



July 01, 2014

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 **Neighborhood Place**; 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 Marilyn Edwards, 810 Barret Avenue, Room 233, 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 **EIGHTY FOUR THOUSAND DOLLARS (\$84,000)** 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 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.

G. 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.

H. 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.

I. 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: _____



Neighborhood Place Itemized Budget 2014/15

Office Supplies: estimated cost: \$18,000

- Ink pens, paper clips, paper, etc...
- Postage, including USPS, Fed. Ex, UPS, etc...
- Includes shipping fees when ordered on-line
- Items needed for cleaning (Toilet paper, paper towels, etc..)

Program Materials: estimated cost of \$1500

- Printing of materials
- Marketing materials for Neighborhood Place like pens, bags, etc.
- Postage

Small Equipment (including electronics): estimated costs of \$15,500

- Printers /Scanners
- Computers
- Copiers
- Camera
- Security Cameras
- Smart Board and Projector
- Dry Easier Boards

Telephone: estimated cost \$23,000

Client Assistance: \$1000: Tarc Tickets

Other Expenses: \$25,000

- General renovations like removing old carpet and replacing with tile or carpet, painting, replacing doors, and installing more ventilation fans. This could also include office furniture.

PROGRAM BUDGET - Amounts round to nearest dollar. This contract requires documentation using JCPS "MUNIS" system. For more specific documentation, per agreement, JCPS will maintain detailed records for review.

Line Item	Column 1 Metro Funds	Column 2 Non-Metro Funds	Column 3 Total Program Cost
A. Operating Expenses:			
Paid Personnel (Net Pay Only)	\$ -	\$ -	\$ -
Rent - no funds to be used for agency owned buildings	\$ -	\$ -	\$ -
Utilities (Only the <i>percentage</i> used by <i>specific program</i> funded may be charged to Metro funds)	\$ -	\$ -	\$ -
Office Supplies (For Neighborhood Places and Partner Program Staff as deemed appropriate and necessary in the day to day operation of the NP programs and facilities)	\$ 18,000	\$ -	\$ 18,000
Program Materials (For Neighborhood Places and Partner Program Staff as deemed appropriate and necessary in the day to day operation of the NP programs and facilities)	\$ 1,500	\$ -	\$ 1,500
Telephone (For Neighborhood Places and Partner Program Staff)	\$ 23,000	\$ -	\$ 23,000
In-town travel - Jefferson County only - agency rate to be used, but no more than \$.40 per mile of Metro funds)	\$ -	\$ -	\$ -
Small equipment - including electronic (For Neighborhood Places and Partner Program Staff as deemed appropriate and necessary in the day to day operation of the NP programs and facilities)	\$ 15,500	\$ -	\$ 15,500
Client Assistance - (For Neighborhood Places as deemed appropriate by Partners)	\$ 1,000	\$ -	\$ 1,000
Other Expenses (For Neighborhood Places and Partner Program Staff as deemed appropriate and necessary in the day to day operation of NP programs and facilities)	\$ 25,000	\$ -	\$ 25,000
TOTAL (CASH BUDGET)	\$ 84,000	\$ -	\$ 84,000

**LOUISVILLE-JEFFERSON COUNTY METRO GOVERNMENT
DEPARTMENT OF COMMUNITY SERVICES AND REVITALIZATION
JCPS NEIGHBORHOOD PLACE PARTNERSHIP GRANT AGREEMENT
EXHIBIT A - WORK PROGRAM AND BUDGET SECTION 1.**

Funds are provided to the Jefferson County Board of Education JCPS Neighborhood Place partnership based on a formula devised in payment to Metro Louisville Jefferson County Government from the Commonwealth of Kentucky as a partner within Neighborhood Place. The Commonwealth of Kentucky pays Metro Louisville a contracted dollar amount based on each State Employee working within an individual Neighborhood Place or providing Neighborhood Place services. Funds paid to Metro Louisville are then divided with JCPS to supplement operating costs within the Neighborhood Place sites.

Unallowable Costs (May not be all Inclusive)

- o Alcoholic Beverages
- o Cash Incentives to program participants
- 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 Items not approved in Program Budget
- o Membership Dues
- o Out of town staff training
- o Out of town travel/mileage
- o Religious activities or materials i.e., bibles, books, etc.
- o State Sales Tax
- o Severance Pay or Bonuses to Staff
- o Vehicle Purchases
- o Volunteer Expenses or recognition awards

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
JCPS NEIGHBORHOOD PLACE GRANT AGREEMENT
EXHIBIT A - WORK PROGRAM AND BUDGET SECTION II.**

Agency Legal Name: Jefferson County Board of Education

Agency Program: Neighborhood Place

GRANTEE PROGRAM CONTACT

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

Name	<u>Ben Langley</u>	Title	<u>Specialist Community Support</u>
Phone Number	<u>502-435-3926</u>	Fax	<u>502-485-7812</u>
Email	<u>Ben.langley@jefferson.kyschools.us</u>		

GRANTEE REPORTING CONTACT

This is the person responsible for submitting program reports

Name	<u>Erica White</u>	Title	<u>Account Clerk</u>
Phone Number	<u>502-485-3781</u>	Fax	<u>502-485-3805</u>
Email	<u>Erica.white@jefferson.kyschools.us</u>		

GRANTEE FINANCIAL CONTACT

This is the person responsible for maintaining financial records

Name	<u>J.Cordelia Hardin</u>	Title	<u>CFO-Treasurer</u>
Phone Number	<u>502-485-3200</u>	Fax	<u>502-485-3674</u>
Email	<u>Cordelia.hardin@jefferson.kyschools.us</u>		

GRANT PAYMENTS TO BE RECEIVED BY

Name	<u>J. Cordelia Hardin</u>	Title	<u>CFO-Treasurer</u>
Address	<u>Jefferson County Public Schools, PO Box 34020, Louisville, KY 40232</u>		
	<u>(Street Address or PO Box, City, State and Zip Code)</u>		