

**COMMUNITY SERVICES EXTERNAL AGENCY FUND (EAF)**  
**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 **Board of Education of Jefferson County, Kentucky, 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 advance, 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 purchase of small 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, travel and client services. The initial disbursement shall be made to the Grantee upon execution of this agreement. Agreement needs to be submitted before October 1, 2016 or it 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. 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 15<sup>th</sup>

Second Quarter, October 1 – December 31: Report due January 15<sup>th</sup>

Third Quarter, January 1 – March 31: Report due April 15<sup>th</sup>

Fourth Quarter, April 1 – June 30: Report due July 15<sup>th</sup>

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, 701 W. Ormsby Avenue, Suite 201, Louisville, Kentucky 40203.**

- 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, 2017.

**II. PAYMENTS:**

- A. The total amount of such compensation payable under this Agreement shall not exceed the sum of **ONE HUNDRED AND FIFTY-NINE THOUSAND DOLLARS (\$159,000)** as set forth in Ordinance No. 101, Series 2016, 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 2016 and shall terminate on the 30th day of June 2017. 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, 2017.
- 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](http://www.louisvilleky.gov/OYD).
- G. Grantees who serve youth in grades 4-12 in an out-of-school-time setting, also agree to participate in SAYO (survey of academic and youth outcomes). Survey is designed to provide an essential youth perspective on program quality and youth outcomes. Survey needs to be administered in April 2017.
- H. Grantees who serve youth in out of school time settings and provide programming to groups of young people facilitated by adults with a purpose of promoting learning are required to participate in the YPQI Initiative (youth program quality intervention) and to participate in any trainings that are related to this initiative.

- I. 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.
- J. 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.
- K. 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.
- L. Grantee agrees to participate in any trainings that the Grants Coordinator determines are an important part of the work being done.
- M. Agency agrees to participate in Community Services' strategy of integrating holistic household care which includes but is not limited to education, employment, housing, and financial empowerment services and/or resources into their service delivery model in an effort to increase household self-sufficiency 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 complete and return this Agreement and the Work Program before October 1, 2016.
- C. Failure to administer and implement the Project in conformity with this Agreement and the Work Program.
- D. 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.
- E. 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.

- F. 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.

July 01, 2016

WITNESS the agreement of the parties hereto as attested by their signatures affixed hereon,  
this \_\_\_\_ day of \_\_\_\_\_, 2016.

**APPROVED:**

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

**By:** Eric Friedlander

**Title:** Director

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**APPROVED:**

**GRANTEE:  
Board of Education of Jefferson  
County, Kentucky**

**By: Donna M. Hargens, Ed.D.**  
(Print Name)

**Title: Superintendent**

**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**  
**EXTERNAL AGENCY FUND (EAF) - YOUTH FUND GRANT AGREEMENT**  
**EXHIBIT A - WORK PROGRAM AND BUDGET**



Every EAF Youth grant recipient will be required to comply with the following EAF Youth grant conditions. EAF Youth recipients that fail to comply with these conditions will be considered noncompliant with other Metro funding entities. In addition, the grant award may be withheld or terminated. Information provided in this Work Program and Budget must be complete and in compliance with policies/procedures as contained in the Post Award Technical Assistance Handbook. 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 EAF Youth 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% of agency cash budget.

**Unallowable Costs**

Refer to Handbook for a complete list of all unallowable costs

**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  
EXTERNAL AGENCY FUND (EAF) YOUTH FUND GRANT AGREEMENT  
EXHIBIT A - WORK PROGRAM AND BUDGET**



**Agency Legal Name:** Jefferson County Board of Education  
(As listed on KY Secretary of State website- if not correct contract will be returned)

**Agency Program:** Jefferson County Public Schools Community Schools Program  
(As listed on application - if not correct contract will be returned)

**I. AGENCY FY BUDGET INFORMATION AND DOCUMENTS REQUIRED WITH CONTRACT**

What is agency's Fiscal Year (FY)?                      Start date: 7/1/16                      End Date: 6/30/17

What is agency's current FY projected cash budget: \$ 1,300,279,726

What was agency's most recent final cash budget: \$1,381,659,148

**Provide** all the following with contract: 1) Annual Audit/990 IRS tax form; 2) Current Board Listing; 3) IRS determination letter; 4) Articles of Incorporation and; 5) IRS W-9 form (most current)

**II. GRANTEE REPORTING CONTACT**

This is the person responsible for submitting program reports

Name                      Melissa Barman                      Title Specialist

Phone Number                      485-3834                      Fax 485-6369

Email                      [melissa.barman@jefferson.kyschools.us](mailto:melissa.barman@jefferson.kyschools.us)

**III. GRANTEE FINANCIAL CONTACT**

This is the person responsible for maintaining financial records

Name                      Franklin Jones                      Title Manager

Phone Number                      485-3461                      Fax 485-3805

Email                      [franklin.jones@jefferson.kyschools.us](mailto:franklin.jones@jefferson.kyschools.us)

**IV. GRANT PAYMENTS TO BE RECEIVED BY**

Name                      Cordelia Hardin                      Title CFO

Address                      VanHoose Education Center, 3332 Newburg Rd., Louisville, KY 40218  
(Street Address or PO Box, City, State and Zip Code)



LOUISVILLE-JEFFERSON COUNTY METRO GOVERNMENT  
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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.)

a. Targeted Population (for the FUNDED PROGRAM):

The targeted populations for these funds are students, their families and community residents living in the communities surrounding the 7 community schools sites.

b. If Applicable, Eligibility Requirements/Restrictions (For the FUNDED PROGRAM):

N/A

LOUISVILLE-JEFFERSON COUNTY METRO GOVERNMENT  
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**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.

The Community School Program sites provide a variety of recreational and educational programming for school age students, their families and community members living in the communities surrounding the school sites. Sites provide such programming as tutoring, homework help, college and career readiness experiences, fitness awareness and education classes, nutrition education, literacy focused programs, as well as academic support service for students. Adult are offered enrichment classes in partnership with the JCPS Adult Education Department which offer workforce readiness options, family classes and outlets for fitness and nutrition education. These opportunities are offered to the citizens of Metro Louisville throughout the school year, Monday-Friday after school until 9 p.m. Camp-like options, academic support services, as well as lifelong learning experiences are offered continually throughout the summers months, making the Community Schools Program a year-round program.

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



**VII. PROGRAM SCOPE.** - Complete the following table for the current grant period (July 1, 2016 - June 30, 2017).

LEFT BLANK INTENTIONALLY	Physical Address of Participant Activity	Zip Code	# Weeks activity conducted in grant period	Avg # hrs/ Wk *	# Personnel Assigned per week		Estimated # unduplicated participants to be served during grant period
					Paid	Vol	
	Cane Run Elementary - 3950 Cane Run Road	40211	52	40	1		140
	Fairdale High School - 1001 Fairdale Road	40118	52	40	1		300
	Farnsley Middle School - 3400 Lees Lane	40216	52	40	1		200
	Frost Sixth Grade Academy - 4601 Valley Station Road	40272	52	40	1		100
	Iroquois High School - 4615 Taylor Blvd	40215	52	40	1		170
	Meyzeek Middle School - 828 South Jackson St.	40203	52	40	1		150
	Western Middle School - 2201 W. Main St.	40212	52	40	1		120

\*How many hours is the activity actually taking place i.e. if class session is 3 times a week for 2 hours that would be 6 in this column. If the agency conducted the class for 6 weeks, 6 would also be logged in the number of weeks column. Based on this example we can calculate that total classroom time was 36 hours (6 hours per week X 6 weeks = 36 hours)

**LOUISVILLE-JEFFERSON COUNTY METRO GOVERNMENT  
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**VII 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

<b>INPUTS</b> <b>(Resources to achieve program benefit)</b>	<b>ACTIVITIES</b> <b>(Program components to be provided)</b>	<b>OUTPUTS</b> <b>(How many will participate in activity and what percent of those will benefit)</b>	<b><u>MEASURABLE OUTCOME WITH INDICATOR STATEMENT</u></b> <b>In using the key above, put in sentence form what the "Outputs and Outcomes" will be for 1)Standard Outcome and 2)Optional Outcome as listed on the previous Outcomes Worksheet</b>
Community Liaisons	Out of school time programming which includes such programs as homework assistance, tutoring, recreational programming, arts programming, and well as programming provided by community and agency partners.	More than 1100 students will participate in Community School programming, with 50% of participants showing positive trends in academics, behavior and	Students participation in Community School programming will lead to positive trends in academic performance, fewer behavior issues, better school attendance, and increased work towards halting the summer slide issues.



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**IX. PROGRAM BUDGET** - Total Metro and Non-Metro program expenses are to be provided in column 1 (Metro) or column 2 (Non-Metro). **ITEMIZED LIST REQUIRED FOR MOST LINE ITEMS.** Budget line items not to include "in-kind" value. Include "in-kind" on line item D2, specifics detailed in Section X. DO NOT USE CENTS. USE WHOLE DOLLARS ONLY.

Line Item	Column 1 Metro Funds*	Column 2 Non-Metro Funds	Column 3 Total Program Cost
<b>A. Operating Expenses:</b>			
<b>Paid Personnel</b> ( <i>COLUMN 1 Metro Funds NET PAY ONLY</i> - Contracted labor put in "Other Expenses" line item) Additional Info Requested Sec XII	\$ 159,000.00	\$ 325,982.00	\$ 484,982
<b>Rent</b> (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> )	\$ -	\$ -	\$ -
<b>Utilities</b> (Only the <i>percentage</i> used by <i>specific program</i> funded may be charged to Metro funds)	\$ -	\$ -	\$ -
<b>Office Supplies</b> (For those items to be used by specific program funded by Metro funds) PROVIDE DETAILS ON NEXT PAGE	\$ -	\$ -	\$ -
<b>Program Materials</b> (including educational and informational materials) PROVIDE DETAILS ON NEXT PAGE	\$ -	\$ -	\$ -
<b>Telephone/Cell Phone</b> ( <i>only</i> for specific program usage/only percentage of telephone expense may be charged)	\$ -	\$ -	\$ -
<b>In-town travel</b> - Agency reimbursement rate <b>\$ .00</b> per mile (Jefferson County only - agency rate to be used, but no more than \$.40 per mile of Metro funds)	\$ -	\$ -	\$ -
<b>Small equipment (including electronic)</b> PROVIDE DETAIL ON NEXT PAGE	\$ -	\$ -	\$ -
<b>B. Client Assistance</b> - PROVIDE DETAIL ON NEXT PAGE	\$ -	\$ -	\$ -
<b>C. Other Expenses</b> (not to include any of the items listed above) PROVIDE DETAIL ON NEXT PAGE	\$ -	\$ -	\$ -
<b>SUBTOTAL (CASH BUDGET)</b>	\$ 159,000.00	\$ 325,982.00	\$ 484,982
<b>% of Program Budget</b>	<b>33%</b>	<b>67%</b>	<b>100%</b>
<b>D1. Volunteer Contribution (\$21.16/hr)</b> (detail to be provided in Section X)	N/A	\$ -	\$ -
<b>D2. Other In-kind</b> (detail to be provided in Section X)	N/A	\$ -	\$ -
<b>TOTAL PROGRAM FUNDS</b> ( <i>Column 3 to equal Total in Section X</i> )	\$ 159,000.00	\$ 325,982.00	\$ 484,982
PAGE 7 OF 12	*During the contract year agencies may move a maximum of 20% of funds within the approved line items (see handbook - GRANT EXPECTATIONS for specifics)		

**LINE ITEM BUDGET ITEMIZED LISTING/OTHER\***

LINE ITEM	PROPOSED ITEM TO BE PURCHASED	ESTIMATED METRO COST	ESTIMATED NON-METRO COST	ESTIMATED TOTAL COST
<b>Rent</b>	Requires Copy of Lease - attach to contract	n/a	n/a	n/a
<b>Office Supplies</b> - see handbook for definition and type		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
<b>Program Materials</b> - see handbook for definition and type		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
<b>Small Equipment</b> - see handbook for definition and type		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
<b>Client Assistance</b> - see handbook for definition and type		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
<b>Other Expenses</b> - see handbook for definition and type <b>Note:</b> contracted workers receiving an IRS form1099 at the end of the year must be registered with the Jefferson County Revenue Commission and their account number provided to grant office to check compliance status.		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -

**Page 8 of 12 \* Each above line, within the column, to match the amount listed in each total line item section as listed in Section IX Program Budget**

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**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). DO NOT USE CENTS, USE WHOLE DOLLARS ONLY.

Resource/Revenue	Dollars/Value Received	LEFT BLANK INTENTIONALLY	% of Program	LEFT BLANK INTENTIONALLY
1. Proposed Community Services/EAF Fund (This Program)	\$ 159,000.00		33%	
2. Volunteer Contribution as listed in Program Budget D1 (PROVIDE DETAIL ON NEXT PAGE)	\$ -		0%	
3. Other In-kind contributions as listed in Program budget D2. (PROVIDE DETAIL ON NEXT PAGE)	\$ -		0%	
4. Fundraising Events & Individual Donations (ON NEXT PAGE PROVIDE DETAIL of fundraising events; <b>include</b> name of event, anticipated date of event and amount of dollars expected to support this program - list <b>total</b> of Individual Donations on NEXT PAGE)	\$ -		0%	
5. Corporate Donations and Grants (besides this one) - PROVIDE DETAIL ON NEXT PAGE AND NOTE IF DONATION/GRANT IS "PENDING"	\$ -		0%	
6. Metro United Way	\$ -		0%	
7. Other (i.e. program income, etc) - (PROVIDE DETAIL ON NEXT PAGE)	\$ -		0%	
<b>Total</b>	<b>\$ 159,000.00</b>		<b>33%</b>	

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

**XI - TRAINING** - Agencies MAY BE required to attend any training and/or participate in initiatives as deemed appropriate to the funded program as mandated by the EAF Youth Office administering the grant or are listed in the Grant Agreement.



RESOURCE/REVENUE/IN-KIND ITEMIZED LISTING (DO NOT USE CENTS, USE WHOLE DOLLARS)		
Item Referenced in Section X	Details	Amount of Funds/Value Received*
#2 Volunteer Contribution - list number of Volunteers and hours works in Details		\$ -
#3 Other In-Kind Contributions - list items in details		\$ -
		\$ -
		\$ -
#4 Fundraising Events & Individual Donations - read instructions in Section X for detailing		\$ -
		\$ -
		\$ -
		\$ -
#5 Corporation Donations & Grants (notate if pending) read instructions in Section X for detailing		\$ -
		\$ -
		\$ -
#7 Other (i.e. program income, etc.) list items in details		\$ -
		\$ -
		\$ -
<b>Page 10 of 12 *Amounts, when added, per type should equal the amount on the individual numbered line in Section X Resource/Revenue/In-Kind Information</b>		



LOUISVILLE-JEFFERSON COUNTY METRO GOVERNMENT  
DEPARTMENT OF COMMUNITY SERVICES  
EXTERNAL AGENCY FUND (EAF) YOUTH GRANT AGREEMENT  
EXHIBIT A - WORK PROGRAM AND BUDGET



**XII. PAID PERSONNEL DETAIL** - Only those positions funded by Louisville Metro are to be listed here. All agencies must maintain a timesheet documenting hours worked on this program and charged to Metro funds.

<b>METRO FUNDED PERSONNEL LINE ITEM TOTAL</b>	<b>\$ 159,000</b>	<p>"Net Pay", for the purposes of this grant agreement, includes net wages from hours worked, accrued sick and/or accrued vacation time paid, and deductions for savings accounts and retirement accounts deducted and deposited directly on behalf of the employee. No other deductions on behalf of the employee may be claimed as part of net pay.</p> <p>Only those persons considered permanent employees of the agency are to be included in the personnel section. Those persons receiving IRS form 1099 at the end of the year are considered "contracted employees" and expenses related to them are to be listed in the "Other Expense" line item.</p> <p>Employees listed to the left are those that will utilize Metro funds for all or a portion of their total Net Pay. The agency does not have to distinguish how much of the pay is Metro funds, but the total for all employees combined may not exceed the total Metro personnel line item. Funds not utilized during position vacancies are subject to being returned to Metro Government.</p>
<p>Position Title <i>and</i> Name of Employee (Attach additional sheet if necessary)</p> <p>Community Liaison Kathy Blevins</p> <p>Community Liaison Anna Michelle Burgan</p> <p>Community Liaison Michael George Jr.</p> <p>Community Liaison Ameerah Granger</p> <p>Community Liaison Linda Harris</p> <p>Community Liaison Carolyn Merriweather</p> <p>Community Liaison Artrice Temple</p> <p>Community Liaison, Jeff Allgood</p> <p></p> <p></p> <p></p> <p></p> <p></p>	<p>Average Net Pay Per Pay Period (DO NOT USE CENTS, USE WHOLE DOLLARS)</p> <p>\$ 1,729</p> <p>\$ 1,651</p> <p>\$ 1,713</p> <p>\$ 1,581</p> <p>\$ 1,907</p> <p>\$ 1,930</p> <p>\$ 1,729</p> <p>\$ 1,907</p> <p>\$ -</p> <p>\$ -</p> <p>\$ -</p> <p>\$ -</p> <p>\$ -</p>	

Should any of positions listed above become vacant the agency is to notify Metro of date of departure. When the position is filled the agency is to notify Metro of the name of the new staff member and the date of hire.

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**XIII. DOCUMENTATION OF NON-PROFIT STATUS**

A. Articles of Incorporation on file with Louisville Metro Government

YES ☐

NO ☒

Please provide - such will be put in a master file for future use

B. 501(c) determination letter, advanced determination letter, or letter of affirmation from IRS on file with Louisville Metro Government

YES ☐

NO ☒

Please provide - such will be put in a master file for future use

**XIV. RELATIONSHIP DISCLOSURE**

List below any familial or marital 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.

**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 MOST RECENT IRS 990 TAX RETURN**

Did Agency provide a copy of latest audit or current IRS 990 tax return with application?

YES ☒

NO ☐

If no, provide one at this time

**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.