

EXTERNAL AGENCY EAF & FAMILY SERVICES FUND GRANT AGREEMENT

THIS AGREEMENT made and entered into by and between the LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT, acting by and through the Department of Community Services (hereinafter referred to as "Metro Government"), and Jefferson County Board of Education, P.O. Box 34020, Louisville, Kentucky 40232-4020, (hereinafter referred to as "Grantee"):

WITNESSETH:

WHEREAS, the Grantee is in need of funds to carry out the activities outlined in the attached Work Program and Budget; and

WHEREAS, Metro Government recognizes the importance of this project for meeting the needs of its citizens;

NOW, THEREFORE, it is mutually agreed by and between the Parties hereto as follows:

I. GRANTEE'S SERVICES AND RESPONSIBILITIES:

A. Grantee agrees to provide service under the terms of this Agreement and to implement and administer this operating expenditure in accordance with the Work Program and Budget attached hereto as Exhibit A. Any changes to the Work Program and Budget must be approved in advanced, in writing, by Metro Government. The Grantee's financial and progress reports will be reviewed by Metro Government on a quarterly basis for the purpose of insuring that services provided are within the scope of this Agreement.

B. Grantee agrees to maintain, during the term of the contract, and retain not less than five years after completion thereof, complete and accurate records of all the Grantee's costs which are chargeable to Metro Government under this Agreement as well as all other funding sources for the funded project known as **Community Schools**; and Metro Government

shall have the right, at any reasonable time, to inspect and audit those records by authorized representatives of its own, Kentucky Auditor of Public Accounts or any public accounting firm selected by it. The records thus to be maintained and retained by the Grantee shall include (without limitation): (a) all payroll records accounting for total time distribution of Grantee's employees working full or part time on the Agreement (to permit tracing to payrolls and related tax returns) or those individuals contracted to provide services, as well as cancelled payroll checks, or signed receipts for payroll payments in cash; (b) invoices for purchases, receiving and issuing documents, and all the inventory records for Grantee's stores, stock or capital items; and (c) paid invoices and cancelled checks for materials purchased and for subcontractors; and (d) any other third party charges. In addition, Grantee will retain all records pertinent to this Project pertaining to participant records, statistical records, and supporting documents for the same period of time. Grantee will also conduct a client evaluation if Grantee provides Direct Client Services.

C. Payment of awards for \$5,000.00 (Five Thousand Dollars) or less shall be made in one lump sum, subject to the availability of revenues. The Grantee must submit quarterly financial and progress reports in accordance with section I. F.

D. Payment of awards for \$5,001.00 (Five Thousand One Dollar) or more may be made in one lump sum, subject to the availability of revenues, if the approved expense is considered to be a one-time expenditure. Examples include an advance for a community event or festival, a capital purchase of furniture or machinery and equipment, or a particular program such as Summer Employment. The Grantee must submit quarterly financial and progress reports in accordance with section I. F.

E. All other payment of awards for \$5,001.00 (Five Thousand One Dollar) or more shall be disbursed on a quarterly basis, subject to the availability of revenues. Expenditures are considered operating in nature if they are long term and ongoing, such as salaries, rents,

utilities, supplies, telephone, in town travel and client services. In addition, Capital expenditures that are considered long term and ongoing such as construction projects shall be disbursed on a quarterly basis. The initial disbursement shall be made to the Grantee upon execution of this agreement. All subsequent disbursements to the initial payment are contingent upon compliance by the Grantee to submit all applicable financial and progress reports. The Grantee must submit quarterly financial and progress reports in accordance with section I. F.

F. The Grantee must submit financial and progress reports in accordance with the following schedule:

First Quarter, July 1 – September 30: Report due October 15th

Second Quarter, October 1 – December 31: Report due January 15th

Third Quarter, January 1 – March 31: Report due April 15th

Fourth Quarter, April 1 – June 30: Report due July 15th

The financial reports shall account for all funds received and expended by the Grantee, and shall include (without limitation) copies of cancelled checks, invoices, and receipts. In addition, grantees could be asked to provide documentation to support funding from other sources. All reports and correspondence shall be addressed to the **Community Services Department, Attention of Rebecca DeJarnatt, 810 Barret Avenue, Room 333, Louisville, Kentucky 40204.**

G. Failure to submit financial and progress reports on or before any required reporting date shall be deemed to be a default under Section VI of this Grant Agreement and Metro Government may enforce any of the remedies set forth therein against the Grantee. Further, the Grantee will be deemed ineligible to receive grant funding from Metro Government for a period of 5 years from June 30, 2015.

II. PAYMENTS:

A. The total amount of such compensation payable under this Agreement shall not exceed the sum of **ONE HUNDRED FIFTY NINE THOUSAND DOLLARS (\$159,000)** as set forth in Ordinance No. 102, Series 2014, and cover expenditures as specified in the Work Program of the Grantee. Payments shall be made in accordance with procedures established by Metro Government.

III. DURATION OF AGREEMENT:

A. This Agreement shall become effective as of the 1st day of July 2014 and shall terminate on the 30th day of June 2015. Any unspent Grant Funds held by Grantee shall be returned to Metro Government, if not used in accordance with the Work Program, prior to July 31, 2015.

B. This Agreement may be terminated by submitting thirty (30) days' written notice to the non-terminating party of such intent to terminate. Should Grantee terminate this Agreement, all unspent funds shall be returned to Metro Government, within thirty (30) days of such termination.

IV. ADDITIONAL COVENANTS AND REPRESENTATIONS OF GRANTEE:

A. Grantee covenants that it has all necessary power, capacity and authority to execute and deliver this Agreement and to provide the services contemplated by this Agreement and the Work Program. Grantee further covenants that it is a duly organized and validly existing entity, is qualified to do business in the State of Kentucky, has full right, power and authority to enter into this Grant Agreement, and that the person signing on behalf of Grantee is authorized to do so.

B. Grantee covenants that the person executing this Agreement has the full and requisite power to legally bind the Grantee and no additional approvals are required.

C. Grantee agrees to expend all Grant Funds and to implement and administer the Project strictly in conformity with the Work Program and agrees not to materially deviate from the Work Program without the prior written agreement of Metro Government.

D. Grantee agrees that it shall implement and administer the Project in compliance with all applicable laws, regulations and codes of the federal, state and consolidated local governments.

E. Grantee agrees that in the implementation and administration of the Project it shall not unlawfully discriminate against any person by reason of race, religion, color, sex, national origin, because the person is a qualified individual with a disability, age 40 or over, familial status, sexual orientation, gender identity, is a smoker or non-smoker, or because of the person's Vietnam-era Veteran status.

F. Grantee agrees to evaluate the funded program using the Louisville Minimum Quality Standards for Out of School Time Programs and to submit the self-assessment form with an action plan on or before the due date of the third quarter report. The self-assessment tool can be found at www.louisvilleky.gov/OYD.

G. Grantee covenants that this Agreement together with the Work Program is in all respects the legal, valid and binding obligation of the Grantee and the performance of the Project and the compliance with the terms of this Agreement does not and will not violate any existing provisions of the Grantee's articles of incorporation, by-laws or other agreements of organization.

H. Grantee covenants that neither this Agreement, the Work Program, the grant application or any other document submitted to Metro Government in support of this grant contains any untrue statement of any material fact or omits to state any material fact necessary to make the statements contained therein, and further that there is no fact known to

the Grantee that materially and adversely affects, or in the future could materially and adversely affect the ability of the Grantee to implement and administer the Project.

I. Grantee agrees to publicly acknowledge that Louisville/Jefferson County Metro Government has provided partial funding for the project. Grantees receiving \$100,000 or more from all Metro Government sources are required to include Metro Government approved logos on all Grantee publications.

J. Agency agrees to participate in Community Services' strategy of integrating financial empowerment services and/or resources into their service delivery model, as appropriate.

V. HOLD HARMLESS:

To the extent permitted by Kentucky law, the Grantee shall indemnify, hold harmless, and defend the Louisville/Jefferson County Metro Government, its elected and appointed officials, employees, agents and successors in interest from all claims, damages, losses and expenses including attorneys' fees, arising out of or resulting, directly or indirectly, from Grantee's (or Grantee's subcontractors, if any) performance or breach of this Agreement provided that such claim, damage, loss or expense is: (1) attributable to personal injury, bodily injury, sickness, death, or to injury to or destruction of property, including the loss of use resulting therefrom, or breach of contract, and (2) not caused by the negligent act or omission or willful misconduct of the Louisville/Jefferson County Metro Government or its elected and appointed officials and employees acting within the scope of their employment. This Hold Harmless and Indemnification Clause shall in no way be limited by any financial responsibility or insurance requirements and shall survive the termination of this Agreement.

VI. DEFAULT:

Each of the following events or occurrences shall constitute an event of default under this Agreement:

- A. Declaration of Bankruptcy of Grantee.
- B. Failure to administer and implement the Project in conformity with this Agreement and the Work Program.
- C. Failure to file in a timely manner the financial and progress reports required by Section I.C. of this Agreement or to furnish the additional information to Metro Government if required pursuant to Section I.B. of this Agreement.
- D. Disclosure or discovery that the covenants and representations made by the Grantee in this Agreement, the Work Program, the grant application or other document submitted in support of this Grant is, was, or shall be false or misleading in any material respect.
- E. Disclosure or discovery that goods purchased with Grant Funds have not been used in accordance with the Work Program. In such cases, Grantee shall return said goods to Metro Government or return the amount of the Grant Funds.

VII. REMEDIES OF METRO GOVERNMENT UPON EVENTS OF DEFAULT:

Upon the occurrence of an event of default, Metro Government, in its sole discretion and without notice to the Grantee, may at any time exercise any one or more of the following rights and remedies:

- A. Immediately terminate or suspend the Grant, by written notice, after which Metro Government shall be under no obligation to advance any undisbursed Grant Funds to the Grantee.
- B. Commence an appropriate legal or equitable action to enforce the Grantee's performance of the terms, covenants and conditions of this Agreement or the Work Program.
- C. Declare all Grant Funds previously disbursed to the Grantee to be immediately due and payable in full, without any presentment, demand or notice of any kind, all of which are hereby waived by the Grantee.

D. Commence appropriate legal or equitable action to enforce the rights and remedies of Metro Government, or any one or more of them, pursuant to the terms, covenants and conditions of this Agreement.

E. Exercise any other rights or remedies that may be available to Metro Government pursuant to this Agreement or under applicable laws.

VIII. EMPLOYER/EMPLOYEE RELATIONSHIP

It is expressly understood that no employer/employee relationship is created by this agreement nor does it cause Grantee to be an officer, official, or agent of the Metro Government.

IX. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Kentucky. In the event of any proceedings regarding this Agreement, the Parties agree that the venue shall be the state courts of Kentucky or the U.S. District Court for the Western District of Kentucky, Louisville Division. All Parties expressly consent to personal jurisdiction and venue in such Court for the limited and sole purpose of proceedings relating to this Agreement or any rights or obligations arising thereunder. Service of process may be accomplished by following the procedures prescribed by law.

X. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter set forth herein and this Agreement supersedes any and all prior and contemporaneous oral or written agreements or understandings between the Parties relative thereto. No representation, promise, inducement, or statement of intention has been made by the Parties that are not embodied in this Agreement.

WITNESS the agreement of the parties hereto as attested by their signatures affixed hereon,
this ____ day of _____, 2014.

APPROVED:

**LOUISVILLE/JEFFERSON COUNTY
METRO GOVERNMENT
Department of Community Services**

By: Katina Whitlock

Title: Assistant Director

Signature: _____

Date: _____

APPROVED:

**GRANTEE:
Jefferson County
Board of Education**

By: _____
(Print Name)

Title: _____

Signature: _____

Date: _____

This Instrument Prepared by:

Michael J. O'Connell
Jefferson County Attorney

(Print Name)

Signature: _____
Assistant Jefferson County Attorney
531 Court Place, Suite 900
Louisville, Kentucky 40202
(502) 574-2678

Date: _____

LOUISVILLE-JEFFERSON COUNTY METRO GOVERNMENT
DEPARTMENT OF COMMUNITY SERVICES AND REVITALIZATION
FAMILY SERVICES FUND GRANT AGREEMENT
EXHIBIT A - WORK PROGRAM AND BUDGET

Every Family Services Fund (FSF) grant recipient will be required to comply with the following FSF grant conditions. FSF recipients that fail to comply with these conditions may cause their FSF grant awards to be withheld or terminated. Information provided in this Work Program and Budget must coincide with the grant application submitted to the Family Services Fund and as approved by Louisville Jefferson County Metro Council unless requested changes submitted to and approved by Metro FSF staff. Information provided here will be incorporated into the scheduled program reports and subject to any and all monitoring activities conducted.

Budget Limitation.

Total grant funds provided from all FSF grant awards combined cannot exceed 25% of the grantee's total cash budget. Agency is subject to providing documentation upon request that grant(s) does/do not exceed 25%.

Unallowable Costs (May not be all Inclusive)

- o Building Repair or Maintenance
- o Cash Incentives to program participants
- o Capital Expenses or Construction Costs
- o Childcare Expenses
- o Celebrations of any kind
- o Consultant Fees
- o Entertainment/Recreation Costs (including but not limited to tickets to shows or sports events, lodging, etc) Educational events for youth are acceptable under some circumstances.
- o Employee bonuses or recognition expenses
- o Food (Funds may be used to pay for costs related to food distribution and out of school snacks for out of school tutoring programs, no funds for out of school meals or Kids' Cafe)
- o Fund-raising expenses of any kind
- o Incentives, awards or gifts such as tee shirts, bags, hats, plaques, etc.
- o Indirect Costs (costs that benefit the operations of the entire organization, but cannot be identified to specific activities)
- o Items not approved in Program Budget
- o Items that do not have proper cancelled checks/receipt/payment/personnel documentation
- o Membership and/or Organization Dues
- o Out of town staff training (Outside Jefferson County)
- o Out of town travel/mileage (Outside Jefferson County)
- o Personnel Costs associated with employee/employer taxes, benefits (excluding accrued vacation or sick time) and/or other deductions
- o Promotional items such as tee shirts, bags, hats, etc.
- o Religious activities or materials i.e., bibles, books, etc.
- o State Sales Tax
- o Severance Pay or Bonuses to Staff
- o Vehicle Purchases or Maintenance
- o Volunteer Expenses, recognition awards or stipends

Religious Activities

Religious activities such as proselytizing, prayer, religious study, distribution of religious materials, etc. may not be included, or required, for participation in any program funded by Metro funds.

**LOUISVILLE-JEFFERSON COUNTY METRO GOVERNMENT
DEPARTMENT OF COMMUNITY SERVICES AND REVITALIZATION
FAMILY SERVICES FUND GRANT AGREEMENT
EXHIBIT A - WORK PROGRAM AND BUDGET**

Agency Legal Name: Jefferson County Board of Education

(As listed on first page of contract - if not correct contract will be returned)

Agency Program: Community Schools

(As listed on bottom of 1st page or top of 2nd page - if not correct contract will be returned)

I. GRANTEE PROGRAM CONTACT(S)

This is the person responsible for day to day activities of the program

Name	<u>Melissa Barman</u>	Title	<u>Specialist</u>
Phone Number	<u>485-3834</u>	Fax	<u>485-6369</u>
Email	<u>melissa.barman@jefferson.kyschools.us</u>		

II. GRANTEE REPORTING CONTACT

This is the person responsible for submitting program reports

Name	<u>Franklin Jones</u>	Title	<u>Manager</u>
Phone Number	<u>485- 3461</u>	Fax	<u>485-3805</u>
Email	<u>franklin.jones@jeffersonl.kyschools.us</u>		

III. GRANTEE FINANCIAL CONTACT

This is the person responsible for maintaining financial records

Name	<u>Cordelia Hardin</u>	Title	<u>CFO</u>
Phone Number	<u>485-3200</u>	Fax	<u>485-3647</u>
Email	<u>cordelia.hardin@jefferson.kyschools.us</u>		

IV. GRANT PAYMENTS TO BE RECEIVED BY

Name	<u>Cordelia Hardin</u>	Title	<u>CFO</u>
Address	<u>VanHoose Ed. Ctr., 3332 Newburg Road, Lou. KY 40218</u>		
<u>(Street Address or PO Box, City, State and Zip Code)</u>			

**LOUISVILLE-JEFFERSON COUNTY METRO GOVERNMENT
DEPARTMENT OF COMMUNITY SERVICES AND REVITALIZATION
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EXHIBIT A - WORK PROGRAM AND BUDGET**

V. CLIENT/PARTICIPANT ELIGIBILITY CRITERIA - For the FUNDED PROGRAM: Indicate the (a.) targeted population and (b.) describe any requirements/ restrictions or other criteria used in determining eligibility for participation in your program (include age, income geographic area, etc.)

Click "Alt" & "Enter" to enter a hard carriage-return.

a. Targeted Population (for the FUNDED PROGRAM):

The targeted population for these funds are students, their families and community residents that live in the communities surrounding the 8 Community School sites.

b. Eligibility Requirements/Restrictions (For the FUNDED PROGRAM)

There are no restrictions or requirements to participate in Community Schools programming.

LOUISVILLE-JEFFERSON COUNTY METRO GOVERNMENT
DEPARTMENT OF COMMUNITY SERVICES AND REVITALIZATION
FAMILY SERVICES FUND GRANT AGREEMENT
EXHIBIT A - WORK PROGRAM AND BUDGET

VI. ELIGIBLE SERVICES - For the FUNDED PROGRAM: Indicate the overall, primary qualified service/activity provided for your targeted population and provide a brief description. Also describe how often and for how long recipients will be involved in the program or receive services.

Click "Alt" & "Enter" to enter a hard carriage-return.

The Community School Program sites provide a variety of recreational and educational programming for the individuals living in the community surrounding the school sites. Sites provide such services as tutoring, college and career readiness experiences, fitness awareness and education classes, as well as academic support services for students. Adults are offered enrichment classes in partnership with the JCPS Adult Education department, GED preparation classes as well as outlets for fitness and nutrition education. Adult and child classes are offered as well. These opportunities are offered to the citizens of Metro Louisville throughout the school year, Monday-Friday after school until 9 p.m. Camp options, academic support as well as lifelong learning experiences are offered continually throughout the summer months.

**LOUISVILLE-JEFFERSON COUNTY METRO GOVERNMENT
DEPARTMENT OF COMMUNITY SERVICES AND REVITALIZATION
FAMILY SERVICES FUND GRANT AGREEMENT
EXHIBIT A - WORK PROGRAM AND BUDGET**

VII. PROGRAM SCOPE. - Complete the following table for the current grant period (July 1, 2014 - June 30, 2015).

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Location of Participant Activity (Address)	Zip Code	# Weeks activity conducted	Avg # hrs/ Wk *	# Personnel Assigned		Estimated # participants to be served
				Paid	Vol	
Cane Run Elementary - 3950 Cane Run Road	40211	52	40	1		120+
Fairdale High School - 1001 Fairdale Road	40118	52	40	1		300+
Farnsley Middle School - 3400 Lees Lane	40216	52	40	1		450+
Frost Middle School - 13700 Sandray Boulevard	40272	52	40	1		100+
Iroquois High School - 4615 Taylor Boulevard	40215	52	40	1		150+
Meyzeek Middle School - 828 South Jackson Street	40203	52	40	1		150+
Western Middle School - 2201 W. Main St. **	40212	52	40	1		100

*For Example/Salaried Staff calculate hours using 40 hours maximum, even if person works more. Forty (40) and above hours spent on program considered 100% of time. For hourly employees use the number of hours used to determine that person is a FT employee, i.e., 35, 37.5, 40.

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**** A site will be decided upon and added to replace the site at Myers Middle School.**

VIII PROGRAM OUTCOMES - Complete the following by listing what agency proposed in original grant proposal - Note: the goal of this is to list what "benefit" or "outcome" program participant receives by being served by the agency (*click "Alt" & "Enter" to enter a hard carriage-return*):

List what resources (**Inputs**) will be committed to achieve the program's benefits, i.e. 2000 volunteer hours, rent free-facilities, 1000 staff hours, etc.

List what program components (**Program Activities**) will be provided to the program's targeted participant population identifying program components, i.e., job training classes, out of school tutoring, etc.

List number and percent of direct products of program activities (**Outputs**) i.e., 100 persons signed up for job training, placed 80% of those completing training into jobs related to training, etc.

List benefit(s) to clients for participating in program (**Measurable Outcomes**) i.e., 75% or 60 persons placed in employment retained employment for six months resulting in stable income and work history for half a year

List the process for collecting data (**Data Collection Used**), i.e. sign I sheets, employer contact sheets, pay stubs, etc.

INPUTS (Resources to achieve program benefit)	ACTIVITIES (Program components to be provided)	OUTPUTS (How many will participate in activity and what percent of those will benefit)	MEASURABLE OUTCOMES (What is the BENEFIT to the PARTICIPANT)	DATA COLLECTION USED (How will agency prove the Outcomes/Benefits to participants?)
Eight Community Liasons	Community School Programming	More than 1600 students will participate in the the Community School program activities, with 50% of	Increased academic performance, fewer behavior issues, better school attendance.	CASCADE

If applicable, attach copy of instrument used to collect data.

**LOUISVILLE-JEFFERSON COUNTY METRO GOVERNMENT
DEPARTMENT OF COMMUNITY SERVICES AND REVITALIZATION
FAMILY SERVICES FUND GRANT AGREEMENT
EXHIBIT A - WORK PROGRAM AND BUDGET**

IX. PROGRAM BUDGET - Information provided here must coincide with original grant proposal unless changes requested and approved by Metro FSF Staff. Any changes require prior approval to contract being signed, and expenses for items not detailed below will not be funded. **ITEMIZED LIST REQUIRED FOR MOST LINE ITEMS.** Budget line items not to include "in-kind" dollars. Include "in-kind" on line item D2, specifics detailed in Section X. Amounts round to nearest dollar. This contract requires documentation using JCPS "MUNIS" system. For more specific documentation, per agreement, JCPS will maintain detailed financial records for review. An itemized listing of Metro funded expenses (including salary and fringes) will be provided with the MUNIS reports.

Line Item	Column 1 Metro Funds	LEFT BLANK INTENTIONALLY		
		Column 2 Non-Metro Funds	Column 3 Total Program Cost	
A. Operating Expenses:				
<u>Paid Personnel (COLUMN 1 Metro Funds NET PAY ONLY</u> - Contracted labor put in "Other Expenses" line item) Additional Info Requested Sec XII	\$ 159,000	\$ 276,370	\$ 435,370	
<u>Rent</u> (Rent may not be charged to Metro funds for space owned by the Grantee - <i>attach copy of lease - only percentage as used by program may be charged</i>)	\$ -	\$ -	\$ -	
<u>Utilities</u> (Only the <i>percentage</i> used by <i>specific program</i> funded may be charged to Metro funds)	\$ -	\$ -	\$ -	
<u>Office Supplies</u> (For those items to be used by specific program funded by Metro funds) ATTACH ITEMIZED LIST WITH PROJECTED COST	\$ -	\$ -	\$ -	
<u>Program Materials</u> (including educational and informational materials) ATTACH ITEMIZED LIST WITH PROJECTED COST	\$ -	\$ -	\$ -	
<u>Telephone/Cell Phone</u> (only for specific program usage/only percentage of telephone expense may be charged - Identify need for Cell Phone)	\$ -	\$ -	\$ -	
<u>In-town travel</u> - Agency reimbursement rate \$.00 per mile (Jefferson County only - agency rate to be used, but no more than \$.40 per mile of Metro funds)	\$ -	\$ -	\$ -	
Small equipment (including electronic) ATTACH ITEMIZED LIST OF PROJECTED EXPENSES	\$ -	\$ -	\$ -	
B. Client Assistance - ATTACH ITEMIZED LIST OF PROJECTED EXPENSE PER TYPE	\$ -	\$ -	\$ -	
C. Other Expenses (not to include any of the items listed above) ATTACH ITEMIZED LIST WITH PROJECTED COST	\$ -	\$ -	\$ -	
	SUBTOTAL (CASH BUDGET)	\$ 276,370	\$ 435,370	
	% of Program Budget	63%	100%	
D1. Volunteer Contribution (\$17.83/hr) (detail to be provided in Section X)	N/A	-	\$ -	
D2. Other In-kind (detail to be provided in Section X)	N/A	-	\$ -	

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Grant Agreement Work Program Budget FY 2013 Family Services Fund

TOTAL PROGRAM FUNDS (<i>Column 3 to equal Total in Section X</i>)					\$	159,000	\$	276,370	\$	435,370
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**LOUISVILLE-JEFFERSON COUNTY METRO GOVERNMENT
DEPARTMENT OF COMMUNITY SERVICES AND REVITALIZATION
FAMILY SERVICES FUND GRANT AGREEMENT
EXHIBIT A - WORK PROGRAM AND BUDGET**

X. RESOURCE/REVENUE/IN-KIND INFORMATION - Provide information on all sources of funding associated with *THIS PROGRAM'S BUDGET* (be specific). Provide donor information (Total to match Column 3 Section IX TOTAL PROGRAM FUNDS above).

Resource/Revenue	Dollars/Value Received	LEFT BLANK INTENTIONALLY	
1. Proposed Human Services/Family Services Fund (This Program)	\$ 159,000	% of Program	37%
2. Volunteer Contribution as listed in Program Budget D1 (LIST NUMBER OF VOLUNTEERS & HOURS)	\$ -	0%	
3. Other In-kind contributions as listed in Program budget D2. (ATTACH ITEMIZED LIST)	\$ -	0%	
4. Fundraising Events & Individual Donations (ATTACH ITEMIZED LISTING of fundraising events; include name of event, anticipated date of event and amount of dollars expected to support this program - list total of Individual Donations on ITEMIZED LISTING)	\$ -	0%	
5. Corporate Donations and Grants (besides this one) - ATTACH ITEMIZED LIST AND NOTE IF DONATION/GRANT IS "PENDING"	\$ -	0%	
7. Metro United Way	\$ -	0%	
8. Other (i.e. program income, etc) - ATTACH ITEMIZED LIST	\$ -	0%	
Total	\$ 159,000	37%	

Must equal total in Program Budget Section IX Column 3 Total Program Funds

**LOUISVILLE-JEFFERSON COUNTY METRO GOVERNMENT
DEPARTMENT OF COMMUNITY SERVICES AND REVITALIZATION
FAMILY SERVICES FUND GRANT AGREEMENT
EXHIBIT A - WORK PROGRAM AND BUDGET**

XII. PAID PERSONNEL DETAIL - Only those positions funded by Louisville Metro are to be listed here. Calculate salaried rates on a 40 hour work week. All Personnel must maintain a timesheet documenting hours worked on this program and charged to Metro funds.

Position Title <u>and</u> Name of Employee (Attach additional sheet if necessary)	Average Net Pay Per Pay Period (Rounded to nearest dollar)	LEFT BLANK INTENTIONALLY	
		Number of Pay Periods to be paid with Metro Dollars (this program)	Total Louisville Metro Funds to be used for this Position
Community Liason - Kathy Blevins	\$ 1,800	11.0	\$ 19,875
Community Liason - A. Michelle Burgan	\$ 1,500	13.0	\$ 19,875
Community Liason -Michael George Jr.	\$ 1,500	13.0	\$ 19,875
Community Liason -Ameerah Granger	\$ 1,400	14.0	\$ 19,875
Community Liason - Carolyn Merriweather	\$ 1,800	10.0	\$ 19,875
Community Liason - Kelly Poole	\$ 1,900	10.0	\$ 19,875
Community Liason - Artrice Temple	\$ 1,600	12.0	\$ 19,875
Community Liason - Vacant	\$ -	0.0	\$ 19,875
	\$ -	0.0	\$ -
	\$ -	0.0	\$ -
	\$ -	0.0	\$ -
	\$ -	0.0	\$ -
	\$ -	0.0	\$ -
	\$ -	0.0	\$ -
	\$ -	0.0	\$ -
	\$ -	0.0	\$ -
TOTAL	\$ 11,500	83.0	\$ 159,000

**Should Equal total in Program Budget Summary Line Item A. Operating Expenses Paid Personnel Column 1 Metro Funds
(Calculation may be slightly off due to rounding, however, agency to spend no more than amount listed on budget line item)**

Should the above position(s) become vacant at any time during the contract year the agency is to notify the FSF Grants Coordinator of such. When position is filled the agency is to again notify the FSF Grants Coordinator. The agency is not to use funds listed above for anything other than position listed without approval from Metro Louisville FSF Staff. Funds not utilized during position vacancies are subject to being returned to Metro Louisville.

**LOUISVILLE-JEFFERSON COUNTY METRO GOVERNMENT
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EXHIBIT A - WORK PROGRAM AND BUDGET**

XIII. DOCUMENTATION OF NON-PROFIT STATUS

- A. Articles of Incorporation on file with Louisville Metro Government
 YES ☐ NO ☒ (Please attach Articles to this Agreement)
- B. 501(c) determination letter, advanced determination letter, or letter of affirmation from IRS on
 YES ☒ NO ☐ (If no, please explain)

XIV. RELATIONSHIP DISCLOSURE

List below any relationship any employee has with each other, with agency Board of Directors and/or with any Metro Councilperson, Councilperson's family, Councilperson's staff and/or any Louisville Metro Government employee. In addition, list below any relationship any member of agency Board of Directors has with any Metro Councilperson, Councilperson's family, and/or Councilperson's staff.

None

XV. ACCESSIBILITY

- Are agency facilities accessible to persons with disabilities?
 YES ☒ NO ☐
- If no, please explain why and what the agency is doing to accommodate those needing such.

XVI. CERTIFIED ANNUAL AUDIT OR NOTARIZED FINANCIAL STATEMENT

- Did Agency provide a copy of latest audit or notarized financial statement with application?
 YES ☐ N/A NO ☐ N/A If no, provide copy of such with signed contract or provide the most recent ended FY budget signed by authorized legal signatory of agency.

XVII. PROGRAM EVALUATION - Surveys, comment cards, feedback forms, etc.

- An evaluation of program services provided through your organization must be performed prior to the end of funding cycle or specific activity - whichever comes first.
 Are program recipients currently provided the opportunity to evaluate your services?
 YES ☐ If yes, provide copy of cumulative results prior to end of funding period.
 NO ☒ If no, an evaluation must occur and cumulative results provided prior to the end of the funding period.