



## JUSTICE AND PUBLIC SAFETY CABINET

**Steven L. Beshear**  
Governor

**Department of Juvenile Justice**

1025 Capital Center Drive, 3<sup>rd</sup> Floor  
Frankfort, Kentucky 40601-8205  
Phone (502) 573-2738  
Fax (502) 573-4308  
[www.kentucky.gov](http://www.kentucky.gov)

**J. Michael Brown**  
Secretary

**Bob D. Hayter**  
Acting Commissioner

August 8, 2014

Fran McCormick  
Audubon Youth Development Center  
8711 LaGrange Road, Building D  
Louisville, KY 40242

Dear Ms. McCormick:

The FY 2014-2015 Title I allocation for Audubon Youth Development Center is \$22,166.75 (Project # 313A).

In addition, your facility is awarded \$4,446.00 for Transition materials, activities and/or services (Project # 313AT).

Funds must be spent to provide supplemental education and transition services for youth enrolled in your program.

- The reimbursement process requires that quarterly reports (MUNIS) be sent to me at [BarbaraA.Hamilton@ky.gov](mailto:BarbaraA.Hamilton@ky.gov)
- Quarterly reports are due 25 days after the end of quarter, which makes them due on October 25, January 25, April 25, and July 25.
- All allocated funds should be spent or encumbered by the end of the fiscal year.
- Budget amendments must be approved prior to expenditure of funds impacted by the amendment.

It is important that your school district finance officer has this information.

If you have questions please contact me at (502) 573-2738, Ext. 290 or [BarbaraA.Hamilton@ky.gov](mailto:BarbaraA.Hamilton@ky.gov)

Sincerely,

*Barbara Hamilton*

Barbara Hamilton  
Education Branch, DJJ