

PURCHASE OF SERVICE AGREEMENT

THIS PURCHASE OF SERVICE AGREEMENT (hereinafter "Agreement"), made and entered into on the first day of July, 2015, by and between the **LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT**, an urban county government of the COMMONWEALTH OF KENTUCKY created pursuant to KRS chapter 67A (hereinafter "Government"), 200 East Main Street, Lexington, Kentucky 40507, on behalf of its Department of Social Services (hereinafter "Sponsor"), and, **United Way of the Bluegrass** with offices located at 100 Midland Ave, Suite 300, Lexington, Kentucky 40508, (hereinafter "Organization").

W I T N E S S E T H

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

1. Government hereby retains Organization for the period beginning on **July 1, 2015**, and continuing for a period of twelve (12) months from that date unless within that period Government gives the Organization thirty (30) days written notice of termination of this Agreement in which case this Agreement shall terminate thirty (30) days from the date notice is given to the Organization.

2. Government shall pay Organization the sum of **Thirty-Three Thousand, Seven Hundred and Fifty Dollars (\$33,750)** for the services required by this Agreement, said services being more particularly described in the Addendum attached hereto and

incorporated herein by reference, one-fourth (1/4<sup>th</sup>) of which shall be payable in July 2015 or shortly thereafter upon receipt of an invoice, with one-fourth (1/4<sup>th</sup>) payable each quarter thereafter upon submission of a quarterly financial report and invoice, and a detailed quarterly program report. Quarterly financial reports, invoices, and detailed program reports shall be submitted by October 10<sup>th</sup>, January 9<sup>th</sup>, and April 10<sup>th</sup>. A year-end program report shall be submitted by July 10<sup>th</sup>. Both reports shall reflect the services and programs directly related to the funding provided by Lexington Fayette Urban County Government with emphasis on measurable outcomes, and specifically outlined in the funding application. Forms for both the quarterly financial and program reports will be provided.

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

4. Organization shall perform all duties and services included in the Addendum \*(Description of the specific uses of funds allocated by program name(s) and details of the expected client and agency outcomes) attached hereto faithfully and satisfactorily at the time, place and for the duration prescribed herein. Compensation paid pursuant to this Agreement shall be used exclusively for the services set forth in the Addendum and for no

other purpose. Any alteration in the nature of such services and duties constitutes an amendment to this Agreement and must be in writing signed by both parties. Organization shall keep itself fully informed of all federal and state laws and all municipal ordinances and regulations in any manner affecting the work or performance of this Agreement, and shall at all times observe and comply with such laws, ordinances and regulations, whether or not such laws, ordinances or regulations are mentioned herein, and shall indemnify Government, its officers, agents and employees against any claim or liability arising from and based on the Organization's violation of any such laws, ordinances or regulations.

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

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

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

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

9. Organization shall provide equal opportunity in employment for all qualified persons, shall prohibit discrimination in

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

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

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

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

A. Objectives: Capital preservation with surety of income. Reasonable competitive income consistent with high investment quality and purpose of funds. All investments shall conform with state and local law and regulations and these policies.

B. Investment Funds Management: The governing board may elect to either:

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

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

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

C. Investment Policies - - Safety and Prudence.

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

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

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

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

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

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

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

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

For Organization:

United Way of the Bluegrass  
100 Midland Ave. Suite 300  
Lexington, KY 40508

Attn: Bill Farmer

For Government:

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

Attn: Chris Ford, Commissioner  
Department of Social Services

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

LEXINGTON-FAYETTE URBAN  
COUNTY GOVERNMENT

UNITED WAY OF THE BLUEGRASS

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

Jim Gray  
Jim Gray, Mayor

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

Bill Farmer  
Title: President and CEO

ATTEST:

Madeth [Signature]  
Clerk of the Urban  
County Council

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



## Addendum

**Agency:** United Way of the Bluegrass

**Program Name:** 2-1-1 Homeless and Housing Coordinated Assessment

**LFUCG Extended Social Resource Grant Program FY16 Funding:** \$33,750

**Program Summary:** United Way 2-1-1, partnering with LFUCG Office for Homelessness and Prevention and other providers, is proposing this Homeless and Housing Coordinated Assessment System, as part of OneDoorLEX, to better serve the citizens of Lexington-Fayette County. 2-1-1 will become a central hub for housing and homeless services intake, assessment and referrals to community organizations.

2-1-1 Information and Referral connects citizens in need to relevant and available health and human services assistance. Callers to 2-1-1 seeking housing and homeless assistance will connect with a trained and certified information and referral specialist. After assessing the immediate and long-term needs of each caller, referrals to local organizations responsive to that individual or family and their situational needs are provided.

Coordinated Assessment is not necessarily centralized intake, but is rather a single process of intake that is consistent and coordinated. Coordinated Assessment has the ability to dynamically conduct intakes and assessments, and make appropriate referrals from multiple locations and venues with consistent client handling and data collection. 2-1-1 will be an intake point for service providers and those seeking services, however if a provider conducts an assessment on their own, they will have access to the system so that their data is collected, stored, and recorded as part of the greater system.

The universal coordinated assessment process will help take the important step of mapping and matching a range of solutions to the specific range of needs typically presented by those experiencing potential homelessness, and housing issues which will be made available to the entire community.

**Long-Term Program Goals:** The involvement of United Way 2-1-1 Homeless and Housing Coordinated Assessment provides a single process for entry for screening and referral to housing and homeless services. The process will connect individuals and families to appropriate services in the most effective and efficient way possible for both the participant and the provider. The long-term goal of OneDoorLEX is to provide the necessary data collection and coordination to ensure that individuals receive the necessary screening and referrals that will move them to secure housing options, supportive services and prevent homelessness. United Way of the Bluegrass' bold goal for Central Kentucky is for 10,000 more families to achieve self-sufficiency by 2020. The OneDoorLEX partnership will help make this happen for many.

ACTIVITIES	OUTPUTS	OUTCOMES
2-1-1 calls Interaction with 2-1-1 call specialist Administer VI-SPDAT* assessment	# of housing related calls (4,300) # of individuals/families screened for housing services (1,200)	<b>Individuals needing housing and homeless services receive required assessment for services.</b>
2-1-1 calls Interaction with 2-1-1 call specialist VI-SPDAT* results, referral indications Up to date referral information (database maintained)	Specific VI-SPDAT* results # referrals made to callers (3,000) # referral/agency files updated in 2-1-1 database (260)	<b>Individuals and families needing housing and homeless services receive additional referrals for services that improve their self-sufficiency.</b>
2-1-1 calls Interaction with 2-1-1 call specialist VI-SPDAT* results, referral indications Up to date referral information (database maintained)	Specific VI-SPDAT* results # referred to shelter (156) # referred to transitional housing (279) # referred to support services (2,550)	<b>Individuals and families needing housing services and homeless services are connected with appropriate referrals that resolve their housing insecurity.</b>

INDICATOR	MEASUREMENT TOOL/APPROACH	SAMPLING STRATEGY & SIZE	FREQUENCY & SCHEDULE OF DATA COLLECTION
# of callers to 2-1-1 that request housing services that are screened with the VI-SPDAT* (1,200)	2-1-1 caller database # of housing calls vs. # of housing assessments conducted	100% of calls recorded in database. Comparisons can be made with 100% of data.	Ongoing, reviewed monthly Data reports published and circulated quarterly
# of callers to 2-1-1 that request housing services that receive one or more referrals to non-housing related services (4,300)	2-1-1 caller database # of housing calls vs. # non-housing referrals made, and services received	100% of calls recorded in database. Comparisons can be made with 100% of data.	Ongoing, reviewed monthly Data reports published and circulated quarterly
# of callers to 2-1-1 who report that services received from the 2-1-1 assessment and referral helped resolve their housing concerns (430)	2-1-1 caller database # of housing calls vs. # housing referrals made, and services received 2-1-1 follow-up survey	10% of callers receiving housing assessment/referral(s) receive follow-up call and survey.	Ongoing, reviewed monthly Data reports published and circulated quarterly
# of callers to 2-1-1 who report that services received from the 2-1-1 assessment and referral helped improve their self-sufficiency (430)	2-1-1 caller database # of housing calls vs. # housing referrals made, and services received 2-1-1 follow-up survey	10% of callers receiving housing assessment/referral(s) receive follow-up call and survey.	Ongoing, reviewed monthly Data reports published and circulated quarterly
*VI-SPDAT or LFUCG screening assessment			