

**LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT  
COMMUNITY PROJECT AGREEMENT**

**THIS COMMUNITY PROJECT AGREEMENT** (“Agreement”) is made and entered into on the 13<sup>th</sup> day of December 2023, by and between the Lexington-Fayette Urban County Government, an urban county government of the Commonwealth of Kentucky created pursuant to KRS Chapter 67A (“LFUCG”), 200 East Main Street, Lexington, Kentucky 40507, and SHEPHERD'S HOUSE, INC, a Kentucky nonprofit corporation (“Organization”), with offices located at 365 Waller Avenue, Suite 230, Lexington, Kentucky 40504.

**WITNESSETH**

**WHEREAS**, the Organization is a 501(c)(3) nonprofit organization, as defined by the Internal Revenue Code, that owns the property (or properties) located at 365 Waller Avenue, Suite 230, located in Lexington, Kentucky (“Property” or “Properties”);

**WHEREAS**, the Organization provides aide to residents of Fayette County who are low-income, underserved, and/or marginalized;

**WHEREAS**, LFUCG issued Request for Proposal (RFP) No. 37-2023 for its “Nonprofit Capital Grants Program,” which offers grant awards to Fayette County 501(c)(3) nonprofit organizations who directly provide, or indirectly facilitate, the provision of services to low-income, underserved, or marginalized Lexington-Fayette County residents, and is designed to better position local government in recognizing the strains upon infrastructure within our local network of community agency partners which are affecting their service delivery to residents;

**WHEREAS**, the Organization submitted a response to RFP No. 37-2023, seeking funding from LFUCG for operational investment projects and/or capital improvement projects so it can budget appropriate funds to continue providing needed services to Fayette County residents;

**NOW, THEREFORE**, in consideration of the mutual promises and covenants set forth herein, the receipt and sufficiency of which are acknowledged, the parties hereby agree as follows:

1. **EFFECTIVE DATE; TERM.** This Agreement shall commence on DECEMBER 12, 2023, and shall last until APRIL 30, 2025, unless terminated by LFUCG at an earlier date.
2. **RELATED DOCUMENTS.** This Agreement shall consist of the terms herein as well as the following additional documents, which are attached hereto as exhibits and incorporated herein by reference as if fully stated:

- a. **Exhibit A** – Request for Proposal, Risk Management Provisions, and Scope of Project
- b. **Exhibit B** – Response to Request for Proposal

To the extent there is any conflict between or among any of these documents, the terms

and provisions of this Agreement shall prevail, followed by terms and provisions of **Exhibit A**, then **Exhibit B**, in that order.

3. **SCOPE OF WORK.** Organization shall complete the Scope of Project outlined in the attached **Exhibit A** (the “Project(s)”), which are further specified in Numbered Paragraph 4 of this Agreement. The Organization shall complete these Projects in a timely, workmanlike and professional manner, as specified herein.

4. **PAYMENT.** LFUCG shall pay Organization a total amount not to FORTY-SEVEN THOUSAND, TWO HUNDRED AND EIGHTY DOLLARS (\$45,280) (“Funds”) for the completion of the Project. The total amount of Funds the Organization shall receive is divided into separate amounts which shall be allocated for each Project. Thus, the total amount paid for each Project (“Sum”) shall not exceed the amounts stated herein:

| <b>PROJECT # AND DESCRIPTION</b>                         | <b>SUM</b>  |
|--|-------------|
| 1) Lyndhurst Residential Home & Garage Roof Replacements | 1) \$24,274 |
| 2) Replace Ceiling - Lights Panels Fans Etc.             | 2) \$21,006 |

The use of these Funds are limited to the Projects described in this numbered Paragraph and may not be spent by the Organization for any other purpose without the prior written consent of LFUCG. Absent any additional written agreement stating otherwise, any travel or other expenses are excluded from the above payment schedule.

a. LFUCG shall make payment under this Agreement upon timely submission of approved invoice(s) from Organization specifying that nature of work performed, accompanied by data satisfactory to LFUCG to document entitlement to payment for work completed to date. LFUCG shall have thirty (30) days from the date of receipt of the invoice to pay the invoice amount. LFUCG reserves the right to refuse payment if it is determined by LFUCG that any of the work performed on the Projects is inadequate or defective.

b. LFUCG also reserves the right to reject any invoice submitted for services more than sixty (60) days after the services were rendered.

5. **CONSTRUCTION TERMS.** If applicable, the following terms shall apply to any of the Project(s) above that require construction costs.

a. **Project to be Completed in Workmanlike Manner.** Organization shall bid, contract for, and cause to prosecute to completion, the Projects described herein in a good, safe and workmanlike manner, and in compliance with all applicable codes, ordinances, laws and regulations. Organization shall take necessary action to protect the life, health, safety, and property of all personnel on the job site, members of the public, and personnel.

b. **Permits.** Organization agrees to obtain all necessary local, state, and federal permits, encroachments, permissions, approvals, etc. in a timely manner and prior to start

of construction.

c. Building Regulations. Organization asserts that it is in full compliance with all applicable provisions of the Lexington-Fayette Urban County Government's Code of Ordinances Chapter 5 – Buildings and Building Regulations, Chapter 7 – Finance and Taxation, Chapter 12 – Housing, and Chapter 16 – Sewage, Garbage, Refuse, and Weeds, or in compliance with Kentucky Department of Housing Buildings and Construction rules and requirements as is appropriate for those state institutions, parcels, or buildings which are subject to state regulations and oversight as opposed to local ordinances and regulations. If the Organization becomes out of compliance with any of these provisions, it will provide written notice to LFUCG immediately. Failure to notify LFUCG and resolve any such matters to the satisfaction of LFUCG may lead to termination of the Agreement for cause.

d. No Liens. Organization will cause all work to be performed, including all labor, materials, supervision, supplies, equipment, architectural, and engineering services necessary to complete the improvements, in accordance with all applicable standards in the construction industry. The Organization will complete the improvements free from all materialmen's liens and all mechanic's liens and claims. All contracts with subcontractors and materialmen will contain, upon the request of LFUCG, a provision for not less than ten percent (10%) retainage to ensure adequate and complete performance in connection with interim or progress payments hereunder.

e. Right of Inspection. Organization will permit access by LFUCG to the books and records of Organization related to the Project at reasonable times. In the event LFUCG determines that any work or materials are not substantially in conformance with applicable standards in the construction industry, or are not in conformance with any applicable laws, regulations, permits, requirements or rules of any governmental authority having or exercising jurisdiction thereover or are not otherwise in conformity with sound building practices, LFUCG may stop the work and order replacement or correction of any such work or materials. Such inspection will not be construed as a representation or warranty by LFUCG to any third party that the improvements are, or will be, free of faulty materials or workmanship.

f. Nonliability. This Agreement will not be construed to make LFUCG liable to materialmen, contractors, craftsmen, laborers or others for goods and services delivered by them to or upon the property on which the Project is constructed, or for debts or claims accruing to said parties against the Organization. There are no contractual relationships, either express or implied, between LFUCG and any materialman, contractors, craftsmen, laborers or any other persons supplying work, labor or materials on the job, nor will any third person or persons, individual or corporate, be deemed to be beneficiaries of this Agreement or any term, condition or provisions hereof or on account of any actions taken or omitted by LFUCG pursuant hereto.

6. **TERMINATION.** LFUCG, through the Mayor or the Mayor's designee, may terminate this Agreement for any reason whatsoever by providing Organization with at least thirty (30) days' advance written notice. Organization shall be entitled for payment of all work performed up to that period of time, calculated on a reasonable basis.

a. In the event of a termination based upon a material condition of non-performance or default by Organization, LFUCG shall provide Organization with advance written notice and a reasonable period of time to cure the breach.

b. Organization may only terminate this Agreement based upon LFUCG's failure to timely pay for properly invoiced and accepted work. Organization shall provide LFUCG with at least thirty (30) days' advance written notice and an opportunity to cure prior to termination.

c. Organization acknowledges that LFUCG is a governmental entity, and that the validity of this Agreement is based upon the availability of appropriated funding. In the event that such funding is not appropriated in a future fiscal year, LFUCG's obligations under this Agreement shall automatically expire without penalty to the LFUCG thirty (30) days after written notice to Organization. LFUCG shall exercise any application of this provision in good faith.

7. **REPORTING.** Organization shall provide LFUCG with timely quarterly reports and updates related to the completion of the Projects in the form and manner reasonably specified by LFUCG.

8. **REGISTRATION; COMPLIANCE; AUTHORITY TO SIGN.** Organization shall be lawfully registered or authorized to do business in the Commonwealth of Kentucky and Lexington-Fayette County and shall at all times comply with any and all applicable federal, state, and local laws, ordinances, and regulations. LFUCG may request proof that Organization has timely filed federal, state, or local tax forms which shall be provided by Organization on a timely basis. The person signing this Agreement on behalf of Organization is fully authorized to do so.

9. **INSURANCE; INDEMNITY.** The Risk Management Provisions in **Exhibit A** are incorporated herein as if fully stated.

10. **RECORDS.** Organization shall keep and make available to LFUCG any records related to this Agreement as are necessary to support its performance of the services for a period of at least five (5) years following the expiration or termination of this Agreement, or as otherwise required depending upon the source of funds. Books of accounts shall be kept by Organization and entries shall be made therein of all money, goods, effects, debts, sales, purchases, receipts, payments and any other transactions of Organization related to this Agreement and shall be made available to LFUCG upon request.

a. LFUCG shall be the owner of all final documents, data, studies, plans, reports, and information prepared by Organization under this Agreement.

- b. Organization understands and agrees that this Agreement and any related documents may be subject to disclosure under the Kentucky Open Records Act and will comply with any reasonable request by LFUCG to provide assistance with such a request.
11. **ACCESS.** Organization shall allow LFUCG any necessary reasonable access to monitor its performance under this Agreement.
12. **CONTRACTUAL RELATIONSHIP ONLY.** In no event shall the parties be construed, held or become in any way for any purpose the employee of the other party, or partners, associates or joint ventures in the conduct of their respective endeavors or otherwise.
13. **EQUAL OPPORTUNITY; FAIRNESS ORDINANCE.** Organization shall provide equal opportunity in employment for all qualified persons, and shall (a) prohibit discrimination in employment because of race, color, creed, national origin, sex, age, sexual orientation, gender identity, or handicap, (b) promote equal employment through a positive, continuing program of equal employment, and (c) cause any subcontractor or agency receiving funds provided pursuant to this Agreement to do so. This program of equal employment opportunity shall apply to every aspect of its employment policies and practices. Organization agrees to comply with LFUCG's Fairness Ordinance (Ordinance No. 201-99) and all sources of applicable law, including those specified in any Exhibit attached to this Agreement and incorporated herein by reference.
14. **SEXUAL HARASSMENT.** Organization must adopt or have adopted 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 made available to LFUCG upon request.
15. **DISPOSITION OF PROPERTY.** Organization agrees that it shall not sell or otherwise dispose of any goods, property, or equipment acquired and/or improved with any portion of the Funds without first obtaining the consent of LFUCG. Organization agrees that this provision shall survive termination of the Agreement if this Agreement terminates prior to December 31, 2027. If Organization breaches this provision, Organization may be liable to LFUCG for that breach in an amount that shall not exceed the fair market value of the goods, property and/or equipment that it sold or otherwise transferred. LFUCG further reserves the right to enforce this provision through any remedy available at law, equity, or in bankruptcy.
16. **INVESTMENT.** Any investment of the Funds received pursuant to this Agreement must fully comply with any restrictions imposed by law.
17. **NO ASSIGNMENT.** Organization may not assign any of its rights and duties under this Agreement without the prior written consent of LFUCG.
18. **NO THIRD PARTY RIGHTS.** This Agreement does not create a contractual relationship with or right of action in favor of a third party against either Organization or LFUCG.

19. **KENTUCKY LAW AND VENUE.** This Agreement shall be governed in all respects by the laws of the Commonwealth of Kentucky and venue for all actions shall lie in the Circuit Court of Fayette County, Kentucky.

20. **AMENDMENTS.** By mutual agreement, the parties to this Agreement may, from time to time, make written changes to any provision hereof. Organization acknowledges that LFUCG may make such changes only upon approval of its legislative authority, the Lexington-Fayette Urban County Council, and the signature of its Mayor.

21. **NOTICE.** Any written notice required by the Agreement shall be delivered by certified mail, return receipt requested, to the following:

**For Organization:**

Jerod Thomas, President/CEO  
Shepherd's House, Inc.  
365 Waller Avenue, Suite 230  
Lexington, Kentucky 40504

**For Government:**

Kacy Allen-Bryant, Commissioner of Social Services  
Lexington-Fayette Urban County Government  
200 East Main Street  
Lexington, Kentucky 40507

22. **WAIVER.** The waiver by either party of any breach of any provision of this Agreement shall not constitute a continuing waiver or waiver of any subsequent breach by either party of either the same or another provision.

23. **ENTIRE AGREEMENT.** This Agreement shall constitute the entire agreement between the parties and no representations, inducements, promises or agreements, oral or otherwise, which are not embodied herein shall be effective for any purpose. This Agreement shall replace any previous agreement between the parties on the same subject matter.

**THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK**

**SIGNATURE PAGE TO FOLLOW**



**EXHIBIT "A"**





# Lexington-Fayette Urban County Government

## Request for Proposals

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The Lexington-Fayette Urban County Government hereby requests proposals for **RFP #37-2023 Nonprofit Capital Grants - Facility Improvements** 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 **September 20, 2023**. All forms and information requested in RFP must be included and attached in Response Attachments tab in Ion Wave.

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

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

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

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

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

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

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

### **Laws and Regulations**

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

### **Equal Employment Opportunity**

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

### **Kentucky Equal Employment Opportunity Act**

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

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

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

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

The Act further provides:

"KRS 45.610. Hiring minorities -- Information required

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

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

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

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

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

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

KRS 45.630 Termination of existing employee not required, when

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

#### KRS 45.640 Minimum skills

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

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

#### **LFUCG Non-Appropriation Clause**

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

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

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

#### **Contention Process**

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

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

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

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

**SELECTION CRITERIA:**

1. Directly Provide or Indirectly Facilitate the Provision of Services to Low-income, Underserved, or Marginalized Lexington-Fayette County Residents 20%
2. Demonstrated Need 20%
3. Applicant Capacity for Project and Meeting LFUCG Requirements 20%
4. Operational Feasibility 20%
5. Cost Analysis 20%

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.

**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.

**AFFIDAVIT**

Comes the Affiant, JEROD M. THOMAS, M.ED., CADC, and after being first duly sworn, states under penalty of perjury as follows:

1. His/her name is JEROD M. THOMAS 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.

Jerod Thomas

STATE OF KENTUCKY

COUNTY OF FAYETTE

The foregoing instrument was subscribed, sworn to and acknowledged before me  
by JEROD M. THOMAS on this the 19<sup>th</sup> day  
of September, 2023.

My Commission expires: October 7, 2023

[Signature] Notary Public - Ky. State At Large  
NOTARY PUBLIC, STATE AT LARGE Notary I.D # 633053



## 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.*

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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.*

James Thomas  
Signature

SHEPHERD'S HOUSE INC.  
Name of Business

**WORKFORCE ANALYSIS FORM**

Name of Organization: SHEPHERD'S HOUSE, INC.

| Categories      | Total     | White<br>(Not Hispanic<br>or Latino) |           | Hispanic<br>or Latino |   | Black or<br>African-<br>American<br>(Not<br>Hispanic<br>or Latino) |   | Native<br>Hawaiian<br>and<br>Other<br>Pacific<br>Islander<br>(Not<br>Hispanic<br>or Latino) |   | Asian<br>(Not<br>Hispanic<br>or Latino) |   | Ameri<br>can<br>Indian<br>or<br>Alask<br>an<br>Native<br>(not<br>Hispani |   | Two or<br>more<br>races<br>(Not<br>Hispanic<br>or Latino) |   | Total     |           |
|-----------------|-----------|--------------------------------------|-----------|-----------------------|---|--|---|---|---|---|---|--|---|---|---|-----------|-----------|
|                 |           | M                                    | F         | M                     | F | M  | F | M   | F | M                                       | F | M  | F | M   | F | M         | F         |
| Professionals   | 10        | 3                                    | 7         |                       |   |  |   |   |   |   |   |  |   |   |   | 3         | 7         |
| Supervisors     | 6         | 3                                    | 3         |                       |   |  |   |   |   |   |   |  |   |   |   | 3         | 3         |
| Foremen         |           |                                      |           |                       |   |  |   |   |   |   |   |  |   |   |   |           |           |
| Technicians     | 11        | 4                                    | 5         |                       |   | 2  |   |   |   |   |   |  |   |   |   | 6         | 5         |
| Protective      |           |                                      |           |                       |   |  |   |   |   |   |   |  |   |   |   |           |           |
| Para-           |           |                                      |           |                       |   |  |   |   |   |   |   |  |   |   |   |           |           |
| Office/Clerical | 3         | 1                                    |           |                       |   |  |   |   |   |   |   |  |   |   |   | 1         | 2         |
| Skilled Craft   |           |                                      |           |                       |   |  |   |   |   |   |   |  |   |   |   |           |           |
| Service/Mainte  | 1         | 1                                    |           |                       |   |  |   |   |   |   |   |  |   |   |   | 1         |           |
| <b>Total:</b>   | <b>31</b> | <b>12</b>                            | <b>17</b> |                       |   | <b>2</b>   |   |   |   |   |   |  |   |   |   | <b>14</b> | <b>17</b> |

Prepared by: JEROD M. THOMAS, PRESIDENT / CEO Date: 09 / 19 / 2023  
 (Name and Title) Revised 2015-Dec-15

**DIRECTOR, DIVISION OF PROCUREMENT  
LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT  
200 EAST MAIN STREET  
LEXINGTON, KENTUCKY 40507**

**NOTICE OF REQUIREMENT FOR AFFIRMATIVE ACTION TO ENSURE EQUAL  
EMPLOYMENT OPPORTUNITIES AND DBE CONTRACT PARTICIPATION**

Notice of requirement for Affirmative Action to ensure Equal Employment Opportunities and Disadvantaged Business Enterprises (DBE) Contract participation. Disadvantaged Business Enterprises (DBE) consists of Minority-Owned Business Enterprises (MBE) and Woman-Owned Business Enterprises (WBE).

The Lexington-Fayette Urban County Government has set a goal that not less than ten percent (10%) of the total value of this Contract be subcontracted to Disadvantaged Business Enterprises, which is made up of MBEs and WBEs. The Lexington Fayette Urban County Government also has set a goal that not less than three percent (3%) of the total value of this Contract be subcontracted to Veteran-owned Small Businesses. The goal for the utilization of Disadvantaged Business Enterprises as well Veteran –owned Small Businesses as subcontractors is a recommended goal. Contractor(s) who fail to meet such goal will be expected to provide written explanations to the Director of the Division of Purchasing of efforts they have made to accomplish the recommended goal, and the extent to which they are successful in accomplishing the recommended goal will be a consideration in the procurement process. Depending on the funding source, other DBE goals may apply.

For assistance in locating Disadvantaged Business Enterprises Subcontractors contact:

Sherita Miller, MPA, Division of Procurement  
Lexington-Fayette Urban County Government  
200 East Main Street, 3rd Floor  
Lexington, Kentucky 40507  
[smiller@lexingtonky.gov](mailto:smiller@lexingtonky.gov)



## **GENERAL PROVISIONS**

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

The Respondent agrees to comply with all statutes, rules, and regulations governing safe and healthful working conditions, including the Occupational Health and Safety Act of 1970, *29 U.S.C. 650 et. seq.*, as amended, and KRS Chapter 338. The Respondent also agrees to notify the LFUCG in writing immediately upon detection of any unsafe and/or unhealthful working conditions at the job site. The Respondent agrees to indemnify, defend and hold the LFUCG harmless from all penalties, fines or other expenses arising out of the alleged violation of said laws.

2. Failure to submit ALL forms and information required in this RFP may be grounds for disqualification.
3. Addenda: All addenda and IonWave Q&A, if any, shall be considered in making the proposal, and such addenda shall be made a part of this RFP. Before submitting a proposal, it is incumbent upon each proposer to be informed as to whether any addenda have been issued, and the failure to cover in the bid any such addenda may result in disqualification of that proposal.
4. Proposal Reservations: LFUCG reserves the right to reject any or all proposals, to award in whole or part, and to waive minor immaterial defects in proposals. LFUCG may consider any alternative proposal that meets its basic needs.
5. Liability: LFUCG is not responsible for any cost incurred by a Respondent in the preparation of proposals.
6. Changes/Alterations: Respondent may change or withdraw a proposal at any time prior to the opening; however, no oral modifications will be allowed. Only letters, or other formal written requests for modifications or corrections of a previously submitted proposal which is addressed in the same manner as the proposal, and received by LFUCG prior to the scheduled closing time for receipt of proposals, will be accepted. The proposal, when opened, will then be corrected in accordance with such written request(s), provided that the written request is contained in a sealed envelope which is plainly marked "modifications of proposal".
7. Clarification of Submittal: LFUCG reserves the right to obtain clarification of any point in a bid or to obtain additional information from a Respondent.
8. Bribery Clause: By his/her signature on the bid, Respondent certifies that no employee of his/hers, any affiliate or Subcontractor, has bribed or attempted to bribe an officer or employee of the LFUCG.
9. Additional Information: While not necessary, the Respondent may include any

product brochures, software documentation, sample reports, or other documentation that may assist LFUCG in better understanding and evaluating the Respondent's response. Additional documentation shall not serve as a substitute for other documentation which is required by this RFP to be submitted with the proposal,

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

#### A. Termination for Cause

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

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

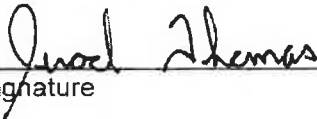
#### B. At Will Termination

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

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



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

  
Signature

SEPTEMBER 15, 2023  
Date

**RISK MANAGEMENT PROVISIONS  
INSURANCE AND INDEMNIFICATION**

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**INDEMNIFICATION AND HOLD HARMLESS PROVISION**

- (1) It is understood and agreed by the parties that Contractor hereby assumes the entire responsibility and liability for any and all damages to persons or property caused by or resulting from or arising out of any act or omission on the part of Contractor or its employees, agents, servants, owners, principals, licensees, assigns or subcontractors of any tier (hereinafter "CONTRACTOR") under or in connection with this agreement and/or the provision of goods or services and the performance or failure to perform any work required thereby.
- (2) CONTRACTOR shall indemnify, save, hold harmless and defend the Lexington-Fayette Urban County Government and its elected and appointed officials, employees, agents, volunteers, and successors in interest (hereinafter "LFUCG") from and against all liability, damages, and losses, including but not limited to, demands, claims, 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 CONTRACTOR's performance or breach of the 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 CONTRACTOR; and (b) not caused solely by the active negligence or willful misconduct of LFUCG.
- (3) In the event LFUCG is alleged to be liable based upon the above, CONTRACTOR shall defend such allegations and shall bear all costs, fees and expenses of such defense, including but not limited to, all reasonable attorneys' fees and expenses, court costs, and expert witness fees and expenses, using attorneys approved in writing by LFUCG, which approval shall not be unreasonably withheld.
- (4) These provisions shall in no way be limited by any financial responsibility or insurance requirements, and shall survive the termination of this agreement.
- (5) LFUCG is a political subdivision of the Commonwealth of Kentucky. CONTRACTOR acknowledges and agrees that LFUCG is unable to provide indemnity or otherwise save, hold harmless, or defend the CONTRACTOR in any manner.
- (6) Notwithstanding, the foregoing with respect to any professional services performed by CONTRACTOR hereunder (and to the fullest extent permitted by law), CONTRACTOR shall indemnify, save, hold harmless and defend LFUCG from and against any and all liability, damages and losses, including but not limited to, demands, claims, obligations, causes of action, judgments, penalties, fines, liens, costs, expenses, interest, defense costs and reasonable attorney's fees, for any damage due to death or injury to any person or injury to any property (including the loss of use resulting therefrom) to the extent arising out of, pertaining to or

relating to the negligence, recklessness or willful misconduct of CONTRACTOR in the performance of this agreement.

**FINANCIAL RESPONSIBILITY**

BIDDER/CONTRACTOR understands and agrees that it shall demonstrate the ability to assure compliance with the above Indemnity provisions and these other risk management provisions prior to final acceptance of its bid and the commencement of any work or provision of goods.

**INSURANCE REQUIREMENTS**

YOUR ATTENTION IS DIRECTED TO THE INSURANCE REQUIREMENTS BELOW, AND YOU MAY NEED TO CONFER WITH YOUR INSURANCE AGENTS, BROKERS, OR CARRIERS TO DETERMINE IN ADVANCE OF SUBMISSION OF A RESPONSE THE AVAILABILITY OF THE INSURANCE COVERAGES AND ENDORSEMENTS REQUIRED HEREIN. IF YOU FAIL TO COMPLY WITH THE INSURANCE REQUIREMENTS BELOW, YOU MAY BE DISQUALIFIED FROM AWARD OF THE CONTRACT.

**Required Insurance Coverage**

BIDDER/CONTRACTOR shall procure and maintain for the duration of this contract the following or equivalent insurance policies at no less than the limits shown below and cause its subcontractors to maintain similar insurance with limits acceptable to LFUCG in order to protect LFUCG against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by CONTRACTOR. The cost of such insurance shall be included in any bid:

| <b><u>Coverage</u></b> | <b><u>Limits</u></b>   |
|------------------------|--|
| General Liability      | \$1 million per occurrence, \$2 million aggregate (Insurance Services Office Form CG 00 01) or \$2 million combined single limit |
| Worker's Compensation  | Statutory  |
| Employer's Liability   | \$100,000  |
| Professional Liability | \$1 million per occurrence   |

The policies above shall contain the following conditions:

- a. All Certificates of Insurance forms used by the insurance carrier shall be properly filed and approved by the Department of Insurance for the Commonwealth of Kentucky (DOI). LFUCG shall be named as an additional insured in the General Liability Policy and Commercial Automobile Liability Policy using the Kentucky DOI approved forms.

- b. The General Liability Policy shall be primary to any insurance or self-insurance retained by LFUCG.
- c. The General Liability Policy shall include Premises and Operations coverage unless it is deemed not to apply by LFUCG.
- d. The General Liability Policy shall include Employment Practices Liability coverage or an endorsement in a minimum amount of \$1 million unless it is deemed not to apply by LFUCG.
- e. The Policy shall include Umbrella/Excess Liability coverage in the amount of \$1 million per occurrence, \$1 million aggregate, unless it is deemed not to apply by LFUCG.
- f. LFUCG shall be provided at least 30 days advance written notice via certified mail, return receipt requested, in the event any of the required policies are canceled or non-renewed.
- g. Said coverage shall be written by insurers acceptable to LFUCG and shall be in a form acceptable to LFUCG. Insurance placed with insurers with a rating classification of no less than Excellent (A or A-) and a financial size category of no less than VIII, as defined by the most current Best's Key Rating Guide shall be deemed automatically acceptable.

#### Renewals

After insurance has been approved by LFUCG, evidence of renewal of an expiring policy must be submitted to LFUCG, and may be submitted on a manually signed renewal endorsement form. If the policy or carrier has changed, however, new evidence of coverage must be submitted in accordance with these Insurance Requirements.

#### Deductibles and Self-Insured Programs

**IF YOU INTEND TO SUBMIT A SELF-INSURANCE PLAN IT MUST BE FORWARDED TO LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT, DIVISION OF RISK MANAGEMENT, 200 EAST MAIN STREET, LEXINGTON, KENTUCKY 40507 NO LATER THAN A MINIMUM OF FIVE (5) WORKING DAYS PRIOR TO THE RESPONSE DATE.**

Self-insurance programs, deductibles, and self-insured retentions in insurance policies are subject to separate approval by Lexington-Fayette Urban County Government's Division of Risk Management, upon review of evidence of BIDDER/CONTRACTOR's financial capacity to respond to claims. Any such programs or retentions must provide LFUCG with at least the same protection from liability and defense of suits as would be afforded by first-dollar insurance coverage

#### Safety and Loss Control

CONTRACTOR shall comply with all applicable federal, state, and local safety standards related to the performance of its works or services under this Agreement and take necessary action to protect the life, health and safety and property of all of its personnel on the job site, the public, and LFUCG.

Verification of Coverage

BIDDER/CONTRACTOR agrees to furnish LFUCG with all applicable Certificates of Insurance signed by a person authorized by the insurer to bind coverage on its behalf prior to final award, and if requested, shall provide LFUCG copies of all insurance policies, including all endorsements.

Right to Review, Audit and Inspect

CONTRACTOR understands and agrees that LFUCG may review, audit and inspect any and all of its records and operations to insure compliance with these Insurance Requirements.

**DEFAULT**

BIDDER/CONTRACTOR understands and agrees that the failure to comply with any of these insurance, safety, or loss control provisions shall constitute default and that LFUCG may elect at its option any single remedy or penalty or any combination of remedies and penalties, as available, including but not limited to purchasing insurance and charging BIDDER/CONTRACTOR for any such insurance premiums purchased, or suspending or terminating the work.

00548704



Lexington-Fayette Urban County Government  
Request for Proposals

**Nonprofit Capital Grant Program  
Facility Improvements  
Scope of Work**

**Description:** The Nonprofit Capital Project Grants Program is an initiative designed to better position local government in recognizing the strains upon infrastructure within our local network of community agency partners which are affecting their service delivery to residents. These grants are funded by Lexington-Fayette Urban County Government (LFUCG) general fund dollars and are subject to LFUCG reporting and spending requirements.

Agencies with established proven track records of performance that are located in and/or service residents of Lexington-Fayette County are invited to apply for this competitive grant program.

- **NOTE:** Agencies who received funding from the ARPA-funded Nonprofit Capital Grant Program in 2022 are not eligible to apply or to receive funds.

**Purpose:** To provide a *one-time grant* to local 501(c)(3) agencies for major capital projects for Facility Improvements, such as the purchase, construction, expansion, repair of a building, or installation or major overhaul of HVAC systems, etc.

**Instructions**

Please submit all required proposal submittal forms and attachments no later than the deadline indicated below:

**Proposal Deadline – 2 P.M. ON SEPTEMBER 20, 2023**

**Proposals received after this deadline or incomplete proposals will not be considered.**

For More Information:

Lexington-Fayette Urban County Government  
Division of Central Purchasing Todd Slatin, Director  
200 E. Main Street  
Lexington, KY 40507  
Office: (859) 258-3320  
E-mail: [tslatin@lexingtonky.gov](mailto:tslatin@lexingtonky.gov)

## 1.0 GENERAL PROVISIONS

### 1.1 Funding

The funding is a **ONE TIME** grant. LFUCG will conduct ongoing evaluation of the project to determine effectiveness. Funds must be expended **April 30, 2025**.

LFUCG intends to award multiple proposals with funding via LFUCG general fund.

**PLEASE NOTE: All grant funds are reimbursed funds only, no funds will be dispersed to grant recipients in advance. Reimbursements may occur periodically during the project. Grant recipients shall invoice the Lexington-Fayette Urban County Government, Department of Social Services, upon completion of grant recipients spend for reimbursement.**

The Subrecipient agrees that it shall spend the entire amount of funds provided under this Agreement before April 30, 2025.

The Subrecipient shall invoice LFUCG upon spend for the reimbursement of actual expenditures incurred. The Subrecipient's invoice must be for eligible expenses.

If it becomes apparent to the grant recipient that it will be unable to complete the Project either in the manner or for the amount described in this Agreement, then the grant recipient must immediately provide written notice to the LFUCG with a complete and detailed explanation of its inability to comply with the terms of the Agreement, any proposed changes, and the reasons for those changes. If the grant recipient fails to use any amount of funds provided under the Agreement within the time of performance (by April 30, 2025), grant recipient forfeits those funds.

### 1.2 Proposal Submission

In order to be considered, proposals must be received by **SEPTEMBER 20, 2023 at 2 PM**. The proposal must contain the required documents and respond to each of the required narrative/application questions to be complete.

Proposals containing significant omissions of required information will be considered non-responsive and will be removed from the funding process. Significant missing responses to narrative/questionnaire questions constitute an incomplete proposal.

**If the Agency is submitting a bundled proposal for the funding of more than one project, please note that they must be included in a single completed Proposal Submittal form. Only one Proposal Submittal per agency will be accepted, per Division of Purchasing regulations. Projects being bundled must have separate Project Budgets submitted as attachments.**

**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.**

The final decision regarding proposal completeness and penalties will be determined by the Commissioner of Social Services.

### **1.3 Acceptance/Rejection of Applications**

The LFUCG reserves the right to reject any proposals which may be considered irregular, show serious omission, contain unauthorized alteration of 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 judgement, best serve the interests of Urban County Government.

#### **Inquiries/Questions**

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

Todd Slatin, Director  
Division of Central Purchasing 200 E. Main Street, Lexington, KY 40507  
E-mail: [tslatin@lexingtonky.gov](mailto:tslatin@lexingtonky.gov) Phone: (859) 258-3320  
**Deadline for questions is September 14, 2023 at 2:00 PM EST**

### **1.4 Requests for Clarification**

The LFUCG reserves the right to request clarification of information submitted and to request additional information (to clarify the information submitted) of the applicant either orally or in writing. This may include negotiation of funding amounts, outcomes, and other adjustments prior to the execution of a funding award.

### **1.5 Timeline**

This Request for Proposals is being released on August 31, 2023, 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, September 7, 2023 at 2 PM EST**

**[Click here to Join September 7 2 PM Technical Q&A Zoom Meeting](#)**

**Meeting ID: 889 1838 6642**

**Passcode: 480217**

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 are due no later than 2 p.m. on September 20, 2023. Late or incomplete proposals will not be accepted or evaluated.

The LFUCG intends to conduct proposal evaluation immediately following the proposal due date and intends to make funding announcements no later than October 30, 2023. This timeline is subject to change without notice.

No funds may be expended prior to the execution of a funding agreement and grantees will not be reimbursed for pre-award costs.

### **1.6 Evaluation**

This is a competitive grant making process, with Proposals reviewed and evaluated by a neutral panel selected by the Commissioner of Social Services, all of whom have no affiliation with any applicant.

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.

Scoring criteria are outlined in Section 4.0 Evaluation.

### **1.7 Selection**

The highest scoring proposals as determined by the panel will be recommended for funding and contacted to negotiate a funding agreement.

### **1.8 Reporting**

The funded projects will be required to submit regular financial and progress reports. Failure to submit complete reports on time will delay processing of invoices submitted for grant reimbursements and affect the grantee's competitiveness for any future funding opportunities with LFUCG. This includes, but is not limited to, timesheets for staff; bids, quotes, invoices and receipts for purchases; copies of any contracts for services; and additional information as required by LFUCG for compliance with federal regulations.

**All payments are based on submitted invoices for reimbursements, no payments shall be made in advance.**

## 2.0 PROPOSAL FORMAT

The Proposer must submit the proposal via the LFUCG's Procurement Software at <https://lexingtonky.ionwave.net/Login.aspx>. Adherence to the proposal format by all proposers will ensure a fair evaluation. Proposers not following the prescribed format will be deemed non-responsive.

A complete proposal contains each of the following components:

- Fully completed application submittal cover sheet (PDF form attached)
- Attached project(s) and agency budgets
- Copy of lease if requesting Facility Improvements on a leased property, and highlighting the section to allowing the ability for leaseholder improvements.
- Other Attachments
- **Project Narrative for each requested capital project being requested (separate Project Narratives for each request if bundling capital project requests)**, responding to each of the five evaluation criteria described in Section 4.0 and utilizing format described below
  - Double spaced
  - Single sided
  - Arial 12-point font with 1-inch margins
  - Sections clearly marked
  - Page numbers in bottom right corner of complete submission

### **Section 1: Directly Provide or Indirectly Facilitate the Provision of Services to Low income, Underserved, or Marginalized Lexington-Fayette County Residents**

Please provide a brief description of your agency's mission and objectives. Applying agencies must meet the criteria below:

1. Facility Improvement location is located in Fayette County must be for the purpose of serving Fayette County residents with these grant funds
2. Be in good standing with the Kentucky Secretary of State
3. Responders shall be registered and have a current, complete 2023 Gold Seal of Transparency or higher level agency portrait on [GuideStar.org](https://www.guidestar.org/). Learn how to earn your 2023 Gold Seal of Transparency on Candid/Guidestar: <https://help.candid.org/s/article/How-to-Earn-a-2023-Gold-Seal-of-Transparency>.
4. Funds for the projects cannot be used to teach, advance, advocate or promote any religion
5. Applying organization agrees to comply with all applicable local, state, and federal laws

## **Section 2: Demonstrated Need**

Demonstrate how the proposed capital project is needed for the agency to provide their services. Applications must describe the need for the specific project in regards to the agency's ability to meet its mission and objectives. Criteria to be considered include:

1. The type and scale of the project proposed clearly enables the capacity of the agency's mission
2. Data provided that documents project need
3. If applicable, the facility proposed for use meets local codes, health, or safety standards. Or, the proposed project would remedy any code infractions or notices

## **Section 3: Applicant Capacity for Project**

The application must demonstrate that the agency staff has adequate credentials and experience to carry out the proposed project. This means that the organization carrying out the project, its employees, or its partners, must have the necessary experience and qualifications to execute the project and adhere to the requirements of this grant program.

Factors to be considered will include: prior agency experience with capital projects and grants; suitable agency fiscal capacity and organizational infrastructure to implement the project; and employee experience in grant management. The LFUCG's monitoring records of previously funded projects will also be considered in determining applicant capacity. The LFUCG will pay special attention to previously awarded projects and an agency's track record for timely implementation and spending of awarded funds.

## **Section 4: Operational Feasibility**

The application must include:

1. Clear and complete plans and timeline for implementing and completing the project
2. An adequate strategy for securing additional support and commitment if needed. If applicable, include letters of commitment for other funding that will be used to implement the project
3. Adequate number of qualified staff to carry out the proposed project
4. Indicators that demonstrate that the project can be completed by April 30, 2025

## **Section 5: Cost Analysis – and attachments**

1. Cost proposals and budget narrative
2. This section shall provide the total costs of the capital project, including all expenses to be incurred
3. Project is cost-effective and all costs are reasonable, and do not deviate substantially from the norm in Lexington
4. Attach line item Budgets for each Grant Project requested and the Agency Budget

### 3.0 SCOPE

Agencies may apply for a grant to assist with a capital project of a **minimum of \$30,000 of Facility Improvements** (*Agencies may bundle Facility Improvement projects to meet the \$30,000 minimum*). **Maximum Facility Improvement award is \$55,000.**

#### Who is Eligible?

Community nonprofit partners with established proven track records of performance are invited to apply for this competitive grant program for capital projects.

- Grant funds must be invested in facilities located in and serving residents of Lexington-Fayette County.
- Agencies must be recognized by Internal Revenue Service as a 501(c)(3) nonprofit organization.
- Agencies must either own the facility or have a current long-term lease (*with at least 3 years remaining on the terms of the lease*) with a private landlord for which improvements are being requested.
- 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.
- **All funds awarded must be spent by grantees before April 30, 2025.**
- **NOTE: Agencies who received funding from the ARPA-funded Nonprofit Capital Grant Program in 2022 are not eligible to apply or to receive funds.**

#### Eligible Cost Activities (*including, but not limited to*):

##### Facility Improvements

- |                              |  |
|------------------------------|--|
| A. Systems                   | <i>Mechanical, Electrical and Plumbing</i>                                       |
| B. Exterior                  | <i>Roofing, Windows, Gutters, Masonry, Siding</i>                                |
| C. Interior                  | <i>Flooring, Walls, Ceilings, Lighting</i>                                       |
| D. Property Site             | <i>Acquisition of Property, Parking, Sidewalks, Lighting, Utilities, Signage</i> |
| E. Environmental Remediation | <i>Asbestos, Lead Paint, Air Quality</i>   |

#### Grant Award Allocation

|                             | <i>Facility Improvements</i> |
|-----------------------------|------------------------------|
| <b>Funding Pool*</b>        | \$333,885                    |
| Minimum Request per agency* | \$30,000*                    |
| Maximum Request per agency  | \$55,000                     |

**\*Agencies may bundle their Facility Improvement projects to meet the minimum.**

#### 4.0 EVALUATION & CRITERIA

| Factor  | Points     |
|---|------------|
| <b>4.1 Directly Provide or Indirectly Facilitate the Provision of Services to Low-income, Underserved, or Marginalized Lexington-Fayette County Residents</b> | 20         |
| <b>4.2 Demonstrated Need</b>  | 20         |
| <b>4.3 Applicant Capacity for Project and Meeting LFUCG Requirements</b>  | 20         |
| <b>4.4 Operational Feasibility</b>  | 20         |
| <b>4.5 Cost Analysis</b>  | 20         |
| <b>Total Points</b>   | <b>100</b> |

#### **4.1 Directly Provide or Indirectly Facilitate the Provision of Services to Low-income, Underserved, or Marginalized Lexington-Fayette County Residents**

Please provide a brief description of your agency’s mission and objectives. Applying agencies must meet the criteria below:

1. Facility Improvement location is located in Fayette County and Facility Improvements must be for the purpose of serving Fayette County residents with these grant funds
2. Be in good standing with the Kentucky Secretary of State
3. Responders shall be registered and have a current, complete 2023 Gold Seal of Transparency or higher level agency portrait on [GuideStar.org](https://www.guidestar.org/).  
*If you haven’t updated your 2022 Gold Seal, you will need to log into Candid/Guidestar and do so. Learn how to earn your 2023 Gold Seal of Transparency on Candid/Guidestar: <https://help.candid.org/s/article/How-to-Earn-a-2023-Gold-Seal-of-Transparency>*
4. Funds for the projects cannot be used to teach, advance, advocate or promote any religion
5. Applying organization agrees to comply with all applicable local, state, and federal laws

#### **4.2 Demonstrated Need**

Demonstrate how the proposed capital project is needed for the agency to provide their services. Applications must describe the need for the specific project in regards to the agency’s ability to meet its mission and objectives. Criteria to be considered include:

1. The type and scale of the project proposed clearly enables the capacity of the agency’s mission
2. Data provided that documents project need
3. If applicable, the facility proposed for use meets local codes, health, or safety standards. Or, the proposed project would remedy any code infractions or notices

#### **4.3 Applicant Capacity for Project**

The application must demonstrate that the agency staff has adequate credentials and experience to carry out the proposed project. This means that the organization carrying out the project, its employees, or its partners, must have the necessary experience and qualifications to execute the project and adhere to the requirements of this grant program.

Factors to be considered will include: prior agency experience with capital projects and grants; suitable agency fiscal capacity and organizational infrastructure to implement the project; and employee experience in grant management. The LFUCG's monitoring records of previously funded projects will also be considered in determining applicant capacity. The LFUCG will pay special attention to previously awarded projects and an agency's track record for timely implementation and spending of awarded funds.

#### **4.4 Operational Feasibility**

The application must include:

1. Clear and complete plans and timeline for implementing and completing the project
2. An adequate strategy for securing additional support and commitment if needed. If applicable, include letters of commitment for other funding that will be used to implement the project
3. Adequate number of qualified staff to carry out the proposed project
4. Indicators that demonstrate that the project can be completed by April 30, 2024

#### **4.5 Cost Analysis – and attachments**

1. Cost proposals and budget narrative
2. This section shall provide the total costs of the capital project, including all expenses to be incurred
3. Project is cost-effective and all costs are reasonable, and do not deviate substantially from the norm in Lexington
4. Line item Budgets for each Grant Project requested and the Agency Budget

*LFUCG reserves the right to adjust funding amounts.*

**EXHIBIT "B"**



**PROPOSAL SUBMITTAL COVER SHEET**

**Agency Information**

Agency Name: SHEPHERD'S HOUSE, INC.

Mailing Address: 365 WALLER AVENUE, SUITE 230, LEX., KY 40504

Street Address: 365 WALLER AVENUE, SUITE 230, LEX., KY 40504

Phone: (859) 252 - 1939

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 this grant 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 this grant funding.*

Agency Representative (typically the Executive Director - Name, Title, Phone, Email):

Jerod M. Thomas, President/CEO, Phone: 859-537-8680 Email: jerodthomas@shepherdshouse, inc.

Person Completing Application (Name, Title, Phone, Email):

Yvette Hourigan, Grantwriter, Phone: 859-221-0806 Email: Sober4GoodKY@gmail.com

**Project Information**

Funding Requested by Project, if bundling multiple Projects:

Project: Lyndhurst Residential Home & Garage Roof Replacements Request \$ 24,273.83  
*Facility Improvement project*

Project: Lyndhurst Residential Home HVAC Replacement 2nd Floor Request \$ 9,720.00  
*Facility Improvement project*

Project: Fontaine Residential Home Roof Replacement Request \$ 21,006.17  
*Facility Improvement project*

Project: \_\_\_\_\_ Request \$ \_\_\_\_\_  
*Facility Improvement project*

**Total Funding Amount Requested: \$ 55,000.00**

- Save this PDF formatted Proposal Submittal Cover Form to your hard drive before beginning to enter responses in it to ensure your responses are saved to the form.
- Total Funding Pool is \$333,885. Minimum Total Request per agency is \$30,000; Maximum Total Request per Agency is \$55,000
- If applying for/bundling multiple projects, submit a 5 section narrative for each project.



**PROJECT PROPOSAL 1:**

**SHEPHERD'S HOUSE, INC.,  
ROOF REPLACEMENT  
LYNDHURST MEN'S RESIDENTIAL HOUSING**

**PROJECT NARRATIVE 1: SHEPHERD'S HOUSE, INC.,  
ROOF REPLACEMENT, LYNDHURST MENS RESIDENTIAL HOUSING**

**Section 1: Directly Provide or Indirectly Facilitate the Provision of Services to Low income, Underserved, or Marginalized Lexington-Fayette County Residents.**

Please provide a brief description of your agency's mission and objectives.

Our mission has three equally important pillars: 1) recovery and healing from SUD, OUD, StimUD and COD through evidence-based practices including trauma-informed recovery-oriented systems of care; 2) stable housing and community for the duration of treatment with Shepherd's House with the development of a path to sustainable, safe housing upon discharge; and 3) skill-building. They are interdependent. We've observed that individuals who engage in recovery and healing using EBP while they are building the skills needed to navigate not only employment, but also life's ups and downs, will naturally use these skill-building tools to promote their individual recovery and healing and in service to their peers. The reverse is also true. Healing physically, emotionally, and mentally inspires the dream and fosters our ability to achieve greater success in the day-to-day activities in which we engage to live a successful and contented life free from substances and without risk of further justice involvement. Every decision our leadership makes first hinges on whether it will have a beneficial impact on our clients. Thereafter we evaluate other facts including the financial risk v. benefit, etc. Our primary purpose is, always was, and always will be client-centered recovery, treatment, and training. Our primary demographic are individuals with SUD including AUD, OUD, and StimUD, who are justice-involved and who have low income or no-income. Many are homeless or houseless, are unemployed and are not receiving

services for recovery or skill-building.

Shepherd's House, Inc., meets the funding criteria below:

1. Facility is located at 266 Lyndhurst Pl, Lex., 40508, and serves Fayette County residents with these grant funds.
2. Shepherd's House, Inc., is in good standing with the Kentucky Secretary of State.
3. Shepherd's House, Inc. is registered and maintains 2023 Gold Seal of Transparency or higher level agency portrait on [GuideStar.org](https://www.guidestar.org).
4. Funds for the projects will not be used to teach, advance, advocate or promote any religion.
5. Shepherd's House, Inc., and its agents (including contractors) agree to comply with all applicable local, state, and federal laws.

## **Section 2: Demonstrated Need**

Demonstrate how the proposed capital project is needed for the agency to provide their services. Applications must describe the need for the specific project in regards to the agency's ability to meet its mission and objectives. Criteria to be considered include:

Housing is an ongoing barrier to treatment, in particular for low and no-income individuals, especially those who are homeless or houseless -- the marginalized members of our community that society has discarded. Providing safe and stable housing during every phase of treatment at Shepherd's House is critical and further enhances the desirability of SUD treatment for those suffering who have no other housing options. Many individuals have come to Sheperd's House who, quite frankly, had a stronger desire for stable housing than was their desire to get sober. We welcome those individuals because as we have seen time and again, somewhere along the line for most of these individuals something changes, and they develop that desire and willingness to get sober and lead a life free of substances. We meet the client where they are.

The residence owned by Shepherd's House outright (no debt or mortgage owed) that is in need of substantial repairs to bring it up to a standard required by Shepherd's House for the well-being and safety of our residents is the residence located at 266 Lyndhurst Place, Lexington, KY 40508 (hereinafter "Lyndhurst"). This residence has 10 private bedrooms which provide housing for 19 individuals. This home needs a complete roof replacement (including replacement of the roof over the open parking garage).

Presently, the roofs (the house and the garage roofs) are missing shingles and underlayment which exposes the roof decking. The sheeting on the roof on the main residence is rotted and unsafe to walk on or work on, and the roof is in danger of collapse. Significant other work is needed to completely replace the roof on this 7,632 square foot house and the roof on the large, unattached garage. The scope of work is detailed in the estimate provided by Acton Construction, LLC, which is owned and operated by a Shepherd's House, Inc., graduate. **See Attachment A-1.** The estimate attached from Acton Construction, LLC, is below estimates for roof replacements for other properties of this large size.

Due to the damaged and missing shingles, water and moisture are seeping into the attic and other parts of the house. These leaks will lead to a host of other problems including rot, mold, and structural damage. Evidence of leaking into the attic of the Lyndhurst main building is reflected in the itemized scope of work and estimate. Water leakage into the home has seriously damaged the insulation in the roof. The leaking water has caused the insulation to clump, making it virtually ineffective in keeping warm or cool air inside the house, which has significantly increased the heating and air bills at the residence. This is significant because most individuals with SUD have compromised

immune systems from years of drug and alcohol use, including the long-time use of needles. There is an extremely high occurrence of hepatitis B and C in long-time drug addicts, including some of the residential population at Shepherd's House. The seeping water from the faulty roof will eventually lead to mold and mildew. Mold spores will eventually pass through the HVAC systems, leading to serious illness for our residents and in particular those with allergies, asthma, environmental sensitivities, and compromised immune systems. The leaking roof also creates a fire hazard for our residents. And finally, the leaks are causing water to puddle near the entryways of Lyndhurst (in the back and on the side), thereby increasing the risk of injury to residents, employees, and guests. This exposure to liability, even when an insurance policy is in place, puts the financial security of Shepherd's House, Inc., at risk.

The type and scale of the project proposed for the Lyndhurst residence clearly supports Shepherd's House's mission to provide safe and stable housing during the recovery process which primarily benefits our low- and no-income Fayette County residents, especially those who are homeless or houseless. The underserved. There is a desperate need for safe and stable housing for those in early recovery in Fayette County. This is evidenced by the fact that despite Shepherd's House's efforts to expand their housing opportunities here, there remains a 6-month waiting list for admission and residency in every Shepherd's House program in Fayette County. There is simply not enough stable and NARR-accredited housing in Lexington. These improvements allow us to continue to safely house up to 19 individuals in recovery as they progress through their treatment program, so that they can continue to save and prepare for independent and sustainable housing for themselves upon their departure from Shepherd's House.

Pursuant to the attached estimate, our Contractor, a Shepherd's House Graduate with an outstanding reputation in the roofing community, ensures that all work performed will meet local codes, health, or safety standards; that they will use good quality materials free of defects, and will provide a 10-year workmanship warranty. The company is also certified as a Veteran-Owned Business and certification as a Women-Owned Business Enterprise is pending.

### **Section 3: Applicant Capacity for Project**

The application must demonstrate that the agency staff has adequate credentials and experience to carry out the proposed project. This means that the organization carrying out the project, its employees, or its partners, must have the necessary experience and qualifications to execute the project and adhere to the requirements of this grant program.

Factors to be considered will include: prior agency experience with capital projects and grants; suitable agency fiscal capacity and organizational infrastructure to implement the project; and employee experience in grant management. The LFUCG's monitoring records of previously funded projects will also be considered in determining applicant capacity. The LFUCG will pay special attention to previously awarded projects and an agency's track record for timely implementation and spending of awarded funds.

Shepherd's House, Inc., has a long history of compliance with Federal Agency funding for capital projects through its existing partnerships with the Federal Home Loan Bank. Shepherd's House has been awarded various brick and mortar grants over the past decade. Shepherd's House has submitted annual compliance reporting with the Federal Home Loan Bank for the past seven years and every audit has found Shepherd's House to be in full compliance with the terms of their agreement and that it has properly appropriated the funds awarded.

Shepherd's House has also been awarded Federal programming or operational grants which have been determined to be appropriately implemented and overseen by them.

The most recent Federal grant through the Department of Justice was extended for two years beyond the original funding period due to the outstanding management and reporting of Shepherd's House staff providing grant oversight. The same is true for many of the state supported funding awards that Shepherd's House has received for recovery housing and crisis services over the past five years primarily through the Kentucky Opioid Response Effort implemented in 2018.

And finally, Shepherd's House has received ESR awards through LFUCG over the past several years. Every award has been fully compliant with the reporting requirements and has met all funding goals within the funding award. There have been no deficiencies, nor any non-compliance reported.

Shepherd's House has received every single extension that has been available for grant funding they've received, whether local, state, or federal, that was eligible for extension at the conclusion of the original funding period. This is a result of the outstanding management and oversight by our Chief Financial Officer Chris Chaffin, who has a lifetime of experience in banking and finance, as well as the excellent hands-on management and reporting of our residential oversight staff / house managers, who document the day-to-day reporting requirements. Shepherd's House is a stellar steward of grant awards and an exemplar of fiscal responsibility.

In all these funding awards, the periodic reporting, accounting, and outcomes reports have been submitted without one single issue, deficiency, or infraction. All audits resulted in excellent reports, and many programs have become self-sustaining

#### **Section 4: Operational Feasibility**

The application must include:

1. Clear and complete plans and timeline for implementing and completing the project. **See attached as Attachment A-1, A-3 (highlighted area).**
2. An adequate strategy for securing additional support and commitment if needed. If applicable, include letters of commitment for other funding that will be used to implement the project: **No additional funding is required.**
3. Adequate number of qualified staff to carry out the proposed project: **Project will be completed by a licensed, insured roofing contractor and his employees, who is a Shepherd's House graduate but not a member of the Shepherd's House, Inc., staff. Our Contractor is licensed, insured, and fully qualified to perform said work.**
4. Indicators that demonstrate that the project can be completed by April 30, 2025. **The attached Estimate, Budget and Timeline (Attachment A (1-3) demonstrates that the information shall be completed well before the April 30, 2025, deadline. It is anticipated that work can start as early as November 20, 2023, and will be completed within 7 days of undertaking performance.**
5. Section 5: Cost Analysis – and attachments
  1. Cost proposals and budget narrative. **SEE ATTACHMENT A-1.**
  2. This section shall provide the total costs of the capital project, including all expenses to be incurred. **SEE ATTACHMENT A-1.**
  3. Project is cost-effective and all costs are reasonable, and do not deviate substantially from the norm in Lexington. **SEE ATTACHMENT A-1, A-3.**



4. Attach line item Budgets for each Grant Project requested and the Agency Budget **PROJECT BUDGETS ARE ATTACHMENT A-1, AND SHEPHERD'S HOUSE, INC.'S AGENCY BUDGET FOR FY 2023/2024 IS ATTACHMENT B.**



### **Scope of Work:**

#### **Residential House and Detached Garage (266 Lyndhurst Pl. Lexington, Ky)**

- **Roof Replacement Price - \$24,273.83**
  1. Remove existing shingles and underlayment to expose decking
  2. Replace ALL sheeting as it is believed to be rotted and unsafe to walk/work on
  3. Remove and replace all plumbing boots, vents, and flashing on chimney
  4. Remove and replace drip edge around entire roof
  5. Install Ice guard along gutters and eaves
  6. Install underlayment on all other surface where ice guard is not commonly used
  7. Install new dimensional shingles
  8. Install ridge cap
  9. Protect any existing conditions (as needed)
  10. Provide Labor, tools, and materials (as needed)
  11. Remove and dispose of all waste (as needed)

**ATTACHMENT A-1**

**PROJECT PROPOSAL 3:**

**SHEPHERD'S HOUSE, INC.,  
ROOF REPLACEMENT  
FONTAINE MEN'S GRADUATE HOUSING**

**PROJECT NARRATIVE 3: SHEPHERD'S HOUSE, INC.,  
ROOF REPLACEMENT, FONTAINE MENS GRADUATE HOUSING**

**Section 1: Directly Provide or Indirectly Facilitate the Provision of Services to Low income, Underserved, or Marginalized Lexington-Fayette County Residents.**

Please provide a brief description of your agency's mission and objectives.

Our mission has three equally important pillars: 1) recovery and healing from SUD, OUD, StimUD and COD through evidence-based practices including trauma-informed recovery-oriented systems of care; 2) stable housing and community for the duration of treatment with Shepherd's House with the development of a path to sustainable, safe housing upon discharge; and 3) skill-building. They are interdependent. We've observed that individuals who engage in recovery and healing using EBP while they are building the skills needed to navigate not only employment, but also life's ups and downs, will naturally use these skill-building tools to promote their individual recovery and healing and in service to their peers. The reverse is also true. Healing physically, emotionally, and mentally inspires the dream and fosters our ability to achieve greater success in the day-to-day activities in which we engage to live a successful and contented life free from substances and without risk of further justice involvement. Every decision our leadership makes first hinges on whether it will have a beneficial impact on our clients. Thereafter we evaluate other facts including the financial risk v. benefit, etc. Our primary purpose is, always was, and always will be client-centered recovery, treatment, and training. Our primary demographic are individuals with SUD including AUD, OUD, and StimUD, who are justice-involved and who have low income or no-income. Many are homeless or houseless, are unemployed and are not receiving

services for recovery or skill-building.

Shepherd's House, Inc., meets the funding criteria below:

1. Facility is located at 2117 Fontaine Road, Lexington, 40502 in Fayette County and serves Fayette County residents with these grant funds.
2. Shepherd's House, Inc., is in good standing with the Kentucky Secretary of State.
3. Shepherd's House, Inc. is registered and maintains 2023 Gold Seal of Transparency or higher level agency portrait on [GuideStar.org](https://www.guidestar.org).
4. Funds for the projects will not be used to teach, advance, advocate or promote any religion.
5. Shepherd's House, Inc., and its agents (including contractors) agree to comply with all applicable local, state, and federal laws.

## **Section 2: Demonstrated Need**

Demonstrate how the proposed capital project is needed for the agency to provide their services. Applications must describe the need for the specific project in regards to the agency's ability to meet its mission and objectives. Criteria to be considered include:

1. The type and scale of the project proposed clearly enables the capacity of the agency's mission
2. Data provided that documents project need
3. If applicable, the facility proposed for use meets local codes, health, or safety standards. Or, the proposed project would remedy any code infractions or notices.

Housing is an ongoing barrier to treatment, in particular for low and no-income individuals, especially those who are homeless or houseless. The marginalized members of our community that society has discarded. Providing safe and stable housing during every phase of treatment at Shepherd's House is critical and further enhances the desirability of SUD treatment for those suffering who have no other housing options. Many individuals have come to Sheperd's House who, quite frankly, had a stronger desire for stable housing than was their desire to get sober. We welcome these individuals because as we have seen time and again -- somewhere

along the line for most of these individuals -- something changes, and they develop that desire and willingness to get sober and lead a life free of substances. We meet the client where they are.

This third proposal is for a second property owned and operated by Shepherd's House that is in need of substantial repairs to keep it up to the standard required by Shepherd's House for the well-being and safety of our residents. Our Graduate House located at 2117 Fontaine Road, Lexington, KY 40502, is solely owned by Shepherd's House and has no outstanding debt or mortgage. This 10-unit Apartment Building is 7,300 square feet and needs a complete roof replacement. The age of the existing roof is unknown, but there have been significant leaks over the past few years during the torrential rains and storms Kentucky has experienced. The water leaks have caused flooding within the house including standing water on the below-ground floor, which is not only dangerous, but also unsanitary and potentially toxic. The reparation of this damage is expensive. But the only way to fully resolve the problem is with a total roof replacement. The 'band-aid' repairs that are currently in place are keeping the property operating but will not prevent the home from suffering additional damage unless and until a new roof is installed.

Inasmuch as the roof has missing or damaged shingles, it's allowing water and moisture to seep into the house which will lead to a host of other problems including rot, mold, and structural damage. Water leakage into the home will seriously damage the insulation in the roof. The leaking water causes the insulation to clump, making it virtually ineffective in keeping warm or cool air inside the house, which has significantly increased the heating and air bills at the residence. Further, most individuals with SUD

have compromised immune systems from years of drug and alcohol use, including the long-time use of needles. There is an extremely high occurrence of hepatitis B and C in long-time drug addicts, including some of the residential population at Shepherd's House. The seeping water from the faulty roof will ultimately lead to mold and mildew. Mold spores will eventually pass through the HVAC system, leading to serious illness for our residents -- in particular those with allergies, asthma, environmental sensitivities, and compromised immune systems. The leaking roof also creates a fire hazard for our residents. And finally, the leaks are causing water to puddle in and around the Fontaine facility (particularly at the back and bottom levels), thereby increasing the risk of injury to residents, employees, and guests. This exposure to liability, even when an insurance policy is in place, puts the financial security of Shepherd's House, Inc., at risk.

The type and scale of the project proposed for the Fontaine residence clearly supports Shepherd's House's mission to provide safe and stable housing during the recovery process which primarily benefits our low- and no-income Fayette County residents, especially those who are homeless or houseless. The underserved. There is a desperate need for safe and stable housing for those in early recovery in Fayette County. This is evidenced by the fact that despite Shepherd's House's efforts to expand their housing opportunities here, there remains a 6-month waiting list for admission and residency in every Shepherd's House program in Fayette County. There is simply not enough stable and NARR-accredited housing in Lexington. These improvements allow us to continue to house up to 20 individuals in Graduate housing safely, so that they can continue to save and prepare for independent sustainable housing for themselves upon their departure from Shepherd's House.

Pursuant to the attached estimate, our Contractor, a Shepherd's House Graduate with an outstanding reputation in the roofing community, ensures that all work performed will meet local codes, health, or safety standards; that they will use good quality materials free of defects, and will provide a 10-year workmanship warranty. The company is certified as a Veteran-Owned Business and certification as a Women-Owned Business Enterprise is pending.

### **Section 3: Applicant Capacity for Project**

The application must demonstrate that the agency staff has adequate credentials and experience to carry out the proposed project. This means that the organization carrying out the project, its employees, or its partners, must have the necessary experience and qualifications to execute the project and adhere to the requirements of this grant program.

Factors to be considered will include: prior agency experience with capital projects and grants; suitable agency fiscal capacity and organizational infrastructure to implement the project; and employee experience in grant management. The LFUCG's monitoring records of previously funded projects will also be considered in determining applicant capacity. The LFUCG will pay special attention to previously awarded projects and an agency's track record for timely implementation and spending of awarded funds.

Shepherd's House, Inc., has a long history of compliance with Federal Agency funding for capital projects through its existing partnerships with the Federal Home Loan Bank.

Shepherd's House has been awarded various brick and mortar grants over the past decade. Shepherd's House has submitted annual compliance reporting with the Federal Home Loan Bank for the past seven years and every audit has found Shepherd's House to be in compliance with the terms of their agreement and that it has properly appropriated the funds awarded.

Shepherd's House has also been awarded Federal Grants which have been determined to be appropriately implemented and overseen by them. The most recent Federal Grant



through the Department of Justice was extended for two years beyond the original funding period due to the outstanding management and reporting of Shepherd's House staff providing grant oversight. The same is true for many of the state supported funding awards Shepherd's House has received for recovery housing and crisis services primarily through the Kentucky Opioid Response Effort implemented in 2018. And finally, Shepherd's House has received ESR awards through LFUCG over the past several years. For every award, Shepherds House was fully compliant with reporting requirements and met the goals of the funding within the allotted time through the funding provided. There have been no deficiencies, nor any non-compliance reported. Shepherd's House has received every single extension that has been available for the grant funding they've received, whether local, state, or federal, that was eligible for extension at the conclusion of the original funding period. This is a result of the outstanding management and oversight by our Chief Financial Officer Chris Chaffin, who has a lifetime of experience in banking and finance, as well as the excellent hands-on management and reporting of our residential oversight staff / house managers, who document the day-to-day reporting requirements. Shepherd's House is a stellar steward of grant awards and an exemplar of fiscal responsibility. In all these funding awards, the periodic reporting, accounting, and outcomes reports have been submitted without one single issue, deficiency, or infraction. All audits resulted in excellent reports, and many funded programs have become self-sustaining.

#### **Section 4: Operational Feasibility**

The application must include:

1. Clear and complete plans and timeline for implementing and completing the project. **See Attachment A-3.**

2. An adequate strategy for securing additional support and commitment if needed.  
If applicable, include letters of commitment for other funding that will be used to implement the project: **No additional funding is required.**
3. Adequate number of qualified staff to carry out the proposed project: **Project will be performed by a licensed, insured roofing contractor and his employees, who is a Shepherd's House graduate but not a member of the Shepherd's House, Inc., staff. Our Contractor is licensed, insured, and fully qualified to perform said work.**
4. Indicators that demonstrate that the project can be completed by April 30, 2025.  
**The attached Estimate, Budget and Timeline demonstrate that the information shall be completed well before the April 30, 2025, deadline. It is anticipated that work can start as early as November 20, 2023, and will be completed within 7 days of undertaking performance. (Attachment A-3).**
5. Section 5: Cost Analysis – and attachments
  1. Cost proposals and budget narrative. **SEE ATTACHMENT A-3.**
  2. This section shall provide the total costs of the capital project, including all expenses to be incurred. **SEE ATTACHMENT A-3.**
  3. Project is cost-effective and all costs are reasonable, and do not deviate substantially from the norm in Lexington. **SEE ATTACHMENT A-3.**
  4. Attach line item Budgets for each Grant Project requested and the Agency Budget **PROJECT BUDGETS ARE ATTACHMENT A-3, AND SHEPHERD'S HOUSE, INC.'S AGENCY BUDGET FOR FY 2023/2024 IS ATTACHMENT B.**

**ATTACHMENT A-3**

**SHEPHERD'S HOUSE, INC.,  
ROOF REPLACEMENT  
FONTAINE MEN'S GRADUATE HOUSING**

**Graduate House (2117 Fontaine Rd. Lexington Ky.)**

• **Roof Replacement Price - \$21,006.17**


12. Remove existing shingles and underlayment to expose decking
13. Replace 2 pieces of sheeting where it is believed to be "soft"
14. Remove and replace all plumbing boots, vents, and flashing
15. Remove and replace drip edge around entire roof
16. Install Ice guard along gutters and eaves
17. Install underlayment on all other surface where ice guard is not commonly used
18. Install new dimensional shingles
19. Install ridge cap
20. Protect any existing conditions (as needed)
21. Provide Labor, tools, and materials (as needed)
22. Remove and dispose of all waste (as needed)

Note: All work will conform to industry standard practice. All material used will be of good quality and free of defect. Roof replacement comes with a 10-year workmanship warranty. Our price is believed to be fair and standard for the industry given the scope of work. All companies working will have insurance and Workers Compensation (unless exempt). Insurance will meet or exceed the guidelines required by LFUCG and page 19 of RFP #37-2023. Work is scheduled to begin on or before November 20, 2023, and is to be completed no later than November 27, 2023.

*The Shepherds House Inc. CEO  
Jerod Thomas*



*Owner of ActonCo Builders  
Jacob Ratliff*



Jacob Ratliff, Sep 19, 2023 13:08 EDT

**ATTACHMENT A-3**

**ATTACHMENT B**

**SHEPHERD'S HOUSE, INC.,  
BUDGET FY 2023/2024**

| <b>Shepherd's House, Inc.</b>                 |                    |                |
|---|--------------------|----------------|
| Fiscal 'projected' Budget 7.1.23-6.30.24      | Updated 8.7.23     | % of Revenue   |
| <b>SUPPORT, REVENUE &amp; CONTRACTS</b>       |                    |                |
| Donors & General Support                      | \$225,000          | 8.18%          |
| Run For Recovery (Sponsors/Participants)      | \$100,000          | 3.64%          |
| Administrative Fee                            | \$10,000           | 0.36%          |
| Grant KORE (Nicholasville) RCC                | \$144,000          | 5.24%          |
| Grant KORE (Waller) Crisis Access             | \$135,000          | 4.91%          |
| Grant DOJ (Boyle) Re-entry Program            | \$100,000          | 3.64%          |
| Grant BLOCK GRANT WRH (Danville)              | \$40,000           | 1.45%          |
| Grant ESR #3                                  | \$48,000           | 1.75%          |
| Grant KY OPIOID ABATEMENT                     | \$141,450          | 5.14%          |
| DOC BCDC (both)                               | \$260,000          | 9.46%          |
| DOC Grant Co. SAP & SOAR Programs             | \$300,000          | 10.91%         |
| DOC Knox Co. SAP                              | \$0                | 0.00%          |
| DOC Shelby Co. SAP                            | \$200,000          | 7.27%          |
| Rent Waller/Ridge RH (contract)               | \$150,000          | 5.46%          |
| Rent Waller/ KORE RH                          | \$55,000           | 2.00%          |
| Rent Nich. Rd. / WRH / Ridge                  | \$108,000          | 3.93%          |
| Rent Maxwelton RH                             | \$70,000           | 2.55%          |
| Rent Lyndhurst RH                             | \$70,000           | 2.55%          |
| Rent Fontaine RH                              | \$36,000           | 1.31%          |
| Rent Danville WRH                             | \$33,000           | 1.20%          |
| New Vista BRMH                                | \$65,000           | 2.36%          |
| SNAP (Supplemental Nutrition Assistance)      | \$15,000           | 0.55%          |
| Insurance billing                             | \$440,000          | 16.00%         |
| Interest earned                               | \$4,000            | 0.15%          |
| <b>TOTAL SUPPORT, REVENUE &amp; CONTRACTS</b> | <b>\$2,749,450</b> | <b>100.00%</b> |
| <b>PERSONNEL COST</b>                         |                    |                |
| Payroll (Wages) - 30-33 FTE                   | \$1,550,000        | 56.37%         |
| Anthem Employee Health Benefits               | \$165,000          | 6.00%          |
| Retirement match                              | \$12,000           | 0.44%          |
| Workmen's comp                                | \$10,000           | 0.36%          |
| Payroll taxes                                 | \$115,000          | 4.18%          |
| <b>TOTAL PERSONNEL COST</b>                   | <b>\$1,852,000</b> |                |
| <b>OPERATING</b>                              |                    |                |
| Payroll processing                            | \$5,000            | 0.18%          |
| R4R expense                                   | \$25,000           | 0.91%          |

67.36%

|   |                    |               |
|---|--------------------|---------------|
| Accounting/Audit                            | \$25,000           | 0.91%         |
| BHSO expenses                               | \$27,000           | 0.98%         |
| Legal & Professional Services               | \$80,000           | 2.91%         |
| Rent (Waller) 4 RH Programs                 | \$168,000          | 6.11%         |
| Rent Nicholasville Rd. (The Lodge)          | \$60,000           | 2.18%         |
| Rent Waller Office                          | \$10,200           | 0.37%         |
| Rent Nicholasville                          | \$30,000           | 1.09%         |
| Rent WRH Danville (#2 and #3)               | \$25,000           | 0.91%         |
| Rent Christian Rd.                          | \$19,000           | 0.69%         |
| Web Services                                | \$50,000           | 1.82%         |
| Merchant Processing Fees                    | \$1,200            | 0.04%         |
| Bank fees                                   | \$2,000            | 0.07%         |
| Drug screening materials                    | \$10,000           | 0.36%         |
| Auto maintenance                            | \$5,000            | 0.18%         |
| Auto lease                                  | \$0                | 0.00%         |
| Continuing Education Units/Conferences      | \$9,000            | 0.33%         |
| Food & Beverage (programs)                  | \$10,000           | 0.36%         |
| Meals/lunches                               | \$8,000            | 0.29%         |
| Marketing                                   | \$20,000           | 0.73%         |
| Office supplies (across all programs)       | \$20,000           | 0.73%         |
| Printing + postage                          | \$5,000            | 0.18%         |
| Program supplies (across all programs)      | \$40,000           | 1.45%         |
| Insurance (P+C, GL, Umb, E+O, Auto)         | \$37,000           | 1.35%         |
| Repairs (Maxwelton)                         | \$8,000            | 0.29%         |
| Repairs (Waller)                            | \$8,000            | 0.29%         |
| Repairs (Waller office)                     | \$2,000            | 0.07%         |
| Repairs (The Lodge)                         | \$4,000            | 0.15%         |
| Repairs (Fontaine)                          | \$8,000            | 0.29%         |
| Repairs (Lyndhurst)                         | \$8,000            | 0.29%         |
| Repairs (WRH-Danville)                      | \$8,000            | 0.29%         |
| Repairs (Nicholasville)                     | \$4,000            | 0.15%         |
| Telephone / Cable / Internet                | \$24,000           | 0.87%         |
| Utilities/Trash, etc. (across all programs) | \$78,000           | 2.84%         |
| Background checks                           | \$1,000            | 0.04%         |
| <b>TOTAL OPERATING</b>                      | <b>\$844,400</b>   |               |
|   |                    |               |
| <b>TOTAL (PAYROLL + EXPENSES)</b>           | <b>\$2,696,400</b> | <b>98.07%</b> |
| <b>NET INCOME</b>                           | <b>\$53,050</b>    |               |
|   |                    |               |

31%

| <b>Shepherd's House, Inc.</b>                 |                    |                |
|---|--------------------|----------------|
| Fiscal 'projected' Budget 7.1.23-6.30.24      | Updated 8.7.23     | % of Revenue   |
| <b>SUPPORT, REVENUE &amp; CONTRACTS</b>       |                    |                |
| Donors & General Support                      | \$225,000          | 8.18%          |
| Run For Recovery (Sponsors/Participants)      | \$100,000          | 3.64%          |
| Administrative Fee                            | \$10,000           | 0.36%          |
| Grant KORE (Nicholasville) RCC                | \$144,000          | 5.24%          |
| Grant KORE (Waller) Crisis Access             | \$135,000          | 4.91%          |
| Grant DOJ (Boyle) Re-entry Program            | \$100,000          | 3.64%          |
| Grant BLOCK GRANT WRH (Danville)              | \$40,000           | 1.45%          |
| Grant ESR #3                                  | \$48,000           | 1.75%          |
| Grant KY OPIOID ABATEMENT                     | \$141,450          | 5.14%          |
| DOC BCDC (both)                               | \$260,000          | 9.46%          |
| DOC Grant Co. SAP & SOAR Programs             | \$300,000          | 10.91%         |
| DOC Knox Co. SAP                              | \$0                | 0.00%          |
| DOC Shelby Co. SAP                            | \$200,000          | 7.27%          |
| Rent Waller/Ridge RH (contract)               | \$150,000          | 5.46%          |
| Rent Waller/ KORE RH                          | \$55,000           | 2.00%          |
| Rent Nich. Rd. / WRH / Ridge                  | \$108,000          | 3.93%          |
| Rent Maxwelton RH                             | \$70,000           | 2.55%          |
| Rent Lyndhurst RH                             | \$70,000           | 2.55%          |
| Rent Fontaine RH                              | \$36,000           | 1.31%          |
| Rent Danville WRH                             | \$33,000           | 1.20%          |
| New Vista BRMH                                | \$65,000           | 2.36%          |
| SNAP (Supplemental Nutrition Assistance)      | \$15,000           | 0.55%          |
| Insurance billing                             | \$440,000          | 16.00%         |
| Interest earned                               | \$4,000            | 0.15%          |
| <b>TOTAL SUPPORT, REVENUE &amp; CONTRACTS</b> | <b>\$2,749,450</b> | <b>100.00%</b> |
| <b>PERSONNEL COST</b>                         |                    |                |
| Payroll (Wages) - 30-33 FTE                   | \$1,550,000        | 56.37%         |
| Anthem Employee Health Benefits               | \$165,000          | 6.00%          |
| Retirement match                              | \$12,000           | 0.44%          |
| Workmen's comp                                | \$10,000           | 0.36%          |
| Payroll taxes                                 | \$115,000          | 4.18%          |
| <b>TOTAL PERSONNEL COST</b>                   | <b>\$1,852,000</b> | <b>67.36%</b>  |
| <b>OPERATING</b>                              |                    |                |
| Payroll processing                            | \$5,000            | 0.18%          |
| R4R expense                                   | \$25,000           | 0.91%          |



|   |                    |               |
|---|--------------------|---------------|
| Accounting/Audit                            | \$25,000           | 0.91%         |
| BHSO expenses                               | \$27,000           | 0.98%         |
| Legal & Professional Services               | \$80,000           | 2.91%         |
| Rent (Waller) 4 RH Programs                 | \$168,000          | 6.11%         |
| Rent Nicholasville Rd. (The Lodge)          | \$60,000           | 2.18%         |
| Rent Waller Office                          | \$10,200           | 0.37%         |
| Rent Nicholasville                          | \$30,000           | 1.09%         |
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| Web Services                                | \$50,000           | 1.82%         |
| Merchant Processing Fees                    | \$1,200            | 0.04%         |
| Bank fees                                   | \$2,000            | 0.07%         |
| Drug screening materials                    | \$10,000           | 0.36%         |
| Auto maintenance                            | \$5,000            | 0.18%         |
| Auto lease                                  | \$0                | 0.00%         |
| Continuing Education Units/Conferences      | \$9,000            | 0.33%         |
| Food & Beverage (programs)                  | \$10,000           | 0.36%         |
| Meals/lunches                               | \$8,000            | 0.29%         |
| Marketing                                   | \$20,000           | 0.73%         |
| Office supplies (across all programs)       | \$20,000           | 0.73%         |
| Printing + postage                          | \$5,000            | 0.18%         |
| Program supplies (across all programs)      | \$40,000           | 1.45%         |
| Insurance (P+C, GL, Umb, E+O, Auto)         | \$37,000           | 1.35%         |
| Repairs (Maxwelton)                         | \$8,000            | 0.29%         |
| Repairs (Waller)                            | \$8,000            | 0.29%         |
| Repairs (Waller office)                     | \$2,000            | 0.07%         |
| Repairs (The Lodge)                         | \$4,000            | 0.15%         |
| Repairs (Fontaine)                          | \$8,000            | 0.29%         |
| Repairs (Lyndhurst)                         | \$8,000            | 0.29%         |
| Repairs (WRH-Danville)                      | \$8,000            | 0.29%         |
| Repairs (Nicholasville)                     | \$4,000            | 0.15%         |
| Telephone / Cable / Internet                | \$24,000           | 0.87%         |
| Utilities/Trash, etc. (across all programs) | \$78,000           | 2.84%         |
| Background checks                           | \$1,000            | 0.04%         |
| <b>TOTAL OPERATING</b>                      | <b>\$844,400</b>   |               |
|   |                    |               |
| <b>TOTAL (PAYROLL + EXPENSES)</b>           | <b>\$2,696,400</b> | <b>98.07%</b> |
| <b>NET INCOME</b>                           | <b>\$53,050</b>    |               |
|   |                    |               |

31%

**ATTACHMENT C**

**SHEPHERD'S HOUSE, INC.,  
AFFIRMATIVE ACTION PLAN**



## **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, religion, sex, national origin, age, genetic information, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law.

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 the implementation of 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 the intent of this policy 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.