

**SUB GRANT AGREEMENT BETWEEN KENTUCKIANAWORKS  
FOUNDATION AND  
BOARD OF EDUCATION OF JEFFERSON COUNTY  
FOR  
KENTUCKY MANUFACTURING CAREER CENTER EDUCATIONAL  
PROGRAMMING**

This sub grant agreement is made and entered into this 23th day of April, 2013 between the Board of Education of Jefferson County and the KentuckianaWorks Foundation, fiscal agent for the Kentucky Manufacturing Career Center (KMCC) as part of KentuckianaWorks Foundation's non-federal grant agreement with the Louisville Redevelopment Authority (LRA).

**Background**

The LRA awarded \$150,000 to KentuckianaWorks Foundation on June 3, 2012 and signed a grant agreement with KentuckianaWorks, as the fiscal agent, on Oct. 29, 2012, to open the Kentucky Manufacturing Career Center at the Airport Industrial Center. Due to delays in gaining access to the space, the Center is now scheduled to open April 15, 2013. A second year of funding is anticipated beginning July 1, 2013.

Jefferson County Public Schools (JCPS) Adult Education and Career & Technical Education (on behalf of Iroquois High School) participated in developing the proposal for funding.

This agreement defines the Board of Education of Jefferson County role as a sub grantee through the JCPS Adult and Continuing Education Unit and Iroquois High School to provide and receive educational services from April 15, 2013-June 30, 2013. It also confirms KentuckianaWorks Foundation's agreement to compensate the Board of Education of Jefferson County for said services in accordance with the grant agreement with the LRA.

**BOARD OF EDUCATION OF JEFFERSON COUNTY AGREES TO:**

**Adult & Continuing Education**

A. Assess English Language Learners (ELL) on the Test of Adult Basic Education or *CASAS Life and Work* to determine their functional academic/language level before referring them to an appropriate class at the KMCC.

B. Enroll at least 20 English Language Learners in KMCC ESL classes by June 30, 2013.

C. Assess up to 25 adults with Power Path Assessment at a cost not to exceed \$4,750.

D. Provide work-focused English as a Second Language (ESL) classes at the Kentucky Manufacturing Career Center beginning on April 15, 2013, programmed to meet participant need, including:

- A 70-hour basic skills upgrade class using manufacturing skill trades artifacts offered during daytime and evening classes in 8 week modules. These classes allow ELLs to develop their speaking, listening, reading and writing skills as they study and practice language for life and work situations.
- Coursework would also include the competencies necessary to earn the National Career Readiness Certificate, such as Problem Solving, Applied Mathematics, Reading for Information and Locating Information.

- Supportive services for individuals desiring the NCRC and/or needing additional contextualized basic skills support will be provided. Days and times of class to be determined based on interest and need.
  - Supportive educational services for advanced ELLs who enter the 140-hour MSSC-Certified Production Technician (CPT) course. The companion course provided through Adult Education would address the language gaps of the ELLs within the context of manufacturing as well as offer additional instructional time with the CPT course content.
- E. Help recruit students for ESL classes at the KMCC.
- F. Promote a career and education pathway for ESL students by referring them to the MSSC-Certified Production Technician course or other higher level courses at JCTC, such as the multi-skilled technician course, when appropriate.
- G. Promote the programs of the Kentucky Manufacturing Career Center in the community and within JCPS.
- H. Provide data on student progress and completion to KentuckianaWorks Foundation as required by the grant agreement with the LRA.
- I. Provide monthly invoices including match funding not to exceed \$6,700 to KentuckianaWorks Foundation for work completed.
- J. Send Iroquois teachers and staff to a free training at the school site for KeyTrain.
- K. Coordinate with KMCC staff to assess up to 100 Iroquois students in the National Career Readiness exams.
- L. Recruit and select up to 15 Iroquois students to take the Manufacturing Skills Standards Council "Certified Production Technician" course at the Center during the summer of 2013.
- M. Identify an Iroquois teacher or staff member to act as a liaison and support for the cohort of Iroquois students taking the Certified Production Technician course at the Center.

#### **KENTUCKIANAWORKS FOUNDATION AGREES TO:**

- A. Reimburse the Board of Education of Jefferson County for adult education ESL instructors & coordinators at a cost not to exceed \$18,660.
- B. Reimburse the Board of Education of Jefferson County for adult education materials at a cost not to exceed \$7,500
- C. Reimburse the Board of Education of Jefferson County for up to 25 PowerPath assessments at a cost of \$190 each for a total not to exceed \$4,750.
- D. Provide and maintain computers needed for the ESL assessments and instruction.
- E. Help recruit for students ESL courses.
- F. Furnish and maintain the ESL classrooms.
- G. Submit progress and final reports to the LRA as required by the grant agreement.
- H. Provide, at no cost to Iroquois High School, a site license for KeyTrain software for preparation and remediation for the National Career Readiness exams.
- I. Provide, at not cost to Iroquois High School, training for teachers and staff on the use of KeyTrain.
- J. Administer the National Career Readiness Certificate to up to 100 Iroquois students during the spring of 2013, at no cost to Iroquois High School.
- K. Provide scholarships for 15 Iroquois High School students to take the Manufacturing Skills Standards Councils "Certified Production Technician" course at the Center in the summer of 2013.
- L. Provide \$300 stipends for 15 Iroquois High School students who complete the Certified Production Technician course.
- M. Provide extended time pay for Iroquois High School staff in an amount not to exceed \$1,750.



### PERIOD OF THE AGREEMENT

This agreement shall be effective upon its execution, and shall continue until June 30, 2013. Either party may notify the other party with a 30-day written notification of the intent to end the agreement at any time for any reason and without penalty.

The provisions of this agreement may be amended with the approval of both parties. Such amendments will be in writing, signed by both parties and will become part of this Subgrant Agreement. In the event any portion of this agreement is found to be in conflict with applicable Federal Laws, rules, and regulations, such laws, rules and regulations shall apply, and other provisions of this agreement will remain valid while such conflicts are brought to resolution.

### DISCRIMINATION PROHIBITED

Both parties agree not to discriminate on the basis of race, color, national origin, religion, sex, age, or disability in employment or service delivery and program participation in conformity with the provisions of Title VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972, as amended; American with Disabilities Act of 1990; and Executive Order No. 11246 of September 24, 1965, as amended; and all other applicable laws which prohibit discrimination and implementing regulation, guidelines, and standards lawfully adopted and promulgated under the laws.

### INSURANCE

Upon the execution of this Agreement and prior to conducting any classes or occupying any space under this Agreement, KentuckianaWorks acknowledges that responsibility for procuring and continuously maintaining casualty and liability insurance on Kentucky Manufacturing Career Center premises. The Board of Education of Jefferson County, Kentucky will maintain casualty and liability insurance as well as contents insurance for all the Board of Education of Jefferson County, Kentucky's owned equipment installed at the site.

IN WITNESS WHEREOF, the parties through their authorized agents have executed this agreement the day and year first above written.

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Dr. Donna Hargens  
Superintendent  
Jefferson County Public Schools

Date

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Michael B. Gritton  
Executive Director  
KentuckianaWorks Foundation

Date

3/18/13

**EXHIBIT B: Year One Budget Revised 2/12/13 to Reflect 4 Months Operating and Changed Circumstances**

<b>Item</b>	<b>In Kind (Provided by Partners)</b>	<b>Funding Requested from LRA</b>
Staff -2 counselors + administrative ass't - 4 mos	\$43,749	\$0
Technology Support (@Work Solutions)	0	5,000
WorkKeys/CPT Assessors	8,000	0
JCPS Adult Education Instructors/Coordinators	10,000	18,660 ✓
JCPS Adult Education Materials	0	7,500 ✓
JCPS Adult Education Power Path Screenings (25 @ \$190)	0	4,750 ✓
Site License for KeyTrain at the Center	0	5,500
Site License for KeyTrain at Iroquois HS	0	5,500
Keytrain Training at Iroquois (with travel for instructor)	2,000	0
NCRC Assessment Fees at the Center (40 @ \$60)	2,400	0
NCRC Assessment Fees at Iroquois HS (100 @ \$60)	3,000	3,000
Stipends for Iroquois CPT Students, 15 @ \$300	0	4,500 ✓
Extended time for Iroquois teacher during summer to support CPT students (5 days @ \$350/day)	0	1,750 ✓
MSSC Instructor Certification Training	2,200	0
MSSC Assessment Center Certification	0	500
MSSC Certified Production Technician Course fee & materials (30 students @ \$440)	13,200	0
MSSC Certified Production Technician Instructor (2 classes)	13,066	0
MSSC Assessment Registration Fee (30 @ \$60)	1,800	0
Recruitment & Awareness Campaign-professional services and materials	35,000	0
Additional wiring for computers (materials + labor)	0	6,946
Computers, printers, projector, cables, switches	0	32,975
Furniture	0	50,655
<b>TOTAL</b>	<b>\$134,415</b>	<b>\$147,236</b>