

Matthew G. Bevin  
Governor



Hal Heiner  
Secretary  
Education and  
Workforce Development Cabinet

Stephen L. Pruitt, Ph.D.  
Commissioner of Education

## KENTUCKY DEPARTMENT OF EDUCATION

Capital Plaza Tower • 500 Mero Street • Frankfort, Kentucky 40601  
Phone: (502) 564-3141 • [www.education.ky.gov](http://www.education.ky.gov)

April 18, 2016

Donna Hargens, Superintendent  
Jefferson County Public Schools  
P.O. Box 34020  
Louisville, KY, 40232

Dear Donna Hargens:

Christy PUNCHES has been selected to serve in the District 180 School Turnaround Initiative Program for fiscal year 2016-2017. A Memorandum of Agreement (MOA) will be granted on a year-to-year basis. The governing statute, KRS 158.782, requires that individuals assigned for assistance purposes shall be granted professional leave in accordance with KRS 161.770. Further, KRS 158.782 also guarantees that the educator shall lose no benefits.


A calculation worksheet and instructions for completing it on Christy PUNCHES will be e-mailed to your finance and business office. Please indicate her annual salary effective July 1, 2016, the number of workdays in her contract and any fringe benefit costs associated with her employment. To expedite processing, the worksheet should be e-mailed back to Nicole Crosthwaite, Division of Budgets, at [nicole.crosthwaite@education.ky.gov](mailto:nicole.crosthwaite@education.ky.gov). Once Ms. Crosthwaite receives the worksheet, a final calculation sheet and MOA will be completed and sent to you for signature. These originals must be returned for processing; faxed or scanned copies cannot be accepted. Please send them to Ms. Crosthwaite's attention at: Division of Budgets, 500 Mero Street, 16<sup>th</sup> Floor, Capital Plaza Tower, Frankfort, KY 40601. Should you have any questions, contact her by email at [nicole.crosthwaite@education.ky.gov](mailto:nicole.crosthwaite@education.ky.gov) or call 502-564-1979, ext. 4328.

Each school year, local districts lend the services of teachers and administrators to the Kentucky Department of Education to fill some of its vacant positions. In providing for this arrangement, the legislature envisioned a unique working relationship that provides new experiences to the individual, which the person would not usually gain in the classroom environment, and brings fresh and original ideas and talents to the department.

Superintendent Hargens  
April 18, 2016  
Page 2 of 2

Thank you for allowing Christy Punches the opportunity to bring expertise and knowledge to a broader range of students across Kentucky. The information and experience she will gain from this short-term employment opportunity will be of great benefit to your district upon her return. We believe this arrangement will be of great value to the department as well and look forward to working with Ms. Punches. Specific details concerning the school assignment will be forthcoming from the District 180 School Turnaround Program. If we can help in any way or answer any questions, please contact Jason Radford at 502-564-2116, ext. 4038, or via email at [jason.radford@education.ky.gov](mailto:jason.radford@education.ky.gov).

Sincerely,



Kelly Foster, Ed.D.  
Associate Commissioner  
Office of Next Generation Schools and Districts

KF/II

cc: Debbie Powers, Educational Recovery Director  
Christy Punches  
Dr. Jason Radford

**OK AS TO FORM**  
C.H 6-2-16



# Commonwealth of Kentucky

## CONTRACT

**IMPORTANT**  
Show Doc ID number on all packages, invoices and correspondence.

<b>Doc Description:</b> Personnel MOA-Edu Recov Splst- Christina Punches-Guntsch	
<b>Doc ID No:</b> PON2 540 1600003123 1	<b>Procurement Folder:</b> 4254102
<b>Procurement Type:</b> Memorandum of Agreement	<b>Record Date:</b>
<b>Issued By:</b> NICOLE CROSTHWAITE	<b>Cited Authority:</b> FAP111-44-00
<b>Telephone:</b>	

<b>C O N T R A C T O R</b>	Jefferson County Board of Education
	PO BOX 34020
	LOUISVILLE KY 40232-4020
	US

**Effective From:** 07/01/2016      **Effective To:** 06/30/2017

Line	CL Description	Due Date	Quantity	Unit Issue	Unit Price	Contract Amt	Total Price
1	Personnel MOA-Edu Recov Splst- Christina Punches-G		0.00		0.00000	125,688.00	125,688.00

**Extended Description**

Effective date: July 1, 2016 - June 30, 2017

Accounting Template E86225    100% Federal Funds  
CFDA # 84.010                    MUNIS # 320CE

The vendor will furnish the services of its employee in the following capacity:

Name: Christina Punches-Guntsch  
Title: Educational Recovery Specialist  
Location: Office of Next Generation Schools & Districts

The Educational Recovery Specialist (ERS) will be responsible for working with staff in a persistently low achieving school as identified through the criteria set forth in No Child Left Behind, KRS 160.346 and the Kentucky Department of Education regulations with any and all functions relating to instruction and school improvement with an emphasis on reading and math. The ERS will be under the authority of the Office of Next Generation Schools & Districts , the Kentucky Department of Education.

The Kentucky Department of Education reserves the right to redirect the scope of work for this Personnel Memorandum of Agreement in order to focus on Senate Bill 1, 2009 and other related activities as appropriate.

The contract amount for the district employees services includes contract salary (KDE contract 235 days), district level stipend, ERS stipend, fringe benefits and school districts indirect costs. The total contract amount includes a 3% adjustment allowance.

This contract authorizes funding for the contract period based upon the availability of funds.

Method of Payment: Quarterly payments will be made by October 15, January 15, April 15, and June 15. Any funds not specifically used for the purposes stated herein must be returned to the Kentucky Department of Education no later than June 30 of the current fiscal year.

<b>B I L L T O</b>	376761 KDE DIV OF BUDGETS 500 MERO STREET 16TH FLOOR CAPITAL PLAZA TOWER FRANKFORT KY 40601 US	<b>S H I P T O</b>	
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<b>Total Order Amount:</b>	125,688.00
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1600003123	<b>Document Phase</b> Draft	<b>Document Description</b> Personnel MOA-Edu Recov Splst- Christina Panches-Guntsch	<b>Page 3</b> of 9
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**Memorandum of Agreement Terms and Conditions**

Revised May 2016

This Memorandum of Agreement (MOA) is entered into, by and between the Commonwealth of Kentucky, KENTUCKY DEPARTMENT OF EDUCATION (“the Commonwealth”) and Jefferson County (“the Contractor”) to establish an agreement for an Educational Recovery Specialist position. The initial MOA is effective from July 1, 2016 through June 30, 2017.

**Scope of Services:**

The Educational Recovery Specialist (ERS) will assist and support staff in the following areas:

Curriculum (ensures curriculum is aligned with state and local standards and implemented through a systematic process)

Assessment (work with staff to ensure rigorous and authentic assessments; inform and improve instruction to meet the needs of all students)

Instruction (assist teachers in developing and implementing effective and varied, research-based instructional strategies to be used in all classrooms)

Culture (help provide resources and activities that will make the school function as an effective learning community to support and promote a safe and orderly environment that encourages learning)

Support Services and Resources (assist staff in working with families and community groups to remove barriers to learning)

Professional Development (seek and provide appropriate, relative professional development opportunities for teachers and administrators and work with teachers to identify areas of growth that will enhance their teaching skills)

School Leadership (help identify ways to focus instructional decisions of the school council and school leadership teams around support for teaching and learning and developing leadership skills)

Organization (work to assist in organizing the school around all available resources to ensure maximum effectiveness)

Planning (development, implementation, monitoring, communication, and evaluation of the comprehensive school improvement plan)

Compliance Issues (help carry out activities identified in the School Improvement Grant)

The Kentucky Department of Education reserves the right to redirect the scope of work for this Personnel

1600003123	<b>Document Phase</b> Draft	<b>Document Description</b> Personnel MOA-Edu Recov Splst- Christina Panches-Guntsch	<b>Page 4</b> of 9
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Memorandum of Agreement in order to focus on Senate Bill 1, 2009 and other related activities as appropriate.

**BASIC FUNCTION:** The Educational Recovery Specialist (ERS) will be responsible for working with staff in a persistently low achieving school as identified through the criteria set forth in No Child Left Behind, KRS 160.346 and the Kentucky Department of Education regulations with any and all functions relating to instruction and school improvement with an emphasis on reading and math.

**DISTINGUISHING CHARACTERISTICS:** The Educational Recovery Specialist (ERS) will be under the authority of and the leadership of Office of Next Generation Schools & Districts, the Kentucky Department of Education. An Educational Recovery Specialist must hold appropriate certification and have successful teaching and/or administrative experience. Contracts with the Kentucky Department of Education will be in the form of a Memorandum of Agreement between the Kentucky Department of Education and the contractor's home district.

**EVALUATION AND ACCOUNTABILITY:** The Educational Recovery Specialist (ERS) will be evaluated by the Office of Next Generation Schools & Districts, the Kentucky Department of Education, and will be held accountable for providing assistance to school leadership and staff that leads to improvement in student achievement as measured by state and national assessments and identified goals.

**SALARY:** District Salary per day multiplied by 235 (number of contract days) and any district level stipend plus 15% ERS stipend equals total salary not to exceed \$95,000.

The contract cost for the district employee's services includes FY 2016 district salary, district level stipend, fringe benefits and school district indirect costs.

Since FY 2017 costs are not available for an effective date of July 1, 2016, an additional 3% of the contract cost is being added to the total amount of the original contract.

When FY 2017 costs have been established, the district will be asked to recalculate the final cost for their employee for whose services we are contracting.

If the final cost is less than the original contract, KDE will pay the lesser amount. If the final cost is more than the original contract, KDE will generate a contract modification for the increase and will pay the contract in full.

**Pricing:**

Contract contact: Nicole Crosthwaite, Division of Budgets, Kentucky Department of Education, 500 Mero Street – 16<sup>th</sup> Floor, Frankfort, KY 40601.

Method of Payment: Quarterly payments will be made on October 15, January 15, April 15, and June 15. Any funds not specifically used for the purposes stated herein must be returned to the Kentucky Department of Education no later than June 30 of the current fiscal year.

**Budget**

1600003123	<b>Document Phase</b> Draft	<b>Document Description</b> Personnel MOA-Edu Recov Splst- Christina Panches-Guntsch	<b>Page 5</b> of 9
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Salary: \$ 93,949  
Fringe Benefits: \$ 24,570  
Indirect Cost: \$ 3,508  
Total Current Cost: \$ 122,027  
3% Adjustment Allowance: \$ 3,661  
Total Contract Amount: \$ 125,688

**Applicable for federal funds:**

**Section 75.563 of EDGAR states indirect cost is limited to 8% for grants programs that has a statutory requirement contain supplement-not-supplant provisions or the grantee shall use a restricted indirect cost rate computed under 34 CFR 76.564 through 76.569.**

**Cancellation clause:**

Either party may cancel the agreement at any time for cause or may cancel without cause on 30 days' written notice.

**Funding Out Provision:**

The state agency may terminate this agreement if funds are not appropriated to the contracting agency or are not otherwise available for the purpose of making payments without incurring any obligation for payment after the date of termination, regardless of the terms of the agreement. The state agency shall provide the Contractor thirty (30) calendar days written notice of termination of the agreement due to lack of available funding.

**Reduction in Contract Worker Hours:**

The Kentucky General Assembly may allow for a reduction in contract worker hours in conjunction with a budget balancing measure for some professional and non-professional service contracts. If under such authority the agency is required by Executive Order or otherwise to reduce contract hours, the agreement will be reduced by the amount specified in that document.

**Access to Records:**

The state agency certifies that it is in compliance with the provisions of KRS 45A.695, "Access to contractor's books, documents, papers, records, or other evidence directly pertinent to the contract." The Contractor, as defined in KRS 45A.030(8) and (10), agrees that the contracting agency, the Finance and Administration Cabinet, the Auditor of Public Accounts, and the Legislative Research Commission, or their duly authorized representatives, shall have access to any books, documents, papers, records, or other evidence, which are directly pertinent to this agreement for the purpose of financial audit or program review. The Contractor also recognizes that any books, documents, papers, records, or other evidence, received during a financial audit or program review shall be subject to the Kentucky Open Records Act, KRS 61.870 to 61.884. Records and other prequalification information confidentially disclosed as part of the bid process shall not be deemed as directly pertinent to the agreement and shall be exempt from disclosure as provided in KRS 61.878(1)(c).

**Effective Date:**

All Memorandum of Agreements are not effective until the Secretary of the Finance and Administration Cabinet or his authorized designee has approved the agreement and until the agreement has been submitted to the government contract review committee. However, in accordance with KRS 45A.700, memoranda of agreement in aggregate amounts of \$50,000 or less are exempt from review by the

1600003123	<b>Document Phase</b> Draft	<b>Document Description</b> Personnel MOA-Edu Recov Splst- Christina Panches-Guntsch	<b>Page 6</b> of 9
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committee and need only be filed with the committee within 30 days of their effective date for informational purposes.

KRS 45A.695(7) provides that payments on personal service contracts and memoranda of agreement shall not be authorized for services rendered after government contract review committee disapproval, unless the decision of the committee is overridden by the Secretary of the Finance and Administration Cabinet or agency head, if the agency has been granted delegation authority by the Secretary.

**Violation of tax and employment laws:**

KRS 45A.485 requires the Contractor and all subcontractors performing work under the agreement to reveal to the Commonwealth, prior to the award of a contract, any final determination of a violation by the Contractor within the previous five (5) year period of the provisions of KRS chapters 136, 139, 141, 337, 338, 341, and 342. These statutes relate to the state sales and use tax, corporate and utility tax, income tax, wages and hours laws, occupational safety and health laws, unemployment insurance laws, and workers compensation insurance laws, respectively.

To comply with the provisions of KRS 45A.485, the Contractor and all subcontractors performing work under the agreement shall report any such final determination(s) of violation(s) to the Commonwealth by providing the following information regarding the final determination(s): the KRS violated, the date of the final determination, and the state agency which issued the final determination.

KRS 45A.485 also provides that, for the duration of any contract, the Contractor and all subcontractors performing work under the agreement shall be in continuous compliance with the provisions of those statutes, which apply to their operations, and that their failure to reveal a final determination as described above, or failure to comply with the above statutes for the duration of the agreement shall be grounds for the Commonwealth's cancellation of the agreement and their disqualification from eligibility for future state contracts for a period of two (2) years.

**Discrimination:**

This section applies only to agreements disbursing federal funds, in whole or part, when the terms for receiving those funds mandate its inclusion. Discrimination (because of race, religion, color, national origin, sex, sexual orientation, gender identity, age, or disability) is prohibited. During the performance of this agreement, the Contractor agrees as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, national origin, sex, sexual orientation, gender identity or age. The Contractor further agrees to comply with the provisions of the Americans with Disabilities Act (ADA), Public Law 101-336, and applicable federal regulations relating thereto prohibiting discrimination against otherwise qualified disabled individuals under any program or activity. The Contractor agrees to provide, upon request, needed reasonable accommodations. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, national origin, sex, sexual orientation, gender identity, age or disability. Such action shall include, but not be limited to the following; employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensations; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.



1600003123	Document Phase Draft	Document Description Personnel MOA-Edu Recov Splst- Christina Punches-Guntsch	Page 7 of 9
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2. In all solicitations or advertisements for employees placed by or on behalf of the Contractor, the Contractor will, i state that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age or disability.

3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representative of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance.

4. The Contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965 as amended, and of the rules, regulations and relevant orders of the Secretary of Labor.

5. The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, as amended, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

6. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this agreement or with any of the said rules, regulations or orders, this agreement may be cancelled, terminated or suspended in whole or in part and the Contractor may be declared ineligible for further government contracts or federally-assisted construction contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, as amended, and such other sanctions may be imposed and remedies invoked as provided in or as otherwise provided by law.

7. The Contractor will include the provisions of paragraphs (1) through (7) of section 202 of Executive Order 11246 in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor, issued pursuant to section 204 of Executive Order No. 11246 of September 24, 1965, as amended, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

### **ADDITIONAL TERMS AND CONDITIONS – KENTUCKY DEPARTMENT OF EDUCATION**

#### **Choice of Law and Forum**

The laws of the Commonwealth of Kentucky shall govern all questions as to the execution, validity, interpretation, construction, and performance of this agreement or any of its terms.

Any suit, action or other proceeding regarding the execution, validity, interpretation, construction, or performance of this agreement shall be filed in the Franklin Circuit Court of the Commonwealth of Kentucky.

1600003123	<b>Document Phase</b> Draft	<b>Document Description</b> Personnel MOA-Edu Recov Splst- Christina Panches-Guntsch	<b>Page 8</b> of 9
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**Requirements for Reporting to Kentucky Teachers Retirement System:**

Please note that, if contractor is a current retiree of the Kentucky Teachers Retirement System (KTRS), or proposes to use a current or potential retiree of KTRS to perform any work under any contract, this may have an adverse impact upon retirement benefits for that retiree. This would occur, regardless of whether a contract is awarded to the individual directly, or to another legal entity for which the individual works.

Accordingly, if a contractor proposes to use such individuals to perform the work, the contractor is strongly encouraged to check with KTRS to determine what requirements apply, before entering into a contract. The KTRS help desk number is 1-800-618-1687.

Furthermore, as a condition of any successful contract award, any information on such retirees (as defined and required by KTRS) must be submitted prior to any services being performed by said individuals under this contract.

As a firm condition of this contract, any contractor agrees to indemnify and hold the Kentucky Department of Education harmless, for any failure by such current or potential retirees to properly report information concerning their retirement status, during the life of any contract awarded.

**Federal Funding Accountability and Transparency Act Compliance (applicable for federal)**

For agreements that include Federal funds, the Second Party shall comply with the Federal Funding Accountability and Transparency Act (FFATA or Transparency Act - P.L.109-282, as amended by section 6202(a) of P.L. 110-252), including registration of a Data Universal Numbering System (DUNS) identifier number if the amount of Federal funds awarded to the Second Party is \$25,000 or more. Details on how to register and acquire a DUNS number are available at <http://fedgov.dnb.com/webform>, and are free for all entities required to register for grant awards under these provisions. The Second Party must disclose to KDE the names of the top five executives and total compensation to each, if:

\*More than 80% of the Second Party's annual gross revenues originate from the federal government (directly or indirectly through the state), and those revenues are greater than \$25,000,000 annually, and

\*Compensation information is not already available to the public.

This contract authorizes funding for the contract period based upon the availability of funds.

**The Kentucky Department of Education reserves the right to withhold or cease funding for non-performance, or breach, during the life of the contract, if it is in the best interest of the Commonwealth to do so.**

1600003123	<b>Document Phase</b> Draft	<b>Document Description</b> Personnel MOA-Edu Recov Splst- Christina Panches-Guntsch	<b>Page 9</b> of 9
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Approvals:

This agreement is subject to the terms and conditions stated herein. By affixing signatures below, the parties verify that they are authorized to enter into this agreement and that they accept and consent to be bound by the terms and conditions stated herein. In addition, the parties agree that (i) electronic approvals may serve as electronic signatures, and (ii) this agreement may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts together shall constitute a single agreement.

**1<sup>st</sup> Party:**

_____ Signature	_____ for Commissioner Title
_____ Printed Name	_____ Date

**2<sup>nd</sup> Party:**

_____ Signature	_____ Title
_____ Printed Name	_____ Date

Approved as to form and legality:

**Approved in EMARS**

\_\_\_\_\_  
Kentucky Department of Education Attorney

**Applicable for federal funds:**

**DUNS#** 062984430

*Include Data Universal Numbering System (DUNS) identifier number if the amount of Federal funds awarded to the Second Party is \$25,000 or more. (See Federal Funding Accountability and Transparency Act Compliance section)*

**2016-2017 SCHOOL YEAR DISTRICT MOA  
CONTRACT CALCULATION WORKSHEET**

Individual Name: Christina Panches-Guntsch (Marshall)  
 KDE Position Title: Educational Recovery Specialist (ERS)  
 Vendor/School District: Jefferson Co  
 Total Amount of Contract: \$125,687

**District Salary Information**

<u>\$67,789</u>	<u>195</u>	=	<u>\$347.64</u>
Total District Salary	Total District Days		District Daily Rate
			Total District Salary <u>\$67,789</u>
Purpose of District Stipend:			District Stipend <u>\$0</u>
			Total District Salary and District Stipend <u>\$67,789</u>

**KDE Contract Salary Information**

<u>\$347.64</u>	x	<u>235</u>	<u>\$81,695</u>
KDE Contract Daily Rate		KDE Contract Days	KDE Salary Subtotal
			KDE Salary Subtotal + District Stipend <u>\$81,695</u>
<b>ERS Stipend</b> <u>\$12,254</u>			KDE Contract Subtotal <u>\$81,695 X 115% \$93,948.77</u>
			<b>Final KDE Contract Subtotal</b> <u>\$93,949</u>

**KTRS contributions should not be reported on this stipend.**

\$95,000  
ERS CAP

**Fringe Benefit Information**

<u>253.66</u>	Detailed:	Workers Comp <u>.0027*KDE Contract Subtotal</u>
<u>60.00</u>	Detailed:	Unemployment Insurance
<u>1,187.14</u>	Detailed:	Medicare (1.45%)
<u>1,252.62</u>	Detailed:	Misc. Insurance (see below)
<u>21,816.35</u>	Detailed:	Federal (KTRS/Health/Admin/Life) see below
Federal Funds CFDA # 84.010 MUNIS # 320CE		<b>Total District Fringe Benefits</b> <u>\$24,570</u>

**Indirect Cost Calculation & KDE Contract Total Information**

<u>2.96%</u>	X	<u>\$118,519</u>	<b>Indirect Cost Total</b> <u>\$3,508</u>
Indirect Cost Rate		Final KDE Contract Subtotal and Total District Fringes	
			<b>CCW Total</b> <u>\$122,027</u>
			3% adjustment allowance <u>\$3,661</u>
			<b>KDE Contract Total</b> <u>\$125,687</u>

Approved by: J. Cordelia Hardin, CFO./Treasurer  
 Signature of Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

For KDE use only:	
Contract # PON2	_____
Accounting Template	<u>E86224/E156</u>
Number of Contract Years	<u>2</u>

Misc Insurance				
Liability	LTD	Life	Local	
43.13	0.003	0.000090	0.01	
<b>43.13</b>	<b>216.00</b>	<b>54.00</b>	<b>939.49</b>	
FED KTRS	FED HLTH	FED HLTH	FED ADMIN	FED LIFE
0.16105	712.66 (Jul-Dec 2016)	712.00 (Jan-June 2017)	7.96/mth x 12	1.0/mth x 12
<b>13,156.91</b>	<b>4,275.96</b>	<b>4,275.96</b>	<b>95.52</b>	<b>12.00</b>