

Our mission is to improve lives and our community by engaging people to give, advocate and volunteer.

**OK AS TO FORM**  
FM 7-6-18

## ADVANCING EDUCATION INCOME AND HEALTH

### Metro United Way Campaign 2017 Agency Investment Agreement

#### Purpose and Expectations

Metro United Way (MUW) is investing in your organization as detailed in the funding letter dated May 31, 2018, recognizing your efforts to provide quality services that support education, financial independence and healthy lives. This is the second year of the two-year grant to support youth access and participation as detailed in your proposal for High School Graduation and Out of School Time Services in 2017. This funding is for the period beginning July 2018 and ending June 2019. These funds should be used per the agreed upon outcomes as reported in your most recent annual report; use for any other purpose is unauthorized and requires prior approval in writing from Metro United Way. Failure to secure prior approval or meet the following criteria may result in an immediate loss of funding and subject your organization to a refund claim. To receive the full investment, you must:

- Meet the service expectations by continuing the funded program, maintaining at least 80% of the previously reported clients. If you are unable to do so due to unforeseen circumstances, communicate that to MUW within 30 days.
- Meet impact reporting expectations, providing outcomes, indicators and program quality measurements, and collecting client demographic data and submitting the completed annual report to MUW by January 31, 2019.
- Demonstrate organizational and financial best practices by meeting all 20 standards of the Better Business Bureau Charity Review.
- Submit your agency's financial information to MUW for annual review.
  - The annual audit (for agencies with revenue exceeding \$250,000) should be prepared in accordance with Generally Accepted Accounting Principles and should include a management letter from the auditor. It should be submitted no later than six months after the end of the Agency's fiscal year. Should the audit report identify significant deficiencies and/or material weaknesses, the Agency should include a plan to address and correct the deficiencies.
  - The IRS Form 990 should be submitted no later than nine months after the end of the Agency's fiscal year.
  - The financial statements, including balance sheet and year to date income and expense statements, should be included in the annual report to MUW and should reflect the November 30 balances.

**Metro United Way**  
334 East Broadway  
PO Box 4488  
Louisville KY 40204-0488  
ph: 502 583-2821  
fx: 502 583-0330

**Oldham County**  
PO Box 431  
LaGrange KY 40031  
ph: 502 222-7172  
fx: 502 633-1406

**Shelby County**  
316 Main Street  
Shelbyville KY 40065  
ph: 502 633-4484  
fx: 502 633-1406

**Clark, Floyd and  
Harrison Counties**  
405 E. Court Avenue  
Suite 3  
Jeffersonville IN  
47131-0476  
ph: 812 282-7587  
fx: 812 206-7415

**Our mission is to improve lives and our community by engaging people to give, advocate and volunteer.**

## ADVANCING EDUCATION INCOME AND HEALTH

**Metro United Way**  
334 East Broadway  
PO Box 4488  
Louisville KY 40204-0488  
ph: 502 583-2821  
fx: 502 583-0330

**Oldham County**  
PO Box 431  
LaGrange KY 40031  
ph: 502 222-7172  
fx: 502 633-1406

**Shelby County**  
316 Main Street  
Shelbyville KY 40065  
ph: 502 633-4484  
fx: 502 633-1406

**Clark, Floyd and  
Harrison Counties**  
405 E. Court Avenue  
Suite 3  
Jeffersonville IN  
47131-0476  
ph: 812 282-7587  
fx: 812 206-7415

As additional expectations, your organization also will be required to commit to the following:

### Exempt Status

Your agency has represented to Metro United Way that the Internal Revenue Service has ruled it to be a federally recognized tax exempt, not for profit organization. Any change in this status must be communicated to Metro United Way immediately.

### Diversity and Inclusion

Metro United Way reflects diversity in its organizational governance, volunteer structure, staffing, funding decisions and policies. Through our commitment to diversity, we strive to be a role model in our community, joining with other organizations to strengthen an effective human service system that reaches out to all people in our seven-county community. Metro United Way's Diversity and Inclusion Plan reflects its own commitment to diversity in its Board of Directors, volunteer governance and structure, staffing and purchasing.

Each agency receiving funding from Metro United Way agrees to adhere to a policy of diversity and inclusion, striving to reflect the many faces and walks of life that make up our regional community, in its Board of Directors, staff, volunteers, and those served by the agency. Diversity and inclusion are defined as follows:

- **Diversity:** the quality of being different or unique at the individual or group level. This includes work style, parental status, sexual orientation, gender, gender identity, race, national origin, language, age, religion, mental and physical abilities – and more.
- **Inclusion:** a strategy to leverage diversity. Diversity always exists in social systems. Inclusion, on the other hand, must be created. To leverage diversity an environment must be created where people feel supported, listened to and able to do their personal best.

### Communication

Metro United Way views the agencies we fund as partners and enjoys open communication with them. If your organization experiences major changes, MUW should be notified within 30 days. Examples include:



**Our mission is to improve lives and our community by engaging people to give, advocate and volunteer.**

## **ADVANCING EDUCATION INCOME AND HEALTH**

**Metro United Way**  
334 East Broadway  
PO Box 4488  
Louisville KY 40204-0488  
ph: 502 583-2821  
fx: 502 583-0330

**Oldham County**  
PO Box 431  
LaGrange KY 40031  
ph: 502 222-7172  
fx: 502 633-1406

**Shelby County**  
316 Main Street  
Shelbyville KY 40065  
ph: 502 633-4484  
fx: 502 633-1406

**Clark, Floyd and  
Harrison Counties**  
405 E. Court Avenue  
Suite 3  
Jeffersonville IN  
47131-0476  
ph: 812 282-7587  
fx: 812 206-7415

- Anticipated changes to a program funded by Metro United Way.
- Any significant transition including turnover at the executive director level, consideration of merger, change in accredited status, financial challenges, or newly launched programs.

In the wake of a crisis, we want to hear from you directly. As a funder, we want to be prepared to respond effectively. Notify Metro United Way within 48 hours should the following occur:

- A significant incident that could attract or has attracted media attention.
- Loss of license or certification that requires the Agency to stop a Metro United Way funded service immediately.
- The Agency believes it has been the victim of a crime impacting its ability to serve its clients.
- Loss or significant reduction in funding from a contract or grant significant enough to impact service.
- Halt in services for any reason.

### **Marketing**

Funded agencies are expected to actively promote their relationship with and advocate on behalf of Metro United Way by including our current logo on promotional materials, in a visible location at their facilities and on their website. Logos can be found at [www.MetroUnitedWay.org](http://www.MetroUnitedWay.org) or by calling 502-292-6241. Funded agencies may provide public acknowledgement of this grant by using their regular procedures – which may include, but are not limited to, news releases, announcements, and social media.

### **Campaign**

Funded agencies are asked to conduct an employee campaign and solicit their Board of Directors to support the Metro United Way campaign, participate in speaker training, occasionally speak at workplace meetings and other campaign opportunities, and refrain from promoting designation of gifts to donors.

### **Termination of MUW Investment**

Either party may terminate this agreement by notifying the other party in writing. The notice must include the reason for termination and the selected termination date. All investment payments will be suspended at the date of the termination, unless otherwise agreed upon.

**Our mission is to improve lives and our community by engaging people to give, advocate and volunteer.**

## ADVANCING EDUCATION INCOME AND HEALTH

**Metro United Way**  
334 East Broadway  
PO Box 4488  
Louisville KY 40204-0488  
ph: 502 583-2821  
fx: 502 583-0330

By signing below, I agree that I have read and understand the Metro United Way Campaign 2017 Agency Investment Agreement and will commit to the responsibility and requirements contained herein:

The foregoing conditions are accepted and agreed to on (date): \_\_\_\_\_

**Oldham County**  
PO Box 431  
LaGrange KY 40031  
ph: 502 222-7172  
fx: 502 633-1406

Organization: \_\_\_\_\_

By (printed name): \_\_\_\_\_

**Shelby County**  
316 Main Street  
Shelbyville KY 40065  
ph: 502 633-4484  
fx: 502 633-1406

Title: \_\_\_\_\_

**Clark, Floyd and  
Harrison Counties**  
405 E. Court Avenue  
Suite 3  
Jeffersonville IN  
47131-0476  
ph: 812 282-7587  
fx: 812 206-7415

Please return the signed agreement to Cindy Lehnert at [cindy.lehnert@metrounitedway.org](mailto:cindy.lehnert@metrounitedway.org) no later than July 1, 2018. Upon receipt of the properly executed document, Metro United Way will begin monthly fund distributions July 31, 2018.