  |   |       |       |
| Protective Service  |       |                                |    |                    |   |  |   |   |   |                                |   |  |   |  |   |       |       |
| Para-Professionals  |       |                                |    |                    |   |  |   |   |   |                                |   |  |   |  |   |       |       |
| Office/Clerical     |       | 2                              |    |                    |   |  |   |   |   |                                |   |  |   |  |   |       | 2     |
| Skilled Craft       |       | 14                             | 13 | 1                  |   | 1  |   |   |   |                                |   |  |   |  |   |       | 16 13 |
| Service/Maintenance |       |                                |    |                    |   |  |   |   |   |                                |   |  |   |  |   |       |       |
| <b>Total:</b>       |       |                                |    |                    |   |  |   |   |   |                                |   |  |   |  |   |       |       |

Prepared by: David Lustoc, HR Date: 4, 9, 2024

(Name and Title)

Revised 2015-Dec-15

Firm Submitting Proposal: SHEPHERD'S HOUSE

Complete Address: 635 Maxwellton Ct LEXINGTON KY 40505  
Street City Zip

Contact Name: Chris Chaffin Title: COO

Telephone Number: (859) 983-6661 Fax Number: \_\_\_\_\_

Email address: cchaffin@shepherds-house-inc.com

## **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.

 COO  
\_\_\_\_\_  
Signature

4/9/24  
\_\_\_\_\_  
Date



Lexington-Fayette Urban County Government  
Request for Proposals

**Extended Social Resources (ESR) Grant Program**  
**Priority Area: Community Wellness & Safety**

**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 – 2:00 PM EST April 25<sup>th</sup>, 2024.**

**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: Community Wellness & Safety**

Projected funding is approximately \$950,000 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 Wellness and Safety by supporting programs and services addressing *Substance Use Disorder and Community Violence Intervention*. 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 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 26<sup>th</sup>, 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 **April 25<sup>th</sup>, 2024 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 25<sup>th</sup>, 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](mailto:tslatin@lexingtonky.gov) Phone: (859) 258-3320

Deadline for questions is April 22<sup>nd</sup>, 2024 at 2:00 PM EST

## 3.0 FUNDING PROCESS

### 3.1 Timeline

This Request for Proposals is being released on March 28<sup>th</sup>, 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 18<sup>th</sup>, 2024 at 3:00 PM EST

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

<https://bit.ly/ESR25TechQA>

Meeting ID: 865 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 PM on Thursday, April 25<sup>th</sup>, 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 25<sup>th</sup>, 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>      |
|--|--------------------|
| <b>5.1 Program Proposal &amp; Design</b>     |                    |
| 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                 |
|  | <b>Subtotal 45</b> |
| <b>5.2 Program Measures &amp; Evaluation</b> |                    |
| 5.2.1 Service Efficacy & Desired Outcomes    | 10                 |
| 5.2.2 Client Empowerment & Community Impact  | 10                 |
| 5.2.3 Data Assessment & Quality Improvement  | 10                 |
|  | <b>Subtotal 30</b> |
| <b>5.3 Capacity &amp; Sustainability</b>     |                    |
| 5.3.1 Staff Qualifications & Experience      | 5                  |
| 5.3.2 Partnership & Resource Leverage        | 5                  |
| 5.3.3 Outreach & Inclusion Strategy          | 15                 |
|  | <b>Subtotal 25</b> |
| <b>TOTAL</b>                                 | <b>100</b>         |

### Funding Priority Area: Community Wellness & Safety

Projected funding is \$950,000 of ESR Grant Program – Community Based Initiatives

LFUCG seeks to strengthen and enhance Community Wellness and Safety, by supporting programs and services addressing **Substance Use Disorder and Community Violence Prevention**. 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 when engaging, assessing, intervening, and terminating services with underserved population groups.

- **Substance Use Disorder**, which includes prevention of alcohol and drug abuse; prevention and treatment of addictive disorders through programs and services for individuals who suffer from these disorders; and harm reduction.
- **Community Violence Prevention**, which includes **Youth Violence Intervention**, including Gang & Gun Violence, Child Abuse & Neglect Services, Sexual Violence Prevention, Elder Abuse Prevention, Suicide Prevention and Intimate Partner Violence Prevention and Stalking.

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.

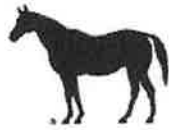
Has your organization enacted any policies (or employs any standard operating procedures) to ensure equitable service opportunity and / or benefit program to a diverse cross-section of the greater community? How does your proposal support or enhance the recommendations made by the Mayor's Commission 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-18-2024**

**Shepherd's House, Inc.**

**Supplier Response**

### **Event Information**

Number: RFP-18-2024  
Title: Community Wellness & Safety  
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  
Phone: (859) 2583320  
Fax: (859) 2583322  
Email: [tslatin@lexingtonky.gov](mailto:tslatin@lexingtonky.gov)

## Shepherd's House, Inc. Information

Contact: Jerod Thomas  
Address: 635 Maxwellton Court  
Lexington, KY 40508  
Phone: (859) 252-1939  
Fax: (859) 252-1935  
Email: [jerodthomas@shepherdshouseinc.com](mailto:jerodthomas@shepherdshouseinc.com)  
Web Address: [www.shepherdshouseinc.com](http://www.shepherdshouseinc.com)

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.

Chris Chaffin

*Signature*

*Submitted at 4/9/2024 03:44:14 PM (ET)*

[cchaffin@shepherdshouseinc.com](mailto:cchaffin@shepherdshouseinc.com)

*Email*

## Response Attachments

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### **RFP 18-2024 ESR Community Wellness & Safety ORIGINAL .pdf**

This is our agencies responses to the RFP. Chris Chaffin, (859) 983-6661 or [cchaffin@shepherdshouseinc.com](mailto:cchaffin@shepherdshouseinc.com)

### **ESR #4 Grant Budget.xlsx**

This is our agency budget for the RFP 18-2024.



**PROPOSAL SUBMITTAL FORM**

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**Agency Information**

Agency Name: Shepherd's House, Inc.

Mailing Address: 635 Maxwellton Court

Street Address: Lexington, KY 40508

Phone: (859) 983 - 6661

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.shepherdshouseinc.com

Agency Representative (typically the Executive Director - Name, Title, Phone, Email):  
Jerod Thomas, CEO, (859) 537-8680, jerodthomas@shepherdshouseinc.com

Person Completing Application (Name, Title, Phone, Email):  
Chris Chaffin, COO, (859) 983-6661, cchaffin@shepherdshouseinc.com

**Program Information**

Name of program for which funds are being requested: Long-term Residential Treatment Program

Total Funding Amount Requested: \$ 201,950

**RFP #18-2024 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.

The Kentucky Office of Drug Control Policy (ODCP) has been tracking overdose deaths in Kentucky since 2013. According to ODCP reports, overdose deaths have been trending upwards in Kentucky since 2012, despite a temporary drop in 2018. Overdose deaths rose 49 percent in 2020 and 14.5 percent in 2021. In 2021, there were 2,250 overdose deaths in Kentucky. In 2022, Fayette County had the second highest number of drug overdose deaths with Fentanyl identified through toxicology in Kentucky. More addiction treatment recovery beds are needed in Fayette County to serve this at-risk demographic. Individuals seeking long-term treatment are trying to not return to environments associated with their addiction. SUDs typically occur co-morbidly with other mental health disorders. Both require treatment for complete recovery. With AODE-residential and Intensive Outpatient licensure the Shepherd's House offers both low-cost addiction treatment and mental health services. The homeless and low-income demographics are underserved in accessing treatment for co-occurring disorders (COD).

Shepherd's House provides long-term residential recovery to adult men (18+) presenting with SUD. Over the past two years, 20% present with COD, without the Shepherd's House program 94% report being food insecure, 96% consider themselves as homeless or unstable housing, and 84% are justice impacted. 38% of our program referrals come from Fayette County Specialty Courts. We provide residents with mental health services and SUD treatment. Our clinical staff includes a Licensed Clinical Social Worker, Target Case Manager, and multiple Adult Peer Support Specialists.

### 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.

Services are delivered by licensed clinical staff. Intake screenings and needs assessments are administered (60 to 120 minutes) specific to mental health and SUD diagnoses. Once needs are assessed, then individual treatment plans are created using evidence-based practices specific to each client's diagnosis. Treatment plan development is an additional 60-minute session.

During the first 90 days, clients receive the most intensive treatment, including one to three, individual, 60-minute psychotherapy sessions weekly with a counselor, and four, 60-minute group therapy sessions weekly. Months 4-6, clients receive one 60-minute individual session with a counselor weekly and one 60-minute group therapy session weekly. Months 7-12, clients receive two 60-minute individual sessions per month and one group therapy session weekly. Additional sessions are added if necessary to help facilitate each client's treatment goals. Treatment modalities include trauma-informed evidence-based practices including CBT, DBT, psychotherapy, and psychoeducation. All clients participate in Moral Reconciliation Therapy, an evidence-based cognitive behavioral intervention.

This structured therapy model allows our clinical staff to provide additional evidenced-based support to the group creating a therapeutic community, which is essential to effective out-patient treatment. Throughout each week, Adult Peer Support Specialists offer mutual support through their lived experience. TCMs are essential to providing clients with community resources for reintegration and connecting them to resources including those needed to acquire and maintain employment, budgeting, additional education (GED), and conflict resolution. These learning experiences reduce recidivism, thereby reducing the burden on Fayette County Courts and Jail.

### 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.)

Adult males (18+) with 30 days of sobriety who pass a drug screen are eligible. Clients are drug tested weekly and must maintain sobriety; complete daily and weekly assigned tasks; follow therapeutic requirements of their treatment plans; participate in abstinence-based recovery (12-steps, Dharma, SMART) and secure a sponsor. Once employed each client begins paying \$125.00 per week. This covers all expenses including room & board, food, utilities, internet, and treatment. Clients must maintain employment absent physical or mental disabilities or limitations. Accommodations are made for any disabilities.

All residents receive services weekly. Even when a relapse occurs, we provide referrals to residents and may allow them to return after 30 days of treatment. Persons who have been justice impacted have long been discarded by society. We believe there are no throwaways. If a man has a desire to get better and poses no threat to our community, the Shepherd's House will continue to allow them back into our program.

Most men arrive unemployed and homeless. Over the past two years, 18% have completed our 12-18 months program. The average length of stay was 173 days. There has been a lot of recovery capital created in the past two years. Many men arrive with no resources. ESR eases this burden by paying the first month's rent (\$500) for 25 new clients, provides full scholarships, for four (4) men referred from Fayette County Specialty Courts (38% of our referrals), and provides scholarship funds for intake fee (\$250) for 25 men.

### 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.

Shepherd's House provides a Trauma-Informed, Recovery-Oriented System of Care (TI-ROSC). SUD is often a symptom of unresolved trauma and pain. We provide evidence-based, comprehensive, holistic, wrap-around services that includes mental health treatment. If a client requires a higher level of care than we are able to provide, we refer them to other community partners for an assessment.

Adult Peer Support Specialist (APSS) is an evidence-based support tool providing lived experiences to those recovering. Substance Abuse and Mental Health Services Administration (SAMHSA) holds peer support as a powerful tool in helping those in recovery feel accepted, validated, and not alone. Alongside professional treatment, SAMHSA suggests peer support boosts empowerment; increases confidence; offers hope; reduce hospitalizations and criminal justice involvement; reduces substance abuse and relapse.

Other evidence-based practices used with clients include: MORAL RECONATION THERAPY: Evidence-based CBT intervention proven to reduce relapse and recidivism by increasing moral reasoning. MRT includes group and individual counseling using structured group exercises and prescribed homework assignments. HAZELDEN' S A NEW DIRECTION: Evidence-based program guiding participants into recovery from SUD and desistance from crime using CBT; c) NURTURING PARENTS and d) 24/7 DAD: evidence-based fatherhood programs.

The Shepherd's House remains open to other curriculum if recommended by our clinical director or other community partners.

## 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?

Shepherd's House's whole-man treatment approach provides tools for success in life and recovery. We strive for men to live their best lives. Our services are targeted to equip clients to live life on life's terms, and navigate daily ups and downs without using drugs, alcohol, or process addictions as a coping mechanism. We provide life tools for fostering good mental health for those in early recovery and offer additional therapies, including parenting skills.

Successful clients will transition during their residency at Shepherd's House: 1) from housing insecure and unemployed to secured housing and employed; 2) from fiscally irresponsible to current on all financial obligation; 3) from absent, justice impacted, or abusive into a nurturing person; 4) from probation or parole to no supervision without additional incarceration; 5) completion of the 12-steps; 6) participating in community service; 7) consistently treating their mental health issues through psychotherapy and/or medications. These tasks, within the throes of addiction, can't be accomplished. Our goal is to eliminate barriers and help our men recover from addiction.

In 2022 and 2023, 20% of the men who walked through our front door completed the program. The average length of stay was 173 days. In 2020 and 2021, the average length of stay was 63 days. We believe this is proof our program continues to improve and a lot of recovery capital is being created in a man living with us, under our program guidelines, for 6 months, even if they do not complete the 12-18 month program.

### 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.)

Through participating in the Shepherd's House program clients can experience a total metamorphosis in cognitive processing and behavior. Many have chronic SUD-related medical conditions which are improved by living in a sober community with like-minded individuals. 84% of our clients are justice-impacted. Within 30 days of admission, clients secure employment and are no longer housing insecure. At 90 days, most are re-establishing family relationships and learning fiscal responsibility. A program requirement is to become current on child support and court ordered obligations. This is new thinking for clients who came into our program reliant on government aid.

The average daily incarceration rate in Kentucky is \$66 or \$24,000 annually. Those with SUD encompass 85% of those incarcerated. They're disproportionately people of color and living below the poverty level, the homeless/houseless, and uneducated. Annual US healthcare costs alone, for addiction, is \$207 Billion. The cost to Fayette County to rehabilitate 100 men annually at the Shepherd's House is zero. Our residents become gainfully employed and taxpaying citizens. They gain self-respect, hope, and the possibility of a different tomorrow. They support their families and avoid the justice system. In 12 months, if 10 justice impacted men live with us and avoid incarceration, the cost saved to the community would be approx. \$240,000. In the past 2 years, based on the average stay of 173 days, the Shepherd's House has saved Kentucky taxpayers approx. \$1,800,000 in incarceration fees alone.



### 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.

The effectiveness of the program is measured through data collection and client surveys. The measurement tool is pre- and post-test standardized questionnaires. Questions on topics such as duration of sobriety; basic life skills; employment; current legal circumstances; 12-step engagement; status of family relationships; living situation; financial status. This provides an overall view of a client's quality of life.

Additional data is collected through client engagement during their participation in the program. Client surveys are recommended after 3 months and 6 months of services in the program. We determine the sustainability of success of the program by requesting clients answer the same questionnaire at one, three, and five-years post-Shepherd's House program completion. We do our best to stay in touch with individuals who complete our program and those who leave early. Data collected helps determine if modification, adjustment, or redirection of the content is needed. Also, in what areas we must offer additional resources based on the data.

In the past two years, the sample size is approximately 180 men. Based on this sample size, 20% completed the program. Again, the average length of stay was 173 days. The Shepherd's House believes there is a lot of success and return on investment to Fayette County in the time these men participated in our program. For many, this is the first time they have remained sober, for six months consecutively, in many years.

## 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.

Jerod Thomas, M.Ed., CADC, is CEO. Facilitates mental health therapy groups and interventions.

Taniith Wilson, CADC, has a dual Masters in Mental Health Counseling and Addiction Counseling. A former Court of Justice Drug Court Recovery Coordinator. She is our Clinical and Compliance Director. As Clinical Director, she oversees all evidence-based programming, facilitates groups, psycho-educational, and family education classes.

Jessica Elliott is a Targeted Case Manager. She completed the IOP program in Danville and came to work full-time at the Shepherd's House in 2022.

Keeley Chaffin, CSW, is a clinical social worker pursuing her LCSW. She has been the lead clinician in this program for the past 12 months.

Andrew Massa and Michael Harper are Two Adult Peer Support Specialists. These individuals offer wrap-around support and services to improve the overall client mental and physical health outcomes.

**5 Points**

**5.3.2 Partnership & Resource Leverage**

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.

Shepherd's House is a collaborative effort partnering with multiple local agencies to improve community wellness and safety. 38% of our program referrals come from the Fayette County Specialty Courts (Drug, Veterans, and Mental Health). Lexington-Fayette Health Department and Harm Reduction Services Team provides naloxone training for all facilities, staff, and clients. LFUCG provides medical care including vaccines and testing for illnesses historically prevalent in populations with histories of SUD and/or incarceration. Kentucky Career Center assists our clients with employability skills, workshops, support services, work-based learning opportunities, and securing employment. Job Sustainability is enhanced through weekly training sessions with The Jobs Guy. The Ridge provides MAT including buprenorphine, when prescribed, for our clients. Fayette County benefits from Shepherd's House's long-term treatment solutions for men with SUD/COD because our program participants become tax paying citizens, are no longer justice impacted, reduce recidivism, and reunite with their families.

Shepherd's House is governed by a Board of Directors, each directly impacted by addiction. They possess a variety of skills and professional backgrounds. Board meetings are bi-monthly. Staff and board members frequently communicate outside of board meetings.

Primary funding sources are one annual fund-raiser (Run for Recovery), private donations, and fees for services. The Shepherd's House portion of the funding for this RFP is allocated through its sources.

**15 Points**

**5.3.3 Outreach & Inclusion Strategy**

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?

The Shepherd's House is non-discriminatory. Through intentional and responsible leadership, we recruit, hire, train and promote all positions regardless of race, ethnicity, national origin, religion, sex, physical disability, age, sexual orientation, or status as a disabled veteran. We provide monthly anti-bias and anti-racist training for our staff and clients. We seek funding to underwrite the cost of removing hate-speech tattoos. Clients who've served prison sentences may have developed prison gang mentality (some ethnically charged, others rooted in vile white supremacy). We seek to eliminate those prejudices which are barriers to treatment and to our community. Shepherd's House is a licensed residential and intensive out-patient Alcohol and Other Drug Entity in Kentucky certified by OIG. People with SUD/COD encompass the spectrum of race, ethnicity, orientation, and income, but overdose rates in black men have particularly increased. For clients not proficient in English we utilize local resources including interpreting services to bridge language barriers and provide equal services. We strive to meet racial equality & equity goals in our hiring practices.

Upon entering our program, 96% of Shepherd's House clients are homeless and 94% are food insecure. We eliminate transportation as a barrier by providing transportation to clients to/from medical, therapy appointments and recovery meetings. We feel our program is a win/win/win for the Individual, their families, and the Fayette County community.

## 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 Shepherd's House, Inc.  
 Program Name Long-term Residential Treatment Program

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

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

| Column A<br>Total Program<br>Budget [= B+C] | Column B ESR<br>Grant Funding<br>Request | Column C<br>Non-ESR Program<br>Funding [A-B] |
|---|--|--|
|---|--|--|

**1. Staff Salaries for Program**

# of  
 Employees:

|                       |   |                |                |          |
|-----------------------|---|----------------|----------------|----------|
| Full-Time (FTE)       | 4 | 140,000        | 140,000        |          |
| Part-Time             |   | 0              |                |          |
| <b>Total Salaries</b> |   | <b>140,000</b> | <b>140,000</b> | <b>0</b> |

**3. Consultant Services**

\$

|        |        |  |
|--------|--------|--|
| 18,200 | 18,200 |  |
|--------|--------|--|

*list details*

Drs. Walter Malone and Adrianna Fisher-Willis will lead group sessions with clients. Workshop trainings will focus on processing grief and loss, incorporate CBT techniques to foster behavioral changes, and use Motivational interviewing techniques to elicit change. Guy Huguelet, The Jobs Guy, will present monthly Job Readiness workshop trainings.

**4. Space/Facilities**

\$

|   |  |  |
|---|--|--|
| 0 |  |  |
|---|--|--|

*list details*

**5. Operating Expenses**

\$

|   |  |  |
|---|--|--|
| 0 |  |  |
|---|--|--|

*list details*

**6. Scholarships / Stipends**

\$

|        |        |  |
|--------|--------|--|
| 42,750 | 42,750 |  |
|--------|--------|--|

*list details -  
 numbers &  
 amounts*

Scholarships will cover the intake fee and first month's rent for 25 clients, and a 12 month housing scholarship for four (4) individuals from the Fayette County Specialty Courts (Mental Health, Veterans, or Drug Court)

**7. Other**

\$

|       |       |  |
|-------|-------|--|
| 1,000 | 1,000 |  |
|-------|-------|--|

*list details*

As a licensed Alcohol and/or Drug Entity and a NARR Certified residential treatment program, our program is required to pay an annual licensure of \$500 and have annual inspections performed by NARR and Fire representatives.

**8. TOTAL FY25 PROGRAM BUDGET**

\$

|         |         |   |
|---------|---------|---|
| 201,950 | 201,950 | 0 |
|---------|---------|---|

**Brief detail on Cost per Participant:**

Cost per Program Participant: \$1,683

This Shepherd's House residential program serves @120 adult males annually.

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): Chris Chaffin

Title: Chief Operating Officer

Date: 4/9/2024