

## PURCHASE OF SERVICE AGREEMENT

THIS PURCHASE OF SERVICE AGREEMENT (hereinafter "Agreement"), made and entered into on the first day of July, 2016, by and between the **LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT**, an urban county government of the COMMONWEALTH OF KENTUCKY created pursuant to KRS chapter 67A (hereinafter "Government"), 200 East Main Street, Lexington, Kentucky 40507, on behalf of its Department of Social Services (hereinafter "Sponsor"), and, **Step by Step, Inc.** with offices located at 465 East High Street Suite 109, Lexington, Kentucky 40507, (hereinafter "Organization").

### WITNESSETH

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

1. Government hereby retains Organization for the period beginning on **July 1, 2016**, and continuing for a period of twelve (12) months from that date unless within that period Government gives the Organization thirty (30) days written notice of termination of this Agreement in which case this Agreement shall terminate thirty (30) days from the date notice is given to the Organization.

2. Government shall pay Organization the sum of **Twenty-Five Thousand, Five Hundred and Ten Dollars (\$25,510)** for the services required by this Agreement, said services being more particularly described in the Addendum attached hereto and incorporated herein by reference, one-fourth (1/4<sup>th</sup>) of which shall be payable in July 2016 or shortly thereafter upon receipt of an invoice, with one-fourth (1/4<sup>th</sup>) payable each quarter thereafter upon submission of a quarterly financial report and invoice, and a detailed quarterly program report. **Quarterly financial reports, invoices, and detailed program**

**reports shall be submitted by October 14<sup>th</sup>, 2016, January 13<sup>th</sup>, 2017 and April 14<sup>th</sup>, 2017. A year-end program report shall be submitted by July 14<sup>th</sup>, 2017.** Both reports shall reflect the services and programs directly related to the funding provided by Lexington Fayette Urban County Government with emphasis on measurable outcomes, and specifically outlined in the funding application. Forms for both the quarterly financial and program reports will be provided.

3. In the event of termination of this Agreement by Government as provided for in paragraph 1 above, Organization shall be entitled to that portion of total compensation due under this Agreement as the service rendered bears to the service required herein.

4. Organization shall perform all duties and services included in the Addendum \*(Description of the specific uses of funds allocated by program name(s) and details of the expected client and agency outcomes) attached hereto faithfully and satisfactorily at the time, place and for the duration prescribed herein. Compensation paid pursuant to this Agreement shall be used exclusively for the services set forth in the Addendum and for no other purpose. Any alteration in the nature of such services and duties constitutes an amendment to this Agreement and must be in writing signed by both parties. Organization shall keep itself fully informed of all federal and state laws and all municipal ordinances and regulations in any manner affecting the work or performance of this Agreement, and shall at all times observe and comply with such laws, ordinances and regulations, whether or not such laws, ordinances or regulations are mentioned herein, and shall indemnify Government, its officers, agents and employees against any claim or liability arising from and based on the Organization's violation of any such laws, ordinances or regulations.

5. Organization represents that it has filed all federal, state and local income tax returns required by law in the legally prescribed time and manner. This Agreement shall not become effective unless and until copies of all of the executed originals of the

aforementioned tax returns filed for the Organization have been registered for the current tax year by the Organization in the office of the Sponsor, and the Organization shall not be compensated unless and until such registration has taken place.

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

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

8. Government may designate such persons as may be necessary to monitor and evaluate the services rendered by the Organization. The Government, its agents and employees, shall, at all times, have unrestricted access to all places where or in which the services required hereunder are being carried on and conducted. Inspection and monitoring of the work by these authorities shall in no manner be presumed to relieve in any degree the responsibility or obligations of Organization, nor to constitute the Organization as an agent of the Government.

9. Organization shall provide equal opportunity in employment for all qualified persons, shall prohibit discrimination in employment because of race, color, creed, national

origin, sex or age, shall promote equal employment through a positive, continuing program of equal employment, and shall cause each of its subcontracting agencies to do so. This program of equal employment opportunity shall apply to every aspect of its employment policies and practices.

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

11. This instrument, and the Addendum \*(Description of the specific uses of funds allocated by program name(s) and details of the expected client and agency outcomes) incorporated herein, contains the entire agreement between the parties, and no statement, promises or inducements made by either party or agent of either party that is not contained in this written Agreement shall be valid and binding; and this Agreement may not be enlarged, modified or altered except in writing signed by the parties and endorsed hereon.

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

- A. Objectives: Capital preservation with surety of income. Reasonable competitive income consistent with high investment quality and purpose of funds. All investments shall conform with state and local law and regulations and these policies.
- B. Investment Funds Management: The governing board may elect to either:
  - (1) Manage its investment through its executive director where the size or complexity of funds to be managed is deemed by the board to

be within the training, expertise and/or available time capacity of the executive director and the operating staff; or

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

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

C. Investment Policies - - Safety and Prudence.

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

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

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

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

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

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

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

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

For Organization:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attn: \_\_\_\_\_

For Government:

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

Attn: Chris Ford, Commissioner  
Department of Social Services

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

LEXINGTON-FAYETTE URBAN  
COUNTY GOVERNMENT

STEP BY STEP, INC.

BY: \_\_\_\_\_  
Jim Gray, Mayor

BY: \_\_\_\_\_

Title: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Clerk of the Urban  
County Council

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

# Addendum

**Agency:** Step By Step, Inc., Lead Agency  
KVC Behavioral HealthCare Kentucky, Collaborating Agency

**Program Name:** Step Into Parenting

**LFUCG Extended Social Resource Grant Program FY17 Funding:** \$25,510

**Program Summary:** KVC Kentucky (KVC) and Step By Step (SBS) intend to collaborate to establish the Step Into Parenting Program to provide parenting groups for young single mothers ages 14 to 27. If the class does not fill within that age group, older moms or married moms will be included. The Nurturing Parenting Program is designed to teach positive parent-child relationships through experiential activities that focus on increasing empathy, bonding, attachment and warmth. Parents are empowered knowing that positive parenting strategies can be learned and that nurturing interactions can become a "way of life" in their families.

KVC will provide four master's level, skilled Clinicians to conduct three concurrent parent and one children's group (a total of 4 groups) for 8 weeks annually. Mothers will attend group respective to age of their children (birth-five and school aged (5-11). During each 1.5 hour session, Clinicians will lead parents and children in concurrent groups to teach parenting skills specifically designed to enhance parenting capabilities specific to the child's developmental stage. Parents and school-aged children will participate in groups separately but reunite for an activity during "family nurturing time." Planned lessons and experiential activities for both parents and children promote the acquisition of positive parenting skills and engage families in activities to strengthen their relationship.

A SBS Administrative Assistant will utilize the SBS database and community contacts for recruitment of at-risk families to participate in the Step Into Parenting Program. SBS will provide each participant with additional support and access to the full array of SBS services. SBS will provide session Program Facilitators who will provide oversight and organization of groups including transportation oversight and arrangements; childcare oversight, meal planning and preparation; and introductory activities per each session. SBS will provide meeting space for sessions and childcare as well as volunteer support to assist with facilitation. SBS will create a Fayette County Resource Guide tailored to needs of at-risk single parent families.

KVC and SBS will serve approximately 20 mothers and approximately 25 children. \*It should be noted that in the first year, there were 26 mothers served and an additional mothers group had to be added to accommodate the additional participants. Participants may be referred by SBS or community partners such as DCBS, and the court system.

**Long-Term Program Goals:** Meet the unique needs of 20 teen and young mothers and their up to 25 children in a group setting to include the following long term goals:

- Increase positive parenting strategies through education and skills practice
- Increase bonding and attachment in parent-child relationship
- Increase natural supports for young mothers
- Increase empathy to decrease abuse/neglect
- Increase understanding of normal childhood development

ACTIVITIES	OUTPUTS	OUTCOMES
2 Parent Group for Birth-Five Years old; Parent Group for School Aged Children; School age children's group and childcare for birth-5 year olds.	8- 1.5 hour group sessions will be provided to approximately 20 mothers and up to 25 children; 0-5 year old children will receive on-site child care during the (8) week session.	<b>Mothers will participate in a group of their peers according to the ages of their children. Mothers will receive instruction and guided practice from a clinician in a structured group setting and will receive emotional support</b>
Family Bonding activity to include a family meal and opportunities for guided skills practice	Guided family nurturing activities that include a family meal for 45 participants per session.	<b>Opportunities to practice skills learned through common experience of sharing a meal together.</b>
Small weekly incentives for continued participation in group and certificate for completion of entire 8 week series.	1 weekly incentive provided for each group member to encourage attendance and participation.	<b>Drawings for small weekly incentives for group participation will provide encouragement for continued participation from group participants. Incentives will include items beneficial for mothers and children such as diapers, toiletries, etc.</b>
Referrals to needed mental health and case management resources	Participants needing additional resources such as referral to mental health services will be made as needed.	<b>Increased mental health support through in-home clinical and/or case management support will provide additional support to mothers and their children in maintaining gains made in group setting.</b>

INDICATOR	MEASUREMENT TOOL/APPROACH	SAMPLING STRATEGY & SIZE	FREQUENCY & SCHEDULE OF DATA COLLECTION
Indicators of goal achievement include a decrease in risk responses utilizing the (Adult Adolescent Parenting Inventory-AAPI), a standardized	AAPI-2 assessment of parenting attitudes	Simple-All participating parents will participate in an initial assessment which includes the completion of the AAPI-2 as well as a post test	AAPI-2 will be utilized pre and post intervention to assess the parenting attitudes of participants. Computer generated results from the pre and post
Indicators of goal achievement include a measure of skills learned during the intervention.	Nurturing Quiz, multiple choice given pre and post intervention to measure knowledge of appropriate parenting practices acquired	Simple-All participant parents will take quiz during initial assessment and following completion of the 8 week intervention	The Nurturing Quiz will be utilized with all group members as a pre and post test measure of knowledge acquired during the intervention. Provides useful information about skills learned by participants.
Indicators of goal achievement include ongoing clinician observation, participant feedback and self-report regarding behavioral change and satisfaction with the group	Process (participant feedback, self-assessment and self-reports of behavioral change, satisfaction ratings and facilitator observations)	Simple-All participant mothers and children	Weekly Process data will be collected on an ongoing basis throughout the 8 week session.
Indicators of goal achievement include group attendance and completion rates.	Group members will sign in each week. Retention/Attendance Rates will provide indications of this measure (number of participants regularly attending and completing the course)	Simple-All members will be required to sign in during each group meeting.	Weekly attendance rates will be calculated as well as the completion rate of participants who attend all 8 sessions (completed bi-monthly following the 8 week session).