SOCIAL SERVICES AND COMMUNITY DEVELOPMENT COMMITTEE AGENDA
September 27, 2011
10:00 A.M., Council Chambers

Members:
Myers – Chair
Henson – Vice Chair
Kay
Ford
Lawless
Stinnett
McChord
Ellinger
Lane
Crosbie

1. Overview of Proposals: Partner Agency Funding Policy
   - Elizabeth Chatterton

2. Committee Members' Feedback and Questions about Proposals

   - Partner with an agency to help leverage LFUCG funds to pursue more grants/funds (Stinnet, McChord)

   - Set aside a pool of resources for grant matches (McChord)

   - Need more information on allocation of funds to partner agencies: how the value of programs are determined (Stinnett, Kay)

   - Funding programs and services verses funding agencies (Lawless, Ford)

   - More information about UK's proposal for need assessments and program evaluations (Henson)

- Implementation time line (leveraging outside funds and implementation of student involvement) (Myers)

- Include information about LFUCG funding to agencies on GoodGiving.net (Myers)

- Council review of the funding recommendations in April after scoring committee makes recommendations and prior to Mayors' budget proposal (Stinnett)

- Frequency and fluidity of needs assessments (Myers)

- Role of existing providers/professionals in creation of needs assessments (Ford)

- Agency/Programs funded by mandate by KRS/Ordinance (Henson, Myers)

- Remove 10-point allocation to Mayor/Council from scoring rubric (Kay, Ford, Myers)

- Indicate whether agency occupies LFUCG facility and/or receive any additional in-kind contributions (Kay)

- Make scoring rubric and application parallel as well as PSA (Kay, Myers)

3. Assemble Partner Agency Funding Policy

4. Application for Partner Agency Funding FY 2013

Lexington-Fayette
Urban County Government

Social Services & Community Development Committee

Partner Agency Funding Policy
September 27, 2011

Previous Presentations to Social Services Committee

- April 19th
  - University of Kentucky (UK)
    - College of Social Work
    - Martin School of Public Policy
  - United Way of the Bluegrass (UWBG)
  - Lexington Fayette Urban County Government (LFUCG)
    - (Will be denoted on slides as "UK/UWBG")
- May 27th / August 30th
  - LFUCG Department of Social Services (DSS)
  - Bluegrass Community Foundation/GoodGiving.net (BGCF)
    - (Will be denoted on slides as "DSS/BGCF")

Partner Agency Funding Policy

Objectives to Maximize Service Impact:

1) Leveraging New Outside Dollars
2) Creating Comprehensive and Fluid Needs Assessments
3) Implementing Analytics/Outcome Matrix
4) Implementing Performance Evaluations

Partner Agency Funding Policy

Challenges of Current Process:

- Decision making lacks analytics
- Lacks objective scoring
- Funding requests are for overall agency and/or specific programs
- Funding is not tied to needs assessment
- Reporting is not conducive to outcome measurement
- Funding not measurably tied to past performance
- No maximum funding limit

Policy Proposal: UK, United Way of the Bluegrass, LFUCG, and Partnering Agencies

- Provide LFUCG data to report to community
- Ensure well-informed decisions
- Increase leveraging opportunities
- Increase system efficiency
- Regular reports on investments
- Priorities set by empirical data
- Informed decisions based on analytics
- Input from LFUCG departments

UK/UWBG

Key Roles:
Lexington Fayette Urban County Government

- **Create policy**
- **Establish direction**
- **Set priorities**
- **Review applications**
- **Make formal recommendations**
- **Make funding decisions**

UK/UWBG

Key Roles:
UK College of Social Work &
UK Martin School of Public Policy

- Social Work curriculum
- Provide graduate-level practicum students
- Community assessment and prioritization
- Program development
- Community specific data collection, needs assessments and analysis
- Ongoing program evaluation of investments
- Review and assessment of practices
- Quantitative analysis of program effectiveness
- Public policy research via interns

UK/UWBG

Key Roles:

Third Party Entity (Determined by RFP)

- **Process facilitation**
- **Training and technical assistance**

Fayette County Partnering Agencies

- **Front line service delivery**
- **Address Issues and Priorities**

UK/UWBG

Key Activities

- Needs assessment (July – August)
- Prioritization (September)
- Assemble Request for Proposals (RFP) (September)
- Distribute/advertise RFP availability (September)
- Training and technical assistance (October)
- Letter of Intent due (December)
- Full applications due (January)
- Expert reviewe/scoring of applications (February)

UK/UWBG

Key Activities

- Recommendations by Social Services Advisory Council (March)
- Mayor's recommendations (April)
- Council ratification (June)
- Finalize agency compliance process (June)
- Contracts issued (June)
- Payments begin (July)
- Ongoing six month reporting (December and June)
- Ongoing six month reporting evaluation (July and January)
- New project and external grant proposals (ongoing)

UK/UWBG

Suggested Scoring Rubric

- Organizational capacity: 20 points
- Program approach: 30 points
- Outcome measurements: 25 points
- Budget: 25 points

UK/UWBG

Financial Considerations:

- **Full time employee to manage partnership**
- **Student stipends**
- **Software and information technology**
- **Office space and supplies**

UK/UWBG

Policy Proposal: Department of Social Services and Bluegrass Community Foundation

Guiding Principles:

- Responding to quantifiable need
- Collaboration with community partners
- Leveraging Partner Agency funding
- Demonstrating results through outcome measurements and program evaluations

DSS/BGCF

Key Roles:
Bluegrass Community Foundation

- Facilitate information sharing
- Provide web portal for all agencies funded by LFUCG
- Provide funding transparency & information about
  - Agency
  - Program
  - Personnel
- Programmatic information:
  - History (proof of past successes)
  - Level of service
  - Wait list

DSS/BGCF

Key Roles:

University of Kentucky College of Social Work and Martin School of Public Policy

- Partner to develop a comprehensive needs study for the community
- Identify and prioritize objective needs-based analytic data
- Year over year comparisons – are we improving?
- Create ranked program priorities based on need
- Regular updates essential to show progress and track change

DSS/BGCF

Key Roles:

Outside Agency to Leverage Funds for Partnering Agencies

- **Partner with outside agency to identify, apply for and advocate for additional funding**
- **Infuse new non-tax dollars**
- **Allows for potential funding growth regardless of general fund reductions**
- **Shifts philosophy from what we have to what we need to address issues**

DSS/BGCF

Key Activities:

Program Evaluation through Review Committees and Staff Liaisons

- Establish three Review Committees to score applications
- Oral presentations by applicants
- Staff Liaisons contact partner agencies quarterly
- Quarterly reporting by partner agencies with emphasis on outcome measurement

DSS/BGCF

Key Roles:

Scoring Committees

- Approximately three committees, reviewing 6-8 applications
- 6 members per committee
- Non conflict of interest statement
- Objective scoring sheets
- Oral presentation by applicants after preliminary scoring

DSS/BGCF

Lexington Fayette Urban County Government
Social Services Partner Agency Funding Application
Scoring Criteria – Fiscal Year 2013

Scoring of FY13 Partner Agency funding applications will be completed by selection committees made up of Urban County Council members, community leaders, Social Services Advisory Board members, and appointees by the Commissioner of Social Services. Each selection committee will review 6-8 applications.

Agencies submitting funding applications must attend the pre-application meeting (October 2011) and submit a complete application. Each agency will have the opportunity to present their funding request before the selection committee before final scoring is completed. Committee members may adjust their scoring of each application by up to ten points (total) after hearing applicant presentations.

<u>Scoring Criteria (100 points total possible)</u>

<u>Committee Scoring:</u>

Organization Capacity (15 points)

The agency has a demonstrated ability to successfully administer programs and grant funds with little or no threat of program disruption. The following factors will be considered: Evidence that the agency has taken steps to ensure sustainability; demonstration of a strong Board of Directors (or equivalent); and a mission statement that clearly defines the purpose of the organization.

Program Approach (25 points)

The funding application should present a high-quality, realistic, well thought-out program that will clearly have a positive impact on program participants. Resources will be adequately and judiciously utilized, with sound eligibility criteria. A reasonable number of clients are served, and there is a plan to eliminate waiting lists.

A detailed description of the program is provided, with a clearly defined target population. There is a discussion of the overall measurable goals of the program, and discussion of research or evidence that supports the program strategy.

A detailed discussion of partnerships and collaborations with other agencies (as applicable) to achieve program goals is included.

DSS/BGCF

Outcome Measurement (25 points)

Reflects the ability of the agency to set achievable and measurable outcomes, and the ability to accurately measure program performance. Outcomes should be realistic and measurable, and achievable within the funding time frame (one year). Measurement tools should be comprehensive and measure what is intended to be measured.

Budget (20 points)

Rates to what degree the program budget plan is clearly outlined and justified, and rates the degree of value for dollars spent. The overall cost per client is considered in scoring.

Diversity in Funding (15 points)

Rates how well the agency budget projects a diversified funding base and supports program sustainability. The agency's funding stream should be strong and/or diverse enough to ensure against program interruption. The agency should have a vigorous fundraising history and plan.

DSS/BGCF

Partnership Process

- **Report to Social Services Committee twice a year**
- **Annual update to Urban County Council**
- **Advertise funding process (September)**
- **MANDATORY technical/pre-application meeting with applicants (October)**
- **Application deadline (unchanged)**
- **Committee review & scoring (February/March)**

DSS/BGCF

Implementation Timeline

- **Phase I**
  - **FY 2013**
    - **Revised application and review process for Social Services' partner agencies**
- **Phase II**
  - **FY 2014**
    - **Completion of need study and application refinement**
    - **Implementation of leveraging funds with outside agency**
- **Phase III**
  - **FY 2015**
    - **Roll out new process with all partner agencies (including non-Social Services' partner agencies)**

DSS/BGCF

Committee Questions and Feedback

- **Partner with an agency to help leverage LFUCG funds to pursue more grants (Stinnett)**

- **Interested in a plan where people are looking for available funding sources on a full-time basis; critical to use all resources to look outside of Lexington and leverage partnerships to bring in new resources (McChord)**

- **Set aside a pool of resources for grants that require matching dollars (McChord)**

Committee Questions and Feedback

- **How is the relative value of one program determined after the applications have been compared to one another and identified for funding (Kay, Stinnett)**

- **Concern about the process and how it is going to impact some agencies (Lawless)**

- **Concern about shifting gears towards totally programmatic although supports better analytics around community's need and funding needs properly; Does not want additional burden placed on agencies by eliminating funds for overhead; administrative support is needed (Ford)**

Committee Questions and Feedback

- **Would like to have UK return to discuss how they would administer needs assessment (Henson)**
- **Move implementation timeline up so that students and leveraging funds are incorporated in FY 2013 (Myers)**
- **Include information about LFUCG funding to partner agencies on GoodGiving.net so process is fully transparent and accessible to public (Myers)**

Committee Questions and Feedback

- After final scores are assessed, funding recommendations should come before the Social Services' Committee for final approval before April to allow Council some involvement before a budget is presented by the Mayor (Stinnett)

- More robust role for UK students and more frequent and fluid needs assessments (Myers)

- Inclusion of existing providers and professionals in the creation of needs assessments (Ford)

Committee Questions and Feedback

- **State Statute / Local Ordinance requirements for LFUCG funding to Partner Agencies (Henson, Kay, Myers)**
  - **See memo on next two slides**

Lexington-Fayette Urban County Government
DEPARTMENT OF LAW

Jim Gray
Mayor

Janet M. Graham
Commissioner

TO: Councilmember George Myers, Chair
Social Services Committee

FROM: Department of Law

DATE: September 20, 2011

RE: Social Services Partner Agencies Funding

This memorandum is in follow-up to Commissioner Graham's September 14, 2011 memo to you on partner agencies and the questions that were raised by the Social Services Committee members at its last meeting. The following 15 entities were identified by the Department of Social Services as being partner agencies receiving funds in FY2012.

1. Baby Health Services
2. Big Brothers Big Sisters of the Bluegrass
3. Bluegrass Community Action Agency
4. Bluegrass Domestic Violence Program
5. Bluegrass Rape Crisis Center
6. Center for Women, Children and Families
7. Chrysalis House
8. Community Action Council for Lexington-Fayette County ("CAC")
9. Bluegrass Regional Mental Health-Mental Retardation Board, Inc. (Comprehensive Care Center)("Bluegrass Mental Health")
10. Hope Center
11. M.A.S.H. Services of the Bluegrass (Metro Group Homes)(MASH)
12. Moveable Feast Lexington
13. Nursing Home Ombudsman Program
14. Salvation Army
15. Sunflower Kids

Each entity was requested by Social Services to provide any authority (state or local) it believes requires LFUCG to provide funding. Four entities responded – CAC, Bluegrass Mental Health, the Hope Center, and MASH. The responses were reviewed and additional research was performed as to each entity to determine whether LFUCG is legally required to provide funding, and if so, whether there is any specific requirements exist as to amounts.

The entities did not provide, nor was the Department of Law otherwise able to identify, any statute or ordinance expressly requiring that LFUCG provide funding to them. However, based upon the review of this matter the unique status of several of these entities should be mentioned.

1. The Bluegrass Rape Crisis Center is the state-recognized rape crisis center for this region. As such, LFUCG is specifically authorized (but not required) to provide it funding pursuant to KRS 211.602.

2. Bluegrass Mental Health is the state-recognized mental health and retardation services program for this region and LFUCG is authorized (but not required) to provide funding proportionate to its share of the cost of programs pursuant to KRS 210.460.

3. CAC is LFUCG's designated community action agency pursuant to KRS 273.405 and KRS 273.435. Although there are certain local match requirements tied to CDBG funding (KRS 273.446), there is no express funding requirement.

4. The Hope Center, Inc., was created in response to a directive from LFUCG to establish a facility in Fayette County to assist the homeless. In addition it has assumed operation of the One Parent (One Family) Facility Corporation, which had previously been established in Sections 2-284 through 2-287 of the Code of Ordinances. The Department of Law was unable to locate an ordinance or statute related to a requirement that this entity be provided annual funding by LFUCG.

In addition, MASH indicated to Social Services that it believed LFUCG was required to fund it pursuant to a reference in Section 6.09 of the Urban County Charter related to the operation and administration of the Julius Marks Home and other homes and refuge places as designated by the Council. This provision, however, does not require LFUCG to fund MASH to provide services.

Please contact me should you have any additional questions pertaining to this matter.

David. J. Barberie
Managing Attorney

cc: Members, Social Services Committee
Beth Mills, Commissioner of Social services
Janet M. Graham, Commissioner of Law

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Committee Questions and Feedback

- The Mayor nor Council should receive 10 points in the scoring process; may be a thin margin (less than 10 points) between those that are funded and those that are not (Kay, Ford, Myers)
- Indicate whether agencies occupy an LFUCG owned building on application or receive any other in-kind donation for LFUCG (Kay)
- The scoring rubric and application process are somewhat parallel but it would be useful to have them completely parallel from the perspective of a scoring committee and an agency; PSA should be parallel to application as well (Kay, Myers)

Committee Questions and Feedback

- **If money is spent the focus should be to research which grants are available and which other communities can be partnered with (Lawless)**
- **Agencies need to be accountable; it is tax-payer dollars being spent and it needs to be spent appropriately (Henson)**
- **Process is new to the government and would give more credibility to the decisions made (Stinnett)**
- **Funding is going to continue to diminish and common sense says that something has to be done different than in the past (Myers)**

Poverty Rates In Fayette County

1 IN 5

58,000 OR 20%

HOUSEHOLD INCOME AROUND $22,000

KENTUCKY'S POVERTY RATE IS 19%

2010 US Census Data

Assemble Partner Agency Funding Policy

1) Leveraging New Outside Dollars

2) Creating Comprehensive and Fluid Needs Assessments

3) Implementing Analytics/Outcome Matrix

4) Implementing Performance Evaluations

Responses to Request for Partner Agency Feedback

From: George Myers
Sent: Wednesday, September 07, 2011 5:10 PM
Cc: Charles Ellinger II; Steve Kay; Chris Ford; Diane Lawless; Kevin Stinnett; KC Crosbie; Jay McChord; Peggy Henson; Ed Lane; Elizabeth Chatterton; Shannon Settles; Leah C Boggs; Tiffany A Tatum; Diana L Queen; Dina Melvin; Jason R Nehmer; Lori Henry; Scott Seymour; Melynda M Jamison
Subject: Request for Partner Agency Input
Importance: High

Dear LFUCG Partner Agencies:

On Tuesday, August 30th the Social Services' Committee met to continue working towards the creation of a LFUCG partner agency funding policy. There have been a lot of questions surrounding this policy. At the last meeting we provided the opportunity for the partner agencies to come up and speak but we have been receiving most of the feedback outside and after the meetings.

I want to reach out to you once again and ask that you take a few minutes to share your thoughts with the Committee by providing us with input and feedback in the next couple of days so that we can take it into account before our next meeting on September 27th at 10:00 am.

For your convenience we have attached the original partnership proposal along with Commissioner Beth Mills' proposal. Also please keep in mind that the principle objectives of these proposals are:

1. leveraging new non-taxpayer dollars to fund partner agencies,
2. comprehensive and fluid needs assessments,
3. analytics-based outcome measurements, and
4. program evaluations.

Your time and consideration is greatly appreciated.

Sincerely,

George G. Myers, MSW
8th District Councilman
200 East Main Street
Lexington, KY 40507
Office: (859) 258-258-3203
Cell: (859) 351-7381
gmyers@lexingtonky.gov

From: Billie Mallory
Sent: Sunday, September 04, 2011 7:50 AM
To: George Myers
Cc: Beth K Mills
Subject: Social Services Comm
Was not able to catch all of SSC meeting discussion but definitely interested in developing a systematic approach to service delivery. Many of us were involved in the

last community-wide needs assessment and problem-solving sessions, which we took very seriously and committed tremendous time and effort, researched best practices and developed strategies. It was disappointing that nothing seemed to move forward from Social Services following that effort, though some things did rise to greater awareness and advocacy (AHTF, homelessness, mental illness, etc) as a result. I have heard that some did not think that results were reflective of the work their group did but it would be a starting point and much of the report was very relevant.

Since then we have had additional information compiled, including the 2010 census data and needs assessment/social service evaluation done with HOPE VI and UK School of Nutrition and Health (results due Sept) that could lend additional demographics and valuable information. Have further suggested to Comm Mills that previous 2008 reports and outcomes should be reviewed, revised and some of those recommendations actually implemented that are still relevant. We need to think **smarter not harder** by working together better (social services, non-profit, faith-based groups and others) as service providers with a more comprehensive, seamless system to serve our most vulnerable populations. There are too many cracks in the system and it is burdensome for many to maneuver our own local programs, some of which have very dismal results at best. You need to hear some of the "stories from the streets"--from those that have tried to access every program in town, barriers that exist and some of the poor "customer service" that some individuals have received. We need to consider **quality service** as well as quantity to avoid the revolving doors, dumping and ill treatment of people. Not everyone is capable of jumping through the hoops (language or intellectual barrier, multiple disabilities, no transportation, no address, no phone, etc) to get to services or follow through if they do. One suggestion is attached for CARE Teams that would provide immediate intervention and case management to help those individuals to even "connect to the system" so that people aren't left floundering and at great risk to themselves, as well as others.

From: Jack Burch
Sent: Thursday, September 08, 2011 2:07 PM
To: George Myers
Cc: Elizabeth Chatterton; Charles Ellinger II; Steve Kay; Chris Ford; Diane Lawless; Kevin Stinnett; KC Crosbie; Jay McChord; Peggy Henson; Ed Lane; Elizabeth Chatterton; Shannon Settles; Leah C Boggs; Tiffany A Tatum; Diana L Queen; Dina Melvin; Jason R Nehmer; Lori Henry; Scott Seymour; Melynda M Jamison
Subject: RE: Request for Partner Agency Input

Community Action Council is Lexington's designated KRS 273.405 *community action agency* and has served as a partner agency since 1965. We have carefully reviewed the process developed by Commissioner Mills as well as the proposal developed in collaboration with the United Way of the Bluegrass based on our knowledge of community needs and experience with both the LFUCG's and numerous other funding processes..

The Council believes that the process developed by the Commissioner is more responsive to the needs of the community's disadvantaged citizens, especially its children and families. Additionally, the Commissioner's process addresses several longstanding problems with the existing partner agency funding process. It eliminates redundancies through the partnership with

Bluegrass Community Foundation; it ensures that LFUCG funding is linked to specific program initiatives; and, it uses outcome measures to assess effectiveness. The process appears to very effectively address the issues that both LFUCG and the partner agencies have had with the current process.

As regards leveraging of funding, as I stated at a prior meeting of the Committee, there is currently substantial,, ongoing work, and success, by existing effort of the partner agencies to leverage other funds. To my knowledge, there are no grant opportunities that are not being pursued by a local public or non-profit entity and virtually all of the partner agencies continuously pursue other funding. (In FY 2011, Community Action Council, alone, leveraged over $24 million in non-LFUCG resources.) There is also a high degree of collaboration among the partner agencies in resource development. A recent example, was the partnership between Community Action Council, United Way of the Bluegrass and the Child Care Council that resulted in a $1 million grant under the Early Learning Opportunity Act (ELOA) to improve the quality of services by independent child care providers. Collaboration among agencies on grant development is currently unstructured and uncoordinated. It could be enhanced through a an ongoing process to coordinate these efforts. That, however, would not require an investment of scarce resources. I believe that an effective coordination process led by the Commissioner and including the entities that are the most active grant developers (e.g. the HOPE Center, Community Action Council) would enhance the process. I understand that Commissioner Mills plans to assume the coordination role.

Lastly, we do have some reservations as regards the proposal that the LFUCG should establish priority areas for funding. All of the partner agencies address important community needs that are amply documented by various needs assessments and other available data. The Government must be concerned with all of the problems and needs in the community. However, given that LFUCG's resources are limited and, therefore, it must have some method to prioritize funding decisions, I believe it would be desirable and effective to require applicants to adequately document the need they propose to address, provide a well developed plan to deliver services or assistance, propose and report on measurable outcomes, and, demonstrate a good faith effort to leverage additional resources.

Thank you for the opportunity to comment. I look forward to attending your next meeting..

Jack E. Burch, CCAP
Executive Director
Community Action Council

From: Sherry [mailto:sherryculp@ombuddy.org]
Sent: Thursday, September 15, 2011 2:39 PM
To: George Myers
Subject: RE: Request for Partner Agency Input

Councilman Myers,
Thank you for sharing this information with us. We are happy with the LFUCG Partner Agency Phased Improvement Plan presented August 20, 2011. The Dept of Social Services solicited and received our feedback on this plan.
We do not think the United Way/UK plan is necessary.
Sincerely,

Sherry Huff Culp, CSW
Executive Director

Responses to Request for Partner Agency Feedback

Nursing Home Ombudsman Agency of the Bluegrass, Inc. (NHOA)

From: Debra Ashcraft
Sent: Thursday, September 22, 2011 10:54 AM
To: Council Members (Email); Jim Gray - Mayor; Beth K Mills
Cc: dgapr@insightbb.com; Steven Ashcraft
Subject: LFUCG Partner Agency Funding Process - Concern for Homeless Women, Children and Families
Importance: High
TO: LFUCG Social Services Committee Members
FROM: Major Debra Ashcraft, Associate Area Coordinator
RE: Partner Agency Funding Process
DATE: September 21, 2011

Dear Council Members,

Thank you for your concern for social service programs and for the opportunity to comment on the proposed Partner Agency Funding Process. The LFUCG Department of Social Services has prepared a very thorough proposal, and I believe they have the expertise needed to oversee and evaluate proposals without the assistance of another agency such as the United Way of the Bluegrass. However, The Salvation Army is requesting a modification be made to the Department of Social Services proposed priority areas to include the needs of homeless women and families.

Currently, the Department of Social Services has listed the following as priority needs (see page 13 of their proposal):

> "All programs must be categorized within one of the following priority need areas:
> 1. Services for Senior Citizens
> 2. Mental health and substance abuse services
> 3. Positive youth development
> 4. Violence prevention
> 5. Public health
> 6. Agencies with Funding Required by State Statute or LFUCG Ordinance"

Unless this portion of the proposal is modified, The Salvation Army's Emergency Shelter and Transitional Living Center for homeless women and families will not be eligible for funding. The Salvation Army operates the ONLY emergency shelter for women and families in Lexington. Last year, 1,174 homeless individuals (344 children and 830 adults) were housed at The Salvation Army and received case management, job training, computer classes, housing relocation assistance and many more supportive services that move homeless persons to a place of self-sufficiency. As a result, in 2010, an amazing 559 households re-entered the community.

Most homeless women and families who come to The Salvation Army are not senior citizens. Most are not homeless because of mental illness, substance abuse or domestic violence; rather most have lost their homes due to economic reasons such as job loss, lack of job skills, lack of education, lack of life skills and health issues that led to unemployment.

During the last community-wide needs assessment, "Transitional housing (temporary and emergency shelters that include supportive services)" was ranked the #1 priority. Without a doubt, Lexington has a large number of homeless women and families, and The Salvation Army can not operate its Emergency & Transitional Living Center without LFUCG financial support. Unlike the Hope Center, The Salvation Army is not an agency where funding is required by Ordinance/Statute.

Again, please consider modifying the Department of Social Services proposed funding priority list to include Temporary and Emergency Shelters with Supportive Services for Women and Families.

Thank you for your consideration.

Please contact me if you have any questions. My cell number is 859.312.0934.

cc: Mayor Jim Gray, LFUCG Council Members, Commissioner Beth Mills, Major Steven Ashcraft, Salvation Army Advisory Board Chair Doug Alexander

Major Debra Ashcraft
The Salvation Army - Central Kentucky Area Services
Associate Area Coordinator
859.252.7706
www.SalvationArmyLex.org

From: Beth K Mills
Sent: Monday, September 12, 2011 2:54 PM
To: George Myers
Subject: Next Social Services Com Meeting

Good Afternoon CM Meyers,
I would also like to thank you for your contribution to the new partner agency process. I am pleased that we have found common goals to award the available LFUCG funds in a manner which will impact our most pressing social services needs.

We will begin advertising the availability of funds for FY2013 this month and have scheduled the funding orientation meeting for October 19, 4:00- 5:30 with the Picadome clubhouse. We will present a copy of the application with requested committee amendments to the meeting on September 27th.

I believe that we have fully explained the inclusion of the Bluegrass Foundation in the process and how this information will be used in evaluating applicants. We feel that the process we have developed has addressed our intent to fund issues, provide a needs assessment, and potentially provide agencies with funds for leveraging. Therefore, we have nothing further to add.

Our Department requests that the process be voted on at the next committee meeting so that we will have the time to devote staff to other ongoing projects.
The Mayor supports our position in this matter.

Best regards,
Beth

Beth Mills
Commissioner of Social Services
200 E. Main St., Rm. 328
Lexington, KY. 40507
bmills@lexingtonky.gov
Ph: 859-258-3804
Fax: 859-258-3406

From: George Myers
Sent: Wednesday, September 07, 2011 2:31 PM
To: Beth K Mills; Craig Bencz
Cc: Elizabeth Chatterton
Subject: Next Social Services Com Meeting
Importance: High

Commissioner Mills,

Thank you for all of yours and Craig's hard work in preparing the policy presentation for the last Social Services' Committee meeting. We are scheduled to meet again on September 27th at 10:00 a.m.

At this next meeting I ask that you present the FY 2013 application and process to the Committee and be prepared to discuss the issues that were raised in the last meeting including the funding changes, whether or not we will be funding agencies or programs and outcomes in FY 2013 and the Bluegrass Community Foundation piece, and the value-added by including the Foundation in the process.

Your dedication to this policy proposal is greatly appreciated. Please let me know if you have any questions.

Sincerely,
George

Department of
Social Services

Partner Agency FY2013 Funding Information & Application Instructions

All applicant agencies **MUST**:

1. Attend the following pre-application meeting:
   Pre-Application Workshop
   October 19th, 2011 – 4:00-5:30 p.m.
   Outing Room at Gay Brewer Jr. Course at Picadome
   469 Parkway Drive

2. Be registered with GoodGiving.Net with a current agency portrait

3. Be a nonprofit organization with 501(c)(3) status.

4. Submit application and supporting documents via email to the following email addresses:
   cbencz@lexingtonky.gov
   tbrown@lexingtonky.gov

Application Submittal Deadline:
5:00 P.M., Wednesday, January 18, 2012
Any applications received after the above submittal deadline, or not meeting the above requirements, will not be considered

Lexington-Fayette Urban County Government
Department of Social Services
200 E. Main Street – Suite 328
Lexington, KY 40507
Office: 859-258-3807

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- 2.5 ACCEPTANCE/REJECTION OF APPLICTIONS
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- 2.7 INQUIRIES/QUESTIONS
- 2.8 ADDENDA

ATTACHMENT A GENERAL PROCESS FUNDING INFORMATION

1.0 **GENERAL INFORMATION AND SCOPE OF APPLICATION REQUEST**

1.1 **Background**

Each fiscal year the Mayor and Urban County Council allocate funds for use by various 501(c)(3) non-profit partner agencies. The Lexington-Fayette Urban County Government (hereinafter referred to as "LFUCG") has historically partnered with non-profit agencies for the purpose of providing priority social services to supplement and support the work of the Urban County Government. These agencies are diverse in their missions and work plans, and provide services to the most vulnerable populations in our community.

2.0 **GENERAL PROVISIONS**

2.1 **Purpose**

The LFUCG is accepting applications from qualified non-governmental, non-profit agencies with current **501(c)(3)** tax exempt status and with a physical business location in Fayette County (hereinafter, referred to as "Applicant") for Partnership Agency funding for FY2013 (July 1, 2012 – June 30, 2013). This funding is intended to support agency **programs** which respond to the **funding priorities** established herein. **THIS FUNDING IS NOT INTENDED TO SUPPORT GENERAL AGENCY OPERATIONS.**

2.2 **Funding Period**

The funding period is from July 1, 2012 through June 30, 2013.

2.3 **Pre-Application Workshop**

All applicants **must** attend the pre-application workshop. The Department of Social Services will conduct a workshop that will provide potential applicants with an overview of the application and review process, instructions on completing the application, and presentation of funding priorities.

2.4 **Application Submission**

In order to be considered, an application must be received by the deadline, contain the required documents, and respond to one or more established funding priorities. Applications containing any omissions of required information will be considered non-responsive and removed from the funding process. Missing or reworded questions constitute an incomplete application.

If your agency is submitting applications for the funding of more than one program, please note that **a separate application must be completed and submitted for each program.**

Applicants shall submit completed documents via email to the address below, with a subject line referencing "FY13 Partner Agency Funding Application". Non-compliance with submittal instructions may result in the application being rejected.

Complete applications must be delivered in their original or .pdf format by email not later than 5:00 p.m., Wednesday, January 18th, 2012 to cbencz@lexingtonky.gov and tbrown@lexingtonky.gov. Applicants are encouraged to obtain a delivery receipt for proof of email delivery, and will receive a reply email confirming receipt by 5:30 p.m. on the deadline date.

LATE APPLICATIONS WILL NOT BE CONSIDERED.

2.5 **Acceptance/Rejection of Applications**

The LFUCG reserves the right to reject any applications which may be considered irregular, show serious omission, unauthorized alteration of form, or 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, or to accept applications or portions thereof which, in the Urban County Government's judgment, best serve the interests of the Urban County Government.

Applications not found to be complete will be considered non-responsive and removed from the process.

2.6 **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.

2.7 **Inquiries/Questions**

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

Craig Bencz
LFUCG Department of Social Services
200 E. Main Street, Suite 328
Lexington, KY 40513
E-Mail: cbencz@lexingtonky.gov
Work Hours: Mon. – Fri., 8 am – 5 pm
Phone: 859-258-3807
Fax: 859-258-3406

2.8 **Addenda**

All applicants attending the pre-application meeting and submitting contact information will receive addenda to the original application and supporting materials, as applicable. Questions submitted subsequent to the pre-application meeting and responses/clarification will be provided in the addenda.

Attachment A
General Funding Process Information

1. Funding Priorities

All programs must be categorized within one of the following priority need areas:

1. Services for Senior Citizens
2. Mental health and substance abuse services
3. Positive youth development
4. Violence prevention
5. Public health
6. Agency funding required by State Statute or LFUCG Ordinance

2. Mandatory Oral Presentation

In addition to a written application, applicants are required to deliver a 15-minute oral presentation to the Partner Agency Selection Advisory Committee ("Committee"). Oral presentations will be held on dates to be determined in February/March 2012. Applicants will be notified at a later date of their exact scheduled oral presentation time.

3. Scoring/Evaluation

Each Committee member scores each written application and each oral presentation. Average Committee scores determine funding priorities for consideration by the Mayor and Urban County Council.

4. Funding Decision

The Mayor and LFUCG Urban County Council decide award recipients and amounts. There is no guarantee that a program will be recommended for or receive funding, regardless of qualifying score or recommendation by the Committee.

Department of
Social Services

Partner Agency Funding Application
FY 2013 (July 1, 2012 – June 30, 2013)

All applicant agencies **MUST**:

1. Attend the following pre-application meeting:
   Pre-Application Workshop
   October 19th, 2011 – 4:00-5:30 p.m.
   Outing Room at Gay Brewer Jr. Course at Picadome
   469 Parkway Drive

2. Be registered with GoodGiving.Net with a current agency portrait

3. Be a nonprofit organization with 501(c)(3) status.

4. Submit application and supporting documents via email to the following email addresses:
   cbencz@lexingtonky.gov
   tbrown@lexingtonky.gov

Application Submittal Deadline:
5:00 P.M., Wednesday, January 18, 2012
Any applications received after the above submittal deadline, or not meeting the above requirements, will not be considered

Lexington-Fayette Urban County Government
Department of Social Services
200 E. Main Street – Suite 328
Lexington, KY 40507
Office: 859-258-3807

Section 1: Agency and Program Information

Agency Information

Agency Name:____

Agency Type: ☐ Local (Lexington / Fayette County) ☐ Regional ☐ National/International

Mailing Address:____

Street Address:____

Phone: ( ) - ext.____ Fax: ( ) -

Does your agency have an active/current profile with Blue Grass Community Foundation's GoodGiving.net?
☐ Yes ☐ No
Note: Agencies ***must*** have profiles with GoodGiving.net to complete this application.

Website Address:____________________ Is the information on your website up to date? ☐ Yes ☐ No

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

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

Program Information

Name of program for which funds are being requested:______________________________

Total Funding Amount Requested: $____________________

Please indicate which LFUCG funding priority the subject program addresses:

- ☐ Services for Senior Citizens
- ☐ Mental health and substance abuse services
- ☐ Positive youth development
- ☐ Violence prevention
- ☐ Public health
- ☐ Agency funding required by State Statute or LFUCG Ordinance

Board of Directors Authorization

Our signatures below acknowledge that we are aware that the information contained in this funding proposal is public record. We further certify that this Partner Agency Funding request is consistent with our organization's mission, Articles of Incorporation and Bylaws, and that this application for funding is authorized by our Board of Directors. We attest that at least one authorized agency representative attended the pre-application workshop, and hereby provide LFUCG with permission to review all information submitted by our agency to the Blue Grass Community Foundation (GoodGiving.net) as applicable to this application.

Date of Board meeting when Authorization to Apply for Funding was Given:_______________________________

The following Authorized Agency Representative (Name and Title) attended the pre-application workshop:___________________________

By typing my name, below, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing this application.*

**Alternatively, agencies may submit electronic/scanned signatures.*

______________________________	______________________________
Board Chair/President Typed Name	Board Secretary Typed Name
______________________________	______________________________
Date	Date

Section 2: Executive Summary

Length of time this **Agency** has been operated by the applicant in Fayette County: ____ years, _____ months
Number of years this **Agency** has received Partner Agency Funding from LFUCG: _____ years

Length of time this **Program** has been operated by the applicant in Fayette County: ____ years, _____ months
Number of years this **Program** has received Partner Agency Funding from LFUCG:_____ years

Is this **Agency** required to provide services by State Statute and/or LFUCG Ordinance or contract? ☐Yes ☐No If yes, site authority in detail:____

How many funding sources does this **Agency** and **Program** currently have? ______ Agency
______ Program

What percentage of the **Program's** funding does this application represent? _____%

How many full time and part-time positions are required to run the **Program**? ______ Full-Time (current – FY12)
______ Part-Time (current – FY12)

Are any new positions proposed for the **Program** for FY13? ☐Yes ☐No If yes, please describe in detail:____________

Will LFUCG Partner Agency Funding be used for any **Agency** salary increase(s), bonuses, or other employee salary incentives? ☐Yes ☐No If yes, please describe in detail:____

Has your agency applied or, or expected to receive any other funds from LFUCG in FY2013? ☐Yes ☐No If yes, please describe in detail, and include the total dollar amount of LFUCG funding applied for or expected:____________

Does your agency utilize any office or program space in an LFUCG owned building? ☐Yes ☐No If yes, please describe in detail, including building address, approximate square footage utilized by your agency, rent/lease fees charged by LFUCG, and any other costs (monthly utilities, etc.) reimbursed to LFUCG:______________________________

WHAT SOCIAL ISSUE (E.G. COMMUNITY PROBLEM) WAS THIS PROGRAM CREATED TO ADDRESS? WHAT DATA HAS YOUR AGENCY COMPILED TO IDENTIFY THE PROBLEM AND PROPOSE A SOLUTION? (LIMIT RESPONSE TO 250 WORDS)

BRIEF SUMMARY OF PROGRAM
INCLUDE SUMMARY OF PROPOSED FUNDING USE(S) – (LIMIT RESPONSE TO 250 WORDS)

Number of participants the program will serve during the funding period: ________

Approximate cost per participant in the program during the funding period (program budget/total participants): $_____

Days of the week the Program will be conducted:
☐Mon ☐Tues ☐Wed ☐Thurs ☐Fri ☐Sat ☐Sun

Operating Hours:____

Program Dates (if not continuous/ongoing): ______________ to ______________

Frequency or Program: ☐Daily ☐Weekly ☐Bi-weekly ☐Monthly ☐Quarterly ☐Yearly ☐Other __________

PLEASE PROVIDE EVIDENCE OF PAST SUCCESS OF THIS PROGRAM (MEASURED OUTCOMES)* -- (LIMIT RESPONSE TO 250 WORDS)

* Does not apply to newly created programs

Section 3: Program Summary

Please limit responses to no more than 250 words per numbered question.

1. **Program Description**: Describe the program in detail. Include the specific services the program will provide, how often, when, how many Fayette County residents will be served, target audience, program goals, etc.

2. **Program History & Need:**
   a. What is the history of this program?
   b. What social problem(s) or issue(s) that exist in Fayette County will the program address? (Provide evidence of problems/issues – responses may refer to the Executive Summary if applicable)
   c. Why is the program needed specifically for Fayette County? Include, in narrative form, relevant statistics and data to support the premise that the program is needed specifically in Fayette County.

3. **Program Eligibility Criteria:** List the criteria participants must meet in order to be accepted into the program.

4. **Participant Contributions:** Are participants required or requested to contribute funds or labor to the program? Provide details of participant contributions.

5. **Program Partners**: List program partners and what each partner will provide to the program (e.g. community partnerships).

6. **Proverty Reduction:** How will the program reduce poverty in Fayette County?

7. **Duplication of Services:** What other agencies in Fayette County, including LFUCG, provide the same or similar services? How is your program unique? How does your agency collaborate with agencies providing the same or similar services?

8. **Number of Clients Served:** Will requested LFUCG funding increase the number of clients who are served by the program in FY2013?
   ☐ n/a
   ☐ Yes. By how much?____
   ☐ No. If "no", why not?____

9. **Funding Increase:** If this program is being funded by FY2012 LFUCG Partner Agency Funds, is your current request an increase in the amount of funds received? ☐ Yes ☐ No

If "yes", why is an increase being requested?

10. **Waiting List:** Is there currently a waiting list for **agency** services? ☐ Yes ☐ No

If "yes":

a. Which programs have a waiting list?
b. How many individuals are currently on the list for each program with a waiting list?
c. What is the typical time an individual is on the waiting list before being provided with services?
d. Will the requested funding be used to reduce the number of individuals currently on the list?
e. Describe the efforts currently being made to reduce the length of time an individual waits for services.

11. **Matching Funds.** Will LFUCG Partner Agency Funds be used as matching funds? ☐ Yes ☐ No

If "yes":

a. What is the source of the funding?
b. What is the total amount of funding through this source?
c. Will LFUCG Partner Agency Funds be the sole source of local match? If not, what other funding sources will be used to meet the match requirement?
d. Ratio of match: _____ : ______ (Match Source: Local Funding)

12. **Leveraged Funds:** Will LFUCG Partner Agency Funds be used to leverage other funds or resources? ☐ Yes ☐ No

If "yes":

a. What are the sources of these funds or resources?
b. Provide details regarding the leverage arrangement.

Section 4: Program Logic Model – Tracking Outcomes

Important: See Guide following the table for additional information.

AGENCY:	PROGRAM:

Program Summary:

Long-Term Program Goals:

INPUTS - Resources dedicated to the services	ACTIVITIES – Services provided to the participants	OUTPUTS – How much of the services will be provided to how many	OUTCOMES – Measurable benefits for participants
			1. 2. 3.

Section 4: Program Logic Model

AGENCY:	PROGRAM:

INDICATOR – what shows participant goal status	MEASUREMENT TOOL/APPROACH – tools used to measure Indicators	SAMPLING STRATEGY AND SAMPLE SIZE – simple or random	FREQUENCY AND SCHEDULE OF DATA COLLECTION – when/how often the measurement tools are used

Guide for Completing Section 4

Program Summary - Provide a brief, concise description of the program. Include the number of people/households to be served and the services to be provided.

Long-Term Program Goals – List the long-term goals of the program. What does the program hope to achieve in the long run? In other words, why does the program exist? What changes does it want to make in the community? These long-term goals may not be the same as the Outcomes you list in the table.

Inputs - Describe what it takes to provide the resources the program uses to achieve program objectives. A program uses inputs to support activities. "To carry out our activities, the following resources will be used..." (Examples: Program Coordinator, volunteers, educational materials, classroom)

Activities - Describe what the program does with its inputs – the services it provides to fulfill its mission. Program activities result in outputs. "To address needs effectively, we will carry out the following activities..." (Examples: Classes, group counseling, case management)

Outputs - Describe the program's activities, such as the number of meals provided, classes taught, etc. Another term for "outputs" is "units of service". The program outputs should produce the desired outcomes for the program participants. Outputs are always numbers. "Our activities will produce the following evidence of service delivery..." (Examples: Number of classes taught, number of workshops held, tons of food distributed)

Outcomes – List three Outcomes that your program seeks to achieve during the one-year funding period. These are also known as Intermediate Goals. What are the benefits for participants during or after their involvement with the program? Outcomes must be measurable. "Our activities will lead to the following end results..." (Examples: Increased knowledge, improved skills, change in behavior). Keep in mind that funds are provided for just one year. Do not set goals that cannot possibly be attained. On the other hand, setting goals too low can reflect negatively on the program's anticipated effectiveness and impact. Whatever Outcomes you list, you will be expected to achieve.

Indicator – Indicators are the specific items of information that track a program's effect. Indicators are observable and measurable items or characteristics that indicate a participant's goal status – be it negative or positive. (Examples: Reading grade, personal hygiene, employment status)

Measurement Tool/Approach – Specify what tools you will use to measure the Indicators. (Examples: participant survey, pre- or post- test, staff observation form, interview)

Sampling Size/Strategy – How and/or how many participants will be used to determine outcome status? If it is not possible to have every program participant involved in program measurement, then state how the sampling will be done.

Frequency and Schedule of Data Collection - List the frequency and schedule that the measurements tools/approaches will be employed. (Examples: monthly, quarterly, 4 grading periods)

Section 5: Financials & Payroll (Excel Forms)

Please complete and submit the provided Excel Workbook with this application. General instructions for completion of the Excel Workbook follow.

Exhibit A and A-1

Revenue statements for the overall agency and specific program, respectively. Please enter the amount of funding you are requesting from LFUCG in the highlighted cell on the first row on column three (3), and identify any other LFUCG funding that you receive.

Exhibit B and B-1

Expenditure statements for the overall agency and specific program, respectively.

Exhibit C and C-1

Detail of specific accounts for the overall agency and specific program, respectively. Instructions are included on the spreadsheet.

Exhibit D and D-1

Schedule of payroll positions for the overall agency and specific program, respectively:

1. Report TOTAL salary for each position and indicate the portion paid by LFUCG and the portion paid by other sources.
2. Indicate the effective date of any projected salary increases.
3. Indicate any positions that were new in the FY 2012 budget and any new positions planned for FY 2013.
4. Indicate positions that are to be changed from part-time (PT) to full-time (FT).
5. Include any temporary or seasonal positions.
6. ***Please note that the total of this spreadsheet should match line one (1) of Exhibit B. If not, provide an explanation on Exhibit D.***

REVENUE STATEMENT - OVERALL AGENCY

EXHIBIT A
FY 2013

AGENCY NAME: ______________________________

Note: Full-Year Data Only

REVENUE	(1) FY 2011 ACTUAL REVENUE PER AUDIT (07/01/2010-06/30/2011)	(2) FY 2012 BUDGET (07/01/2011-06/30/2012	(3) FY 2013 PROJECTED BUDGET (07/01/2012-06/30/2013)
		Round to the Nearest Ten Dollars	
Urban County Government - Purchase of Service Agreement [Column 3 is the Amount Requested]	$	$	$
Urban County Government (CDBG Grant)			
Urban County Government (Local Government Economic Assistance Fund Grant)			
Urban County Government - In Kind (Specify: Space, Computer, Custodial, Computer)			
Other LFUCG - (Identify)________ (Additions to the Purchase of Service Agreement)			
Other LFUCG - (Identify)________ (Additions to the Purchase of Service Agreement)			
Other LFUCG - (Identify)________ (Additions to the Purchase of Service Agreement)			
Other LFUCG - (Identify)________ (Additions to the Purchase of Service Agreement)			
State of Kentucky			
Federal Government			
United Way			
Fees for Services			
Private Contributions			
Interest Income			
Other Sources (Please Specify)			
TOTAL REVENUES	$	$	$

REVENUE STATEMENT - SPECIFIC PROGRAM

EXHIBIT A-1
FY 2013

AGENCY NAME: ____________________

PROGRAM NAME: ____________________

Note: Full-Year Data Only

REVENUE	(1) FY 2011 ACTUAL REVENUE PER AUDIT (07/01/2010-06/30/2011)	(2) FY 2012 BUDGET (07/01/2011-06/30/2012)	(3) FY 2013 PROJECTED BUDGET (07/01/2012-06/30/2013)
		Round to the Nearest Ten Dollars	
Urban County Government - Purchase of Service Agreement [Column 3 is the Amount Requested]	$	$	$
Urban County Government (CDBG Grant)			
Urban County Government (Local Government Economic Assistance Fund Grant)			
Urban County Government - In Kind (Specify: Space, Computer, Custodial, Computer)			
Other LFUCG - (Identify)____________ (Additions to the Purchase of Service Agreement)			
Other LFUCG - (Identify)____________ (Additions to the Purchase of Service Agreement)			
Other LFUCG - (Identify)____________ (Additions to the Purchase of Service Agreement)			
Other LFUCG - (Identify)____________ (Additions to the Purchase of Service Agreement)			
State of Kentucky			
Federal Government			
United Way			
Fees for Services			
Private Contributions			
Interest Income			
Other Sources (Please Specify)			
TOTAL REVENUES	$	$	$

EXPENDITURE STATEMENT - OVERALL AGENCY **EXHIBIT B**
FY 2013

AGENCY NAME:

Note: Full-Year Data Only

DESCRIPTION OF EXPENDITURE	(1) FY 2011 ACTUAL EXPENDITURES PER AUDIT (07/1/2010-6/30/2011)	(2) FY 2012 BUDGET (07/1/2011-06/30/2012)	(3) FY 2013 PROJECTED BUDGET (07/1/2012-06/30/2013)
		Round to the Nearest Ten Dollars	
PERSONNEL:			
1. Salaries			
2. Payroll Taxes & Fringe Benefits (FICA, Insurance, Retirement, etc.)			
3. TOTAL PERSONNEL (Lines 1 + 2)	$	$	$
OPERATING:			
4. ***Contractual & Professional Services**			
5. ***Rent or Lease Charges**			
6. Advertising and Recruitment			
7. General Utilities			
8. Telephone			
9. Office Supplies			
10. Postage			
11. Printing and Copying			
12. Household & Food (Incl. Cleaning Supplies)			
13. Repairs & Maintenance (Excluding Vehicles)			
14. Vehicle Repair & Maintenance			
15. Technical Supplies (Incl. Medical Supplies)			
16. ***Travel (Incl. Conferences & Seminars)**			
17. Insurance			
18. ***Dues and Subscriptions**			
19. ***Minor Equipment**			
20. Miscellaneous			
21.			
22. TOTAL OPERATING (Lines 4-21)	$	$	$
CAPITAL:			
23. ***Land/Buildings**			
24. ***Equipment/Vehicles**			
25. TOTAL CAPITAL (Lines 23+24)	$	$	$
26. TOTAL EXPENDITURES (Lines 3, 22, & 25)	$	$	$

*** Please provide detail of these items on Exhibit C.**

EXPENDITURE STATEMENT - SPECIFIC PROGRAM

EXHIBIT B-1
FY 2013

AGENCY NAME:

PROGRAM NAME:

Note: Full-Year Data Only

DESCRIPTION OF EXPENDITURE	(1) FY 2011 ACTUAL EXPENDITURES PER AUDIT (07/1/2010-6/30/2011)	(2) FY 2012 BUDGET (07/1/2011-06/30/2012)	(3) FY 2013 PROJECTED BUDGET (07/1/2012-06/30/2013)
		Round to the Nearest Ten Dollars	
PERSONNEL:			
1. Salaries			
2. Payroll Taxes & Fringe Benefits (FICA, Insurance, Retirement, etc.)			
3. TOTAL PERSONNEL (Lines 1 + 2)	$	$	$
OPERATING:			
4. ***Contractual & Professional Services**			
5. ***Rent or Lease Charges**			
6. Advertising and Recruitment			
7. General Utilities			
8. Telephone			
9. Office Supplies			
10. Postage			
11. Printing and Copying			
12. Household & Food (Incl. Cleaning Supplies)			
13. Repairs & Maintenance (Excluding Vehicles)			
14. Vehicle Repair & Maintenance			
15. Technical Supplies (Incl. Medical Supplies)			
16. ***Travel (Incl. Conferences & Seminars)**			
17. Insurance			
18. ***Dues and Subscriptions**			
19. ***Minor Equipment**			
20. Miscellaneous			
21.			
22. TOTAL OPERATING (Lines 4-21)	$	$	$
CAPITAL:			
23. ***Land/Buildings**			
24. ***Equipment/Vehicles**			
25. TOTAL CAPITAL (Lines 23+24)	$	$	$
26. TOTAL EXPENDITURES (Lines 3, 22, & 25)	$	$	$

*** Please provide detail of these items on Exhibit C - 1.**

DETAIL OF SPECIFIC ACCOUNTS - OVERALL AGENCY
FOR FY ENDING JUNE 30, 2013

EXHIBIT C
FY 2013

AGENCY NAME: Any Agency of Lexington, Inc.

USE THIS FORM IF EXHIBIT B (COLUMN 3) HAS AN AMOUNT ON LINES 4, 5, 16, 18, 19, 23, AND/OR 24

LINE NO.	FY 2013 LINE TOTAL AMOUNT	FY 2013 ITEM AMOUNT	DESCRIPTION OF EACH ITEM OR SERVICE *(USING NAME OF THE ACCOUNT IS NOT SUFFICIENT)*
4	1,500	1,000 500	Annual Audit Clerical Help for Rush Periods
5	4,000	4,000	Building Rental
19	1,300	800 300 200	Desk Chair Calculator
24	2,000	2,000	Computer

EXAMPLE

DETAIL OF SPECIFIC ACCOUNTS - OVERALL AGENCY
FOR FY ENDING JUNE 30, 2013

EXHIBIT C
FY 2013

AGENCY NAME: ______________________________

USE THIS FORM IF EXHIBIT B (COLUMN 3) HAS AN AMOUNT ON LINES 4, 5, 16, 18, 19, 23, AND/OR 24			
LINE NO.	FY 2013 LINE TOTAL AMOUNT	FY 2013 ITEM AMOUNT	DESCRIPTION OF EACH ITEM OR SERVICE *(USING NAME OF THE ACCOUNT IS NOT SUFFICIENT)*

DETAIL OF SPECIFIC ACCOUNTS - OVERALL AGENCY
FOR FY ENDING JUNE 30, 2013

EXHIBIT C
FY 2013

AGENCY NAME: ______________________________

USE THIS FORM IF EXHIBIT B (COLUMN 3) HAS AN AMOUNT ON LINES 4, 5, 16, 18, 19, 23, AND/OR 24

LINE NO.	FY 2013 LINE TOTAL AMOUNT	FY 2013 ITEM AMOUNT	DESCRIPTION OF EACH ITEM OR SERVICE *(USING NAME OF THE ACCOUNT IS NOT SUFFICIENT)*

DETAIL OF SPECIFIC ACCOUNTS - SPECIFIC PROGRAM
FOR FY ENDING JUNE 30, 2013

EXHIBIT C-1
FY 2013

AGENCY NAME: Any Agency of Lexington, Inc.

PROGRAM NAME: Best Program #1

USE THIS FORM IF EXHIBIT B (COLUMN 3) HAS AN AMOUNT ON LINES 4, 5, 16, 18, 19, 23, AND/OR 24

LINE NO.	FY 2013 LINE TOTAL AMOUNT	FY 2013 ITEM AMOUNT	DESCRIPTION OF EACH ITEM OR SERVICE ***(USING NAME OF THE ACCOUNT IS NOT SUFFICIENT)***
4	1,500	1,000 500	Annual Audit Clerical Help for Rush Periods
5	4,000	4,000	Building Rental
19	800	400 200 200	Desk Chair Calculator
24	1,020	1,020	Typewriter
			EXAMPLE

DETAIL OF SPECIFIC ACCOUNTS - SPECIFIC PROGRAM
FOR FY ENDING JUNE 30, 2013

EXHIBIT C-1
FY 2013

AGENCY NAME: ______________________________

PROGRAM NAME: ______________________________

USE THIS FORM IF EXHIBIT B (COLUMN 3) HAS AN AMOUNT ON LINES 4, 5, 16, 18, 19, 23, AND/OR 24

LINE NO.	FY 2013 LINE TOTAL AMOUNT	FY 2013 ITEM AMOUNT	DESCRIPTION OF EACH ITEM OR SERVICE *(USING NAME OF THE ACCOUNT IS NOT SUFFICIENT)*

DETAIL OF SPECIFIC ACCOUNTS - SPECIFIC PROGRAM
FOR FY ENDING JUNE 30, 2013

EXHIBIT C-1
FY 2013

AGENCY NAME: ______________________________

PROGRAM NAME: ______________________________

USE THIS FORM IF EXHIBIT B (COLUMN 3) HAS AN AMOUNT ON LINES 4, 5, 16, 18, 19, 23, AND/OR 24

LINE NO.	FY 2013 LINE TOTAL AMOUNT	FY 2013 ITEM AMOUNT	DESCRIPTION OF EACH ITEM OR SERVICE *(USING NAME OF THE ACCOUNT IS NOT SUFFICIENT)*

SCHEDULE OF PAYROLL POSITIONS - OVERALL AGENCY
FOR FY ENDING JUNE 30, 2013

EXHIBIT D
FY 2013

AGENCY NAME: Any Agency of Lexington, Inc.

Position	New FY 2012	Budgeted Salary FY 2012	Paid With LFUCG Funds	Paid By Other Sources	New FY 2013	Projected Salary FY 2013	Paid With LFUCG Funds	Paid By Other Sources	% Increase	Effective Date of Increase
NOTE: Totals Should Agree with Exhibit B, Line 1, Columns (2) and (3). If not, please provide an explanation.										
Agency Director (FT)		23,000	11,500	11,500		24,150	12,075	12,075	5.0%	07/01/10
Program Director (FT)		19,800	19,800			20,790	20,790		5.0%	07/01/10
Program Director (FT)	New	18,000	18,000			19,440	19,440		8.0%	12/01/10
Field Representative (FT)		15,000	12,000	3,000		15,750	12,600	3,150	5.0%	07/01/10
Field Representative (PT)					New	7,000	3,500	3,500		
Secretary (FT)		10,500	10,500			11,025	11,025		5.0%	07/01/10
Secretary (FT)		10,500	5,250	5,250		11,025	5,513	5,513	5.0%	07/01/10
TOTAL:		96,800	77,050	19,750		109,180	84,943	24,238	12.8%	

EXAMPLE

% of FY 2012 salary increases due to

Cost of living increase	3.0%
Merit increase	2.0%
Other	3.0%

SCHEDULE OF PAYROLL POSITIONS - OVERALL AGENCY
FOR FY ENDING JUNE 30, 2013

EXHIBIT D
FY 2013

AGENCY NAME: ______________________________

Position	New FY 2012	Budgeted Salary FY 2012	Paid With LFUCG Funds	Paid By Other Sources	New FY 2013	Projected Salary FY 2013	Paid With LFUCG Funds	Paid By Other Sources	% Increase	Effective Date of Increase
NOTE: Totals Should Agree with Exhibit B, Line 1, Columns (2) and (3). If not, please provide an explanation.										
TOTAL:										

% of FY 2012 salary increases due to
Cost of living increas(____ %
Merit increase ____ %
Other ____ %

AUDIT	DATE	VERIFY	DATE

SCHEDULE OF PAYROLL POSITIONS - OVERALL AGENCY
FOR FY ENDING JUNE 30, 2013

EXHIBIT D
FY 2013

AGENCY NAME:

Position	New FY 2012	Budgeted Salary FY 2012	Paid With LFUCG Funds	Paid By Other Sources	New FY 2013	Projected Salary FY 2013	Paid With LFUCG Funds	Paid By Other Sources	% Increase	Effective Date of Increase
NOTE: Totals Should Agree with Exhibit B, Line 1, Columns (2) and (3). If not, please provide an explanation.										
TOTAL:										

% of FY 2012 salary increases due to
Cost of living increase %
Merit increase %
Other %

AUDIT DATE VERIFY DATE

SCHEDULE OF PAYROLL POSITIONS - SPECIFIC PROGRAM
FOR FY ENDING JUNE 30, 2013

EXHIBIT D-1
FY 2013

AGENCY NAME: Any Agency of Lexington, Inc.

PROGRAM NAME: Best Program #1

Position	New FY 2012	Budgeted Salary FY 2012	Paid With LFUCG Funds	Paid By Other Sources	New FY 2013	Projected Salary FY 2013	Paid With LFUCG Funds	Paid By Other Sources	% Increase	Effective Date of Increase
NOTE: Totals Should Agree with Exhibit B-1, Line 1, Columns (2) and (3). If not, please provide an explanation.										
Agency Director (F-T)		30,000	15,000	15,000		31,500	15,750	15,750	5.0%	07/01/10
Program Director (F-T)		25,000	25,000			26,250	26,250		5.0%	07/01/10
Program Director (F-T)	New	20,000	20,000			21,600	21,600		8.0%	12/01/10
Field Representative (P-T)					New	15,000	7,500	7,500		
Secretary (F/T)		17,160	8,580	8,580		18,018	9,009	9,009	5.0%	07/01/10
TOTAL:		92,160	68,580	23,580		112,368	80,109	32,259	21.9%	

EXAMPLE

% of FY 2012 salary increases due to

Cost of living increase	3.0%
Merit increase	2.0%
Other	3.0%

AUDIT DATE VERIFY DATE

SCHEDULE OF PAYROLL POSITIONS - SPECIFIC PROGRAM
FOR FY ENDING JUNE 30, 2013

EXHIBIT D-1
FY 2013

AGENCY NAME: ______________________

PROGRAM NAME: ______________________

Position	New FY 2012	Budgeted Salary FY 2012	Paid With LFUCG Funds	Paid By Other Sources	New FY 2013	Projected Salary FY 2013	Paid With LFUCG Funds	Paid By Other Sources	% Increase	Effective Date of Increase
NOTE: Totals Should Agree with Exhibit B-1, Line 1, Columns (2) and (3). If not, please provide an explanation.										
TOTAL:										

% of FY 2012 salary increases due to
Cost of living increase ____ %
Merit increase ____ %
Other ____ %

AUDIT DATE VERIFY DATE

SCHEDULE OF PAYROLL POSITIONS - SPECIFIC PROGRAM
FOR FY ENDING JUNE 30, 2013

EXHIBIT D-1
FY 2013

AGENCY NAME: ______________________

PROGRAM NAME: ______________________

Position	New FY 2012	Budgeted Salary FY 2012	Paid With LFUCG Funds	Paid By Other Sources	New FY 2013	Projected Salary FY 2013	Paid With LFUCG Funds	Paid By Other Sources	% Increase	Effective Date of Increase
NOTE: Totals Should Agree with Exhibit B-1, Line 1, Columns (2) and (3). If not, please provide an explanation.										
TOTAL:										

% of FY 2012 salary increases due to
Cost of living increase ______ %
Merit increase ______ %
Other ______ %

AUDIT ______ DATE ______ VERIFY ______ DATE ______