

**SUBGRANT AGREEMENT BETWEEN
KENTUCKIANAWORKS FOUNDATION, INC.
AND
BOARD OF EDUCATION OF JEFFERSON COUNTY, KENTUCKY
FOR
KENTUCKY MANUFACTURING CAREER CENTER
EDUCATIONAL PROGRAMMING
October 16, 2019 – June 30, 2020**

This Subgrant Agreement is made and entered into October 16, 2019 between the Board of Education of Jefferson County Board Kentucky (hereinafter “JCBE”) and the KentuckianaWorks Foundation, Inc. (hereinafter “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 \$300,000 to KentuckianaWorks Foundation for the July 1, 2019 – June 30, 2020 program year to support manufacturing training at the Kentucky Manufacturing Career Center at the Airport Industrial Center, 160 Rochester Drive, Louisville, KY, 40104. Of the total funding, \$42,000 is 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 JCBE’s role as a subgrantee through the Adult and Continuing Education Unit to provide educational services at the Kentucky Manufacturing Career Center from October 16, 2019 – June 30, 2020. It also confirms KentuckianaWorks Foundation’s agreement to compensate JCBE for said services in accordance with the grant agreement with the Louisville Redevelopment Authority, in an amount not to exceed a total of \$42,000.

I. JCBE AGREES TO:

Adult & Continuing Education

A. Provide staffing at the KMCC as follows:

- 2 part-time instructors to work as follows: 1) 19.75 hours a week and 2) 12 hours a week for 34 weeks to support the M-TEC class. Duties include

tutoring, assistance in soft skills preparation, and administering assessments (TABE, WIN, MSSC)

- Note that 1 Instructor will be responsible for the new pilot FESL as Recruiter and Instructor (Class duration is 1 week). Classes Held:
 - February 24 - 28, 2020
 - April 20 - 24, 2020
- Both Instructors will also teach the Technical Writing Lab Curriculum
- Assist clients in the **Reading Measurable Skills** upgrade which involves 40 hours of participation from each student. The plan of action will include but not limited to:
 - Reading TABE (Pre and Post) 3.0 hours
 - 20 hours Class Instruction with Skills U - Technical Writing Lab Curriculum
 - 10 hours distance learning (Take Home Assignments)
 - 7 hours of Technical Training (performed by Preeminent Trainers) in MTEC & CPT
- With the Pre TABE, the instructors will identify who needs a measurable skills upgrade. This has potential to identify problems with the Safety assessment if a Reading deficiency is discovered and the intention is to decrease failed MSSC assessments.

- B. Provide data on student progress so that KentuckianaWorks can submit data as required by the grant agreement with the LRA.
- C. Provide monthly invoices to KentuckianaWorks Foundation for work completed.

II. KENTUCKIANAWORKS FOUNDATION AGREES TO:

- A. Reimburse JCBE for salary and fringe for Instructors & Coordinator, and mileage as outlined below and not to exceed \$42,000.
- B. Provide and maintain computers needed for assessments and instruction.
- F. Help recruit students for courses.
- G. Furnish and maintain the KMCC classroom.
- H. Submit progress and final reports to the LRA as required by the grant agreement.

Budget Item	Amount
Part-Time Instructor (19.75hrs x 34 weeks)	\$18,401.45
Part-Time Instructor (12hrs x 34 weeks)	\$11,180.63
Extended Time (311 hours over 34 weeks = 9hr/wk)	\$8,319.61

Fringe Benefits at 6%	\$2,274.10
Mileage for local travel @ \$.42/Mile	\$400.00
Indirect costs at 3.51%	\$1,424.21
TOTAL	\$42,000.00

Detailed budget is attached as Exhibit A.

III. DURATION OF AGREEMENT

This Agreement shall be effective upon its execution, and shall continue until June 30, 2020.

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.

IV. AMENDMENT

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.

V. DISCRIMINATION PROHIBITED

Both parties agree not to discriminate on the basis of race, color, national origin, religion, sex, age, 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; Americans 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 regulations, guidelines, and standards lawfully adopted and promulgated under the laws.

VI. HOLD HARMLESS

A. To the extent permitted Kentucky law, JCBE shall indemnify and hold harmless the KentuckianaWorks Foundation, their 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 the 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 KentuckianaWorks Foundation, or their 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.

- B. To the extent permitted by Kentucky law, the KentuckianaWorks Foundation shall indemnify and hold harmless JCBE, 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 the 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 JCBE 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.

VII. INSURANCE

Upon the execution of this Agreement and prior to conducting any classes or occupying any space under this Agreement, KentuckianaWorks Foundation acknowledges the responsibility for procuring and continuously maintaining casualty and liability insurance on Kentucky Manufacturing Career Center premises.

JCBE shall maintain casualty and liability insurance as outlined in Exhibit B as well as contents insurance for all the Board of Education of Jefferson County, Kentucky's owned equipment installed at the site.

VIII. EMPLOYER/EMPLOYEE RELATIONSHIP

It is expressly understood that no employer/employee relationship is created by this Agreement nor does it cause JCBE to be an officer, official, or agent of the KentuckianaWorks Foundation.

IX. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth 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.

IN WITNESS WHEREOF, the parties through their authorized agents, have executed this Agreement the day and year first above written.

Dr. Marty Pollio
Superintendent
Jefferson County Public Schools

Date

Michael B. Gritton
Executive Director KentuckianaWorks Foundation

Date

Approved as to Form:

MICHAEL J. O'CONNELL
JEFFERSON COUNTY ATTORNEY

Stephanie Malone
Stephanie Malone
Assistant Jefferson County Attorney

9/10/19

Date

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JEFFERSON COUNTY ATTORNEY

Stephanie Malone
Stephanie Malone
Assistant Jefferson County Attorney

9/10/19
Date

Exhibit A: 19-20 JCPS-KMCC Budget Breakdown	Budget
1 PT Instructor, to work 19.75 hours a week, for 34 weeks	\$ 18,401.45
Fringe 6%	\$ 1,104.09
1 PT Instructor, to work 12 hours a week, for 34 weeks	\$ 11,180.63
Fringe 6%	\$ 670.84
Extended Time: 311 hours over 34 weeks = 9hr/wk	\$ 8,319.61
Fringe 6%	\$ 499.18
Total Program Salaries	\$ 37,901.69
Total Program Fringe	\$ 2,274.10
Total Program Salaries & Fringe	\$ 40,175.79
Travel (Local)	\$ 400.00
Travel (Out-of-Town)	\$ -
Staff Development	\$ -
Dues/Subscriptions	\$ -
Computer Software	\$ -
Furniture & Other Approved Equipment	\$ -
Office Supplies, Printing, & Copying	\$ -
Postage/Courier Service	\$ -
Outreach/Recruitment	\$ -
Transportation: TARC Tickets and Passes	\$ -
Tests and Educational Materials	\$ -
Unforeseen Miscellaneous	\$ -
Total Operational Costs	\$ 400.00
Subtotal	\$ 40,575.79
Indirect costs (3.51%)	\$ 1,424.21
Total Funds Requested (JCPS Contract)	\$ 42,000.00

Exhibit B

INSURANCE REQUIREMENTS

A. Prior to commencing work, JCBE shall obtain at its own cost and expense the following types of insurance through insurance companies licensed in the State of Kentucky. Insurance written by non-admitted carriers will also be considered acceptable, in accordance with Kentucky Insurance Law (KRS 304.10-040). Workers' Compensation written through qualified group self-insurance programs in accordance with Kentucky Revised Statutes (KRS 342.350) will also be acceptable. JCBE shall not commence work under this Contract until all insurance required under the Contract Document has been obtained and until copies of policies or certificates thereof are submitted to Metro Government and approved by the Metro Government's Risk Management Division. JCBE shall not allow any subcontractor to commence work until the insurance required of such subcontractor has been obtained and copies of Certificates of Insurance retained by JCBE evidencing proof of coverages.

Without limiting JCBE's indemnification requirements, it is agreed that JCBE shall maintain in force at all times during the performance of this agreement the following policy or policies of insurance covering its operations, and require subcontractors, if subcontracting is authorized, to procure and maintain these same policies until final acceptance of the work by the Metro Government. Metro Government may require JCBE to supply proof of subcontractor's insurance via Certificates of Insurance, or at Metro Government's option, actual copies of policies.

B. The following clause shall be added to the JCBE's (and approved subcontractors) Commercial General Liability Policies:

1. "The KentuckianaWorks Foundation, its elected and appointed officials, employees, agents and successors are added as an "Additional Insured" as respects operations of the Named Insured performed relative to the contract."

C. The insurance to be procured and maintained and minimum Limits of Liability shall be as follows, unless different limits are specified by addendum to the contract (and such minimum limits shall not limit access to the full amount of insurance available (whether through primary, excess or umbrella policies) on JCBE's or subcontractors policy(ies), if that/those policy(ies) provide for Limits above the minimum):

1. **COMMERCIAL GENERAL LIABILITY:** via the Occurrence Form, primary and non-contributory, with a \$1,000,000 Combined Single Limit for any one Occurrence and \$2,000,000 aggregate for Bodily Injury, Personal Injury and Property Damage and Products/Completed Operations, including:

- a. Premises - Operations Coverage
- b. Products and Completed Operations
- c. Contractual Liability
- d. Broad Form Property Damage
- e. Independent Contractors Protective Liability
- f. Personal Injury

D. ACCEPTABILITY OF INSURERS

Insurance is to be placed with Insurance Companies with an A. M. Best Rating of no less than "A- VI"; unless proper financial information relating to the Company is submitted to and approved by Metro Government's Risk Management Division.

E. MISCELLANEOUS

1. JCBE shall procure and maintain insurance policies and shall furnish Certificates of Insurance upon the execution of the Contract. The Certificates shall include the name and address of the person executing the Certificate of Insurance as well as the person's signature. If policies expire before the completion of the Contract, renewal Certificates of Insurance shall be furnished to Metro Government at least fifteen (15) days prior to the expiration of any policy(s).
2. Upon execution of the contract, Certificates of Insurance as required above shall be furnished to:

KentuckianaWorks
410 W. Chestnut Street, Suite 200
Louisville, KY 40202

3. Upon Renewal of insurance coverage (s), Certificates of Insurance evidencing renewal shall be furnished via mail or e-mail to:

Louisville/Jefferson County Metro Government

Office of Management and Budget
Risk Management Division
611 West Jefferson Street
Louisville, Kentucky 40202
riskreview@louisvilleky.gov

4. CANCELLATION OR MATERIAL CHANGE OF COVERAGE: JCBE shall notify Metro Government's Risk Management Division of any policy cancellation within two business days of its receipt of same. Upon any material change (changes that reduce/restrict limit or terms and conditions to your insurance coverage) in coverage as required above, JCBE shall notify Metro Government's Risk Management Division within two business days. If JCBE fails to notify Metro Government as required by this Agreement, JCBE agrees that such failure shall be a breach of this Agreement. Metro Government reserves the right to require the insurance policy(s) required above to be specifically endorsed to provide notice of cancellation and/or material change of coverage in accordance with policy provisions. When requested by the Metro Government, a copy of the policy endorsement shall be provided to Metro Government's Risk Management Division.
5. Approval of the insurance by Metro Government shall not in any way relieve or decrease the liability of the JCBE hereunder. It is expressly understood that Metro Government does not in any way represent that the specified Limits of Liability or coverage or policy forms are sufficient or adequate to protect the interest or liabilities of JCBE.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/21/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Underwriters Group, Inc. 1700 Eastpoint Parkway P.O. Box 23790 Louisville, KY 40223	CONTACT NAME: PHONE (A/C, No, Ext): 502-244-1343 FAX (A/C, No): 502-244-1411 E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: American Alternative Insurance Corp INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 19720
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INSURED
Jefferson County Board of Education
3332 Newburg Rd.
Louisville, KY 40218

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Excess General Liab GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			N3A2RL000000912 Retained Limit	07/01/2018 07/01/2018	07/01/2019 07/01/2019	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$0 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$0 Retained Limit \$500,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A					<input type="checkbox"/> PER-STATUT E <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Kentuckiana Works

410 W. Chestnut Street
Suite 200
Louisville, KY 40202

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE