

**SUBGRANT AGREEMENT BETWEEN  
KENTUCKIANAWORKS FOUNDATION  
AND  
BOARD OF EDUCATION OF JEFFERSON COUNTY, KENTUCKY  
FOR  
KENTUCKY MANUFACTURING CAREER CENTER  
EDUCATIONAL PROGRAMMING  
January 27, 2016 – June 30, 2016**

This subgrant agreement is made and entered into January 27, 2016 between the Board of Education of Jefferson County Kentucky and the KentuckianaWorks Foundation, fiscal agent for the Kentucky Manufacturing Career Center, as part of KentuckianaWorks Foundation's non-federal grant agreement with the Louisville Redevelopment Authority (LRA).

Background

The Louisville Redevelopment Authority Board awarded \$400,000 to KentuckianaWorks Foundation on August 25, 2015 to support the fourth year of operation of the Kentucky Manufacturing Career Center at the Airport Industrial Center, 160 Rochester Drive, Louisville, KY, 40104. Of the total funding approved, \$50,000 was designated for English as Second Language and Adult Education services to be provided by Jefferson County Public Schools Adult Education for manufacturing job seekers.

This agreement defines the Board of Education of Jefferson County, Kentucky's role as a subgrantee through the Adult and Continuing Education Unit to provide educational services at the Kentucky Manufacturing Career Center from January 27, 2016 – June 30, 2016. It also confirms KentuckianaWorks Foundation's agreement to compensate the Board of Education of Jefferson County, Kentucky for said services in accordance with the grant agreement with the Louisville Redevelopment Authority, in an amount not to exceed a total of \$50,000.

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

Adult & Continuing Education

- A. Assess English Language Learners (ELLs) and native English speakers on the CASAS and/or Test of Adult Basic Education to determine their functional academic/language level before referring them to an appropriate class at the Kentucky Manufacturing Career Center (KMCC) or directly to a manufacturing work site.
- B. Prepare participants for the National Career Readiness Certificate as appropriate.
- C. Enroll at least 50 participants in Jefferson County Board of Education-provided KMCC classes by June 30, 2016.

- D. Provide workplace-focused classes at the Kentucky Manufacturing Career Center beginning February 1, 2016 programmed to meet participant need, including:
- Basic skills upgrade class using manufacturing skill trades artifacts. These classes allow participants to develop their speaking, listening, reading and writing skills as they study and practice language for life and work situations as well as explore the field of manufacturing. These classes will prepare students for additional coursework or for entering the manufacturing workplace directly.
  - If the student is interested in earning the NCRC, coursework will include instruction leading to the competencies necessary to earn the National Career Readiness Certificate, such as Problem Solving, Applied Mathematics, Reading for Information and Locating Information.
  - Supportive educational services and classes for advanced ELLs who enter the 140-hour MSSC-Certified Production Technician (CPT) course to address the language and knowledge gaps of the ELLs within the context of manufacturing as well as offer additional instructional time with the CPT course content.
- E. Survey up to 20 KMCC participating employers to determine levels of English proficiency required for their jobs. This information will be shared with the KMCC staff for use in job placement and will also be used to shape the ESL classes at the KMCC.
- F. Promote the programs of the Kentucky Manufacturing Career Center in the community and within Jefferson County Public Schools Adult Education while recruiting students for classes at the Kentucky Manufacturing Career Center.
- G. Promote a career and education pathway for participants by referring them to the MSSC-Certified Production Technician course or other higher level manufacturing courses at JCTC, when appropriate.
- H. Provide data on student progress and completion into Client Track so that KentuckianaWorks can submit data as required by the grant agreement with the LRA.
- I. Provide monthly invoices to KentuckianaWorks Foundation for work completed.

**KENTUCKIANAWORKS FOUNDATION AGREES TO:**

- A. Reimburse the Board of Education of Jefferson County, Kentucky for Instructors & Coordinators, materials, assessments, postage and mileage as outlined below and not to exceed \$50,000.
- B. Provide and maintain computers needed for assessments and instruction.
- C. Help recruit students for courses.
- D. Furnish and maintain the KMCC classrooms.
- E. Submit progress and final reports to the LRA as required by the grant agreement.

<b>Budget Item</b>	<b>Amount</b>
Personnel and fringe benefits for instructors and other project-related personnel	\$36,500
Instructional materials, assessments, marketing campaign, postage	13,000
Mileage for local travel	500
<b>TOTAL</b>	<b>\$50,000</b>



## PERIOD OF THE AGREEMENT

This agreement shall be effective upon its execution, and shall continue until June 30, 2016.

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, sexual orientation, gender identity, gender expression, veteran status, genetic information, age, marital or parental status, political affiliations or beliefs, 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

APPROVED AS TO FORM:  
MICHAEL J. O'CONNELL  
JEFFERSON COUNTY ATTORNEY



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Darnell McCoy  
Assistant Jefferson County Attorney

Date

12-22-15