



# Commonwealth of Kentucky

## CONTRACT

### DOC ID NUMBER:

PON2 531 2000003758

Version: 1

Record Date: 09/09/20

Document Description: OVR & Greater Louisville Education Cooperative

Cited Authority: FAP111-44-00  
Memorandum of Agreement

Reason for Modification:

### Issuer Contact:

Name: Barry Stigers  
Phone: 502-564-1069  
E-mail: Barry.stigers@KY.GOV

### Vendor Name:

JEFFERSON COUNTY BOARD OF EDUCATION  
GREATER LOUISVILLE EDUCATION  
COOPERATIVE  
3332 NEWBURG ROAD  
LOUISVILLE KY 40218

### Vendor No.

KY0036146

### Vendor Contact

Name: EDWARD D MUNS  
Phone: 502-485-3509  
Email: Edward.Muns@jefferson.kyschools.us

Effective From: 2020-09-15

Effective To: 2021-06-30

Line Item	Delivery Date	Quantity	Unit	Description	Unit Price	Contract Amount	Total Price
1		0.00000		Administrative Services, All Kinds	\$0.000000	\$242,985.00	\$242,985.00

### Extended Description:

The purpose of this agreement is to facilitate Pre-employment transition services to youth considered potentially eligible for Vocational Rehabilitation services through transition services.CFDA# 84.126A For more information, please see terms and conditions.

Shipping Information:	Billing Information:
Office of Vocational Rehabilitation - Frankfort 500 Mero Street, 4th Floor NE  Frankfort KY 40601	Office of Vocational Rehabilitation - Frankfort 500 Mero Street, 4th Floor NE  Frankfort KY 40601

**TOTAL CONTRACT AMOUNT: \$242,985.00**

	<b>Document Description</b>	<b>Page 2</b>
<b>2000003758</b>	<b>OVR &amp; Greater Louisville Education Cooperative</b>	<b>of %d</b>

**Memorandum of Agreement**  
**Between**  
**Education and Workforce Development Cabinet**  
**Office of Vocational Rehabilitation**  
**And**  
**Greater Louisville Educational Cooperative**  
**(GLEC)**

**This Memorandum of Agreement (MOA) is entered into, by and between the Commonwealth of Kentucky, Office of Vocational Rehabilitation (“the Commonwealth” or “OVR”) and Greater Louisville Educational Cooperative (“the Contractor” or “GLEC”) establish an agreement for the provision of the Workforce Innovation and Opportunity Act (“WIOA”), 2014, and Rehabilitation Services Administration’s required provision of pre-employment transition services to students with disabilities. The initial MOA is effective from September 15, 2020 through June 30, 2021.**

**Establishment Authority:**

**WHEREAS, the Workforce Innovation and Opportunity Act, Section 422, mandates the provision of Pre-Employment Transition Services.**

**WHEREAS, all contracted activities must focus exclusively on school students with disabilities, age 14-21, in need of pre-employment transition services who are eligible or potentially eligible for OVR services.**

**WHEREAS, in Kentucky, a “student with a disability” is an individual age 14-21, with a disability, who is enrolled in a secondary, postsecondary, or other recognized education program who is eligible for, and receiving, special education or related services under Part B of the Individuals with Disabilities Education Act (20 U.S.C. 1411 et seq.); or is an individual with a disability for purposes of Section 504 of The Rehabilitation Act.**

**WHEREAS, "Potentially Eligible," as defined in 34 CFR § 361.48(a), means all students with disabilities who satisfy the definition in 34 CFR 361.5(c)(51), regardless of whether they have applied, and been determined eligible, for the VR program. The term "potentially eligible" is applicable only when implementing the requirements governing pre-employment transition services in 34 CFR § 361.48(a).**

	<b>Document Description</b>	<b>Page 3</b>
<b>2000003758</b>	<b>OVR &amp; Greater Louisville Education Cooperative</b>	<b>of %d</b>

**WHEREAS, the Workforce Innovation and Opportunity Act requires that states reserve 15% of their federal VR allotment to provide Pre-employment Transition Services to students with disabilities.**

**WHEREAS, the required Pre-employment Transition Services activities allowed under the law are:**

- **Job exploration counseling**
- **Work-based learning experiences**
- **Counseling on post-secondary education opportunities**
- **Workplace readiness training to develop social skills and independent living skills**
- **Instruction in self-advocacy**

**Now, therefore, the parties agree as follows:**

**Scope of Services:**

**According to state school (Kentucky School for the Blind) and Jefferson County Public Schools (JCPS) district data, there are approximately 3100 students with disabilities ages 14-21 with Individual Education Programs (IEPs) in the GLEC region. There are also approximately 1200 potentially eligible students in the GLEC region with 504 plans, and other data related to medically identified students who may be OVR potential clients. Based on the focus of individual student participation with the increase of staffing, our goal is to increase new student participation by 10% annually. Another goal is to support 300 students access to one of the five Pre-ETS areas (e.g. one activity or experience per location such as attending a transition conference, participation in a self-advocacy workshop, or preparing students to lead their IEP annual meeting). The Contractor shall intensively work with students to support post-secondary transition goals. GLEC will use the newly developed Pre-ETS Individual Support Form (see Appendix B) with individual and/or small groups of students to monitor the activities conducted and to determine when students have mastered the indicators/outcomes. This data will be made available to school counselors, teachers, and Directors of Special Education. Collected data will be used to identify students who met the criteria for transition readiness.**

**Schools that GLEC worked with during the previous contract year have indicated a desire for GLEC staff to continue to provide Pre-ETS services after this school year. GLEC anticipates that additional schools may request services. With two (2) individuals providing services, the ratio of staff to schools would increase opportunities for individualized planning. Schools have indicated a desire to continue**

	<b>Document Description</b>	<b>Page 4</b>
2000003758	OVR & Greater Louisville Education Cooperative	of %d

participation in regional transition fair activities. Through individual counseling, group workshops, business and industry tours, college tours, and transition fairs, all five services can be made available based on student need.

Through ongoing Professional Development and continuous training, GLEC staff will provide individual, small group, large group, and transition events, Business/Industry Tours, and College Visits/Tours that will meet students' needs.

GLEC will provide the required pre-employment transition services activities based on individual and group needs. The activities for each of the five areas will be determined by individual student needs. Each event will be based on the school and district communication and collaboration per student's individual education program (IEP), the Pre-ETS need(s), or the ARC committee decisions. This will address individual needs, transition goals, or post-secondary goals. Outcomes will be determined by multiple data points such as evidence of participation and evaluation of readiness and engagement in the activities. GLEC will collect evidence of need(s) to progress through Pre-ETS services. GLEC will collaborate to host two conferences or college and career pathway fairs, and ten workshops.

<b>Job Exploration counseling: May include discussion or information on the student's vocational interest, area labor market, in-demand occupations, and other identification of career pathways of interest to the student. Job Exploration Counseling includes activities and experiences that assist students in:</b> <b>Explore career options and identify career pathways of interest</b> <b>Uncover vocational interests using inventories</b> <b>Learn about skills needed in the workplace and for specific jobs</b> <b>Understand the labor market including in-demand industries and occupations,</b> <b>Learn about non-traditional employment options</b>	
<b>Individual</b> <b>As appropriate, and in collaboration with district personnel:</b> <b>With the student, review vocational interest inventory results</b> <b>Learn about and explore career pathways using state career information systems</b> <b>Interview people to learn about jobs and skills needed to succeed</b> <b>Provide information regarding nontraditional employment</b> <b>Work with the student to develop a</b>	<b>Group</b> <b>Share and discuss local labor market information and how it impacts them</b> <b>Use O*NET to explore careers</b> <b>Arrange a panel of local employers meet with students</b> <b>Develop a local career fair</b> <b>Provide information regarding nontraditional employment</b> <b>Work with students to complete vocational interest inventories</b> <b>Discuss information about career</b>

	<b>Document Description</b>	<b>Page 5</b>
2000003758	OVR & Greater Louisville Education Cooperative	of %d

<b>career goal plan</b> <b>Talk</b> about in-demand occupations within the community <b>Link</b> students with career mentors, job shadowing contacts <b>Connect</b> students with business mentors in the areas of interest <b>Provide</b> information regarding non-traditional employment <b>Provide</b> information about in-demand industry sectors and occupations <b>Provide</b> visuals such as videos of various occupations for students to view	<b>pathways and help students identify career pathways of interest to them</b> <b>Host</b> Regional or school transition conference with career speakers <b>Host</b> a workshop that informs students about job shadowing, paid/non-paid work experience, career mentorship, paid/non-paid internships <b>Provide</b> workplace tours for groups of students <b>Discuss</b> information about career pathways and determine barriers and alternatives <b>Have</b> students explore 3 to 5 Career pathways of their interest <b>Teaching</b> students what jobs are in demand <b>Provide</b> information regarding nontraditional employment <b>Teaching</b> students about the local labor market and how it impacts their life. <b>Career</b> fair
<input type="checkbox"/>	

<b><u>Work-based learning (WBL)</u> experiences is an educational approach or instructional method that uses community workplaces to provide students with the knowledge and skills that will help them connect school experiences to real-life work activities and future career opportunities. It is essential that direct employer or community involvement be a component of WBL to assure in-depth student engagement. WBL may include in-school, after school, or community-based opportunities, apprenticeships (excluding pre-apprenticeships and registered apprenticeships), job shadowing, career mentorship, paid and non-paid internships, and simulated workplace experiences. Work-based learning experiences must be in competitive, integrated settings to the maximum extent possible.</b>	
<b>Individual</b> As appropriate, and in collaboration with district personnel: <b>Develop</b> work sites aligned with	<b>Group</b> <b>Coordinate</b> worksite tours to learn about specific job skills <b>Provide</b> virtual career tours

	<b>Document Description</b>	<b>Page 6</b>
2000003758	OVR & Greater Louisville Education Cooperative	of %d

<b>student interest</b> <b>Provide local volunteer opportunities for students</b> <b>Conduct work-based learning evaluations of student performance</b> <b>Provide opportunities for Internships, Apprenticeships (not registered apprenticeships or pre-apprenticeships), Fellowships</b>	<b>Provide guest speakers to talk about Apprenticeships, job shadowing</b> <b>Provide guest speakers to talk to students about specific careers - allow students to ask questions in relation to that career</b> <b>Coordinate informational interviews to research employers</b>
<input type="checkbox"/>	

<b>Pos8Secondary Counseling: Plan for opportunities for enrollment in comprehensive transition or postsecondary educational programs at institutions of higher education (IHE): may include providing information on how post-secondary education may help students reach a vocational goal. This includes information on community colleges, universities, career pathways training programs, trade/technical schools, military, and disability-specific services.</b>	
<b>Individual</b> As appropriate, and in collaboration with district personnel: <b>Learn about accommodations for college entrance exams</b> <b>Develop 'class shadows' in college and vocational training classrooms</b> <b>Advise students and parents or representatives on academic curricula</b> <b>Provide information about the college application and admissions processes</b> <b>Complete the Free Application for Federal Student Aid (FAFSA) with student</b> <b>Provide resources that may be used to support individual student</b>	<b>Group</b> <b>Coordinate group college visits to a variety of settings</b> <b>Plan visits to Job Corps</b> <b>Conduct workshops about Accessibility Offices at Colleges</b> <b>Conduct workshops about various branches of the Military and the requirements, including ASVAB</b> <b>Conduct workshops to inform students of various Summer camp opportunities in the region at Post-Secondary settings</b> <b>Provide guest speakers such as personnel from post-secondary Office of Accessibility</b>

	<b>Document Description</b>	<b>Page 7</b>
2000003758	OVR & Greater Louisville Education Cooperative	of %d

<p> <b>success in education and training (i.e., disability support services)</b>  <b>Provide students information on SSI</b>  <b>Provide students information on STABLE Ky</b>  <b>Provide students information on Guardianship</b>  <b>Provide students information on Special Needs Trust</b>  <b>Community Support for an individual with a disability</b>  <b>Learn about accommodations for college entrance exams.</b>  <b>Share information regarding graduation rates for students that register with Disability Services vs. those who do not.</b>  <b>Share information regarding admission requirements and process.</b>  <b>With students, practice filling out college applications.</b>  <b>With the student, create a list of questions for Admissions and/or Disability Services staff.</b>  <b>With the student, make phone calls to Admissions and/or Disability Services to ask questions</b>  <b>Provide students with the opportunity to tour the Disability Resource Center</b>  <b>Share information regarding available programs at community colleges and technical schools.</b> </p>	
<input type="checkbox"/>	

<p> <b><u>Workplace readiness training to develop social skills and independent living: may include instruction on independent living skills, social skills, financial literacy,</u></b> </p>
---

	<b>Document Description</b>	<b>Page 8</b>
2000003758	OVR & Greater Louisville Education Cooperative	of %d

<p><b>job-seeking skills, employer expectations, and other “soft” skills. In addition to developing social and independent living skills, workplace readiness training may also include: Financial literacy, Orientation and mobility skills (can only be provided by certified O&amp;M specialist- status must be verified by copy of certification certificate, Job-seeking skills, Understanding employer expectations for punctuality and performance</b></p>	
<p><b>Individual</b></p> <p><b>As appropriate, and in collaboration with district personnel:</b></p> <ul style="list-style-type: none"> <li><b>Identify and learn how to use assistive technology in the workplace</b></li> <li><b>Meet with a benefits counselor</b></li> <li><b>Develop individual transportation plans and learn necessary mobility skills</b></li> <li><b>Workplace professional manner</b></li> <li><b>Listening skills</b></li> <li><b>Physical Space awareness</b></li> <li><b>Communication skills- especially how to handle certain situations</b></li> <li><b>Connect student with a business mentor</b></li> <li><b>Conduct mock interviews with students</b></li> <li><b>Help students with transportation:Tarc 3/ Driver permit test</b></li> </ul> <p><b>Provide self-evaluation instruction/ programs that include the same topics as found under a group setting:</b></p> <ul style="list-style-type: none"> <li><b>o Maintaining healthy relationships</b></li> <li><b>o Work and study habits</b></li> <li><b>o Planning and goals setting</b></li> <li><b>o Using community resources</b></li> </ul>	<p><b>Group</b></p> <p><b>Provide lessons on strategies to support independence at work such as time management, self- monitoring performance, and accepting constructive feedback</b></p> <p><b>Teaching soft skills</b></p> <p><b>Conduct simulations to develop social and communication skills</b></p> <p><b>Develop financial literacy; including banking and budgeting skills</b></p> <p><b>Teaching Financial Literacy</b></p> <p><b>Budgeting - Providing students with the opportunity to attend Money Skills 101 workshops</b></p> <p><b>Banking- inform them of the various accounts that are available (credit/debit)</b></p> <p><b>Teach on how to communicate on the job with</b></p> <p><b>Provide role-play experiences for working as a team</b></p> <p><b>Develop communication and interpersonal skills</b></p> <p><b>Develop job-seeking skills</b></p> <p><b>Instruct students on understanding employer expectations for punctuality and performance, as well as other “soft” skills necessary for employment</b></p>



	<b>Document Description</b>	<b>Page 9</b>
<b>2000003758</b>	<b>OVR &amp; Greater Louisville Education Cooperative</b>	<b>of %d</b>

<ul style="list-style-type: none"> <li>o Budgeting and paying bills</li> <li>o Computer literacy</li> </ul>	

<p><b><u>Instruction in self-advocacy, including peer mentoring:</u> may include instruction and peer mentoring to help students effectively communicate, convey, negotiate, and assert their own interests and/or desires. Self-advocacy skills are developed when students are provided with experiences to develop:</b></p> <ul style="list-style-type: none"> <li>▪ Knowledge of self</li> <li>▪ Knowledge of rights and responsibilities</li> <li>▪ Communication skills</li> <li>▪ Leadership skills</li> </ul>	
<p><b>Individual</b></p> <p><b>Teach Independent skills</b></p> <p><b>Appearance</b></p> <p><b>Carrying money Safely</b></p> <p><b>Provide students information on Waiver programs</b></p> <p><b>Discuss with students how to identify their strengths and weaknesses</b></p> <p><b>Discuss with the students their rights and their responsibilities</b></p> <p><b>Discuss with the student how their disability impacts them and identify strategies that may assist them at school, work and socially</b></p> <p><b>Use computer-assisted instruction to learn about IEP's and how to be an active participant</b></p> <p><b>Assist student to identify, document and explain needed accommodations</b></p> <p><b>Assist student in developing goals and information to share at their</b></p>	<p><b>Group</b></p> <p><b>Conduct a panel presentation of recent graduates to share their experiences</b></p> <p><b>Select and deliver a disability disclosure curriculum</b></p> <p><b>Teach a class using 'Whose Future is it Anyway' to teach self-determination skills</b></p> <p><b>Assist students in selecting a community need and create a plan to address it</b></p> <p><b>Teach students about and discuss rights and responsibilities</b></p> <p><b>Teach students how to request accommodations or services and supports</b></p> <p><b>Assist students in communicating their thoughts, concerns, and needs, to prepare them for peer mentoring opportunities with individuals working</b></p>

	<b>Document Description</b>	<b>Page 10</b>
<b>2000003758</b>	<b>OVR &amp; Greater Louisville Education Cooperative</b>	<b>of %d</b>

<p><b>IEP</b></p> <p><b>Provide opportunities for students to participate in mentoring with individuals employed by or volunteering for employers, boards, associations, or organizations in integrated community settings</b></p> <p><b>Provide opportunities for students to participate in youth leadership activities offered in educational or community settings</b></p>	<p><b>in their area(s) of interest</b></p>
--	--

	<b>Document Description</b>	<b>Page 11</b>
<b>2000003758</b>	<b>OVR &amp; Greater Louisville Education Cooperative</b>	<b>of %d</b>

**In Kentucky, all public school districts are assigned an indirect cost rate by the Kentucky Department of Education per their negotiated rate with the US Department of Education. JCPS' current indirect cost rate is 3.51% excluding contracts with external organizations.**

**Indirect costs will be used to contribute to the cost of utilities, building use, telephone service, maintenance, and computer network charges for the GLEC offices at JCPS**

<b>Staff Pre-ETS Transition Specialists</b>	<b>Qualifications</b>
<b>Consultant 1: Consultant 1, Contract manager in consultation with GLEC director (Full time employee 100%-OVR duties)</b>	<b>Rank 1 Consultant certificate Master of Art in Education Master of Art in Teaching Teaching Certification: Learning Behavior Disabilities LBD</b>
<b>Consultant 2: (Full time employee 100%-OVR duties)</b>	Preference is that the staff have a minimum of a Bachelor's degree in a related education, counseling or human services field and/or have experience or be knowledgeable about disability programs and policies to include vocational rehabilitation, special education, career, and technical education, career pathways, etc.

**Consultant professional development: Funds will be dedicated for ongoing professional development for the three Pre-ETS staff positions. Ongoing professional development (PD) opportunities internal and external will be provided for staff so they can be more effective in working with employers and students with disabilities. Ideas for PD may include, but are not limited to:**

**Council of Exceptional Children's Services (CEC)**

**Autism Transition Summit**

**Persistence to Graduation Summit**

**The American Association on Intellectual and Developmental Disabilities (AAIDD)**

**TASH (formerly known as The Association for the Severely Handicapped)**

**Pre-ETS related conferences or sessions to communicate with district partners, parents, and community partners**

	<b>Document Description</b>	<b>Page 12</b>
<b>2000003758</b>	<b>OVR &amp; Greater Louisville Education Cooperative</b>	<b>of %d</b>

## Budget

2020-21 3% inc.

### Personnel Salaries

Pre-ETS Transition Specialists for GLEC - 1.0 FTE

Consultant 1      Resource Teacher - \$425.3802 @187 days      \$79,546

Extended Days - for work in summer months

13 days @ \$425.3802      \$5,530

TBN - Resource Teacher @ \$395.73 per day @ 195 days -1.0 FTE      \$77,167

Total Salaries      \$162,243

### Fringe Benefits (federal)

Consultant 1 -      \$21,901

Consultant 1 - Extended Days (13)      \$1,043

Resource Teacher      \$21,476

Total Fringe Benefits      \$44,420

### Travel

Staff travel to schools

Statewide meetings & Conference

Out-of-state Conferences - Professional Learning

2 staff @ 145days @ 30 miles per day @.41 per mile      \$3,567

Total Travel      \$9,351

### Materials & Supplies

#### School Workshops

Curriculum for OVR consultants      \$4,500

Workshop / Events Materials and Supplies\*      \$7,500

General Supplies      \$1,000

(\*In-school workshops, Transition Events, Reverse Transition Fairs, i.e., supplies for student presentations, office supplies, copies, student supplies for individual & group activities)

Total Materials & Supplies      \$13,000

### Other

Conference Registrations (See options within Scope of Work)      \$5,731

Total Other      \$5,731

Total Direct Costs      \$234,745

Indirect Costs @ 3.51%      \$8,240

In Kentucky, all public schools districts are assigned an indirect cost rate by the Kentucky Department of Education per their negotiated rate with the US Department of Education. JCPS' current indirect cost rate is 3.51% excluding contracts with external organizations

JCPS is the fiscal agent for GLEC.      \$242,985

	<b>Document Description</b>	<b>Page 13</b>
<b>2000003758</b>	<b>OVR &amp; Greater Louisville Education Cooperative</b>	<b>of %d</b>

Deliverables:

**The Contractor shall provide the following:**

**Demonstrate, through the use of pre and post-tests, that students with disabilities will experience an increase in knowledge as a result of Pre-ETS. OVR recognizes that not all students may have an increase.**

**Provide required completed Pre-ETS Referral Form to OVR for student approval prior to student starting Pre-ETS program.**

**Information must be obtained utilizing the Pre-ETS Referral Form:**

**Name; (first, last, middle)**

**Date of Birth;**

**Social Security Number, if available, and if not, a unique identification number;**

**Mailing & residential address;**

**Phone number;**

**Parent or guardian name (specify if legal guardian);**

**If student has an IEP or 504 Plan, a copy of that plan (or required signatures on Referral Form)**

**If student does not have an IEP or 504 Plan, provide some other documentation of disability;**

**Expected year of graduation/completion;**

**Gender;**

**Race; and**

**Ethnicity.**

Current process is as follows:

**Once a student is identified as eligible or potentially eligible for VR services, and in need of receiving Pre-ETS, contractor will ensure the Pre-ETS Referral Form is completed. Parental/guardian consent must be obtained for any students under the age of eighteen (18).**

**Contractor must submit the completed Pre-ETS Referral Form to OVR field staff or**

	Document Description	Page 14
2000003758	OVR & Greater Louisville Education Cooperative	of %d

**OVR Administrator for approval.**

**OVR field staff or OVR Administrator will notify contractor with approval and student case number. OVR staff will also inform contractor of any students deemed ineligible for services.**

**Provide student participant sheet with service session information to OVR within 15 days after quarter end, dates below.**

**When submitting documentation for the provision of Pre-ETS for a student, service session must be completed that identifies each individual/group services. An OVR Pre-ETS Report Form must be used. Information required on the service session includes:**

**Date that service occurred;**

**Amount of time spent in direct service to the student;**

**Which of the five (5) required Pre-ETS were performed (job exploration counseling, work-based learning experiences, workplace readiness, instruction in self-advocacy, counseling on opportunities for enrollment in postsecondary education);**

**Specify an activity note description of the pre-employment transition service activity.**

*Once electronic software is implemented, web portal will replace paper documents but information must be entered into the portal by the same deadlines.*

#### Year 1 of Contract

**Quarter 1= September 15 - September 30 due by October 15, 2020**

**Quarter 2= October 1-December 31 due by January 15, 2021**

**Quarter 3= January 1-March 31 due by April 15, 2021**

**Quarter 4= April 1-June 30 due by June 30, 2021**

**End of the Contract Year Reports:**

**Year 1 of Contract due by June 30, 2021**

Information obtained in end of year reporting should include the following:

**Describe the successes you experienced during the report period**

**Describe the challenges you experienced during the reporting period**

**Discuss collaboration efforts**

**Discuss progress on achieving goals**

**Report at least one testimony or notes from satisfied student/parent whom have**

**received services from the program.** *(Note that the testimonies will be utilized in state and federal reports so please redact any identifying information.)*

	<b>Document Description</b>	<b>Page 15</b>
2000003758	OVR & Greater Louisville Education Cooperative	of %d

**Invoicing:**

**The Contractor should submit invoices on a monthly basis for actual costs incurred as specified in the budget section of this contract . Such invoices shall include expenditures direct fund authorized for support of the program work performance.**

A copy of the monthly invoice and any supporting documentation shall be submitted to:

**[OVRInvoices@ky.gov](mailto:OVRInvoices@ky.gov)**

**Monthly Financial Reimbursement Submission Requirements:**

**The Contractor shall submit monthly financial reimbursement request. Financial reports are due by the 15<sup>th</sup> of each month for the previous month (i.e. September 2020 financial reports are due by October 15, 2020). If the 15<sup>th</sup> falls on a weekend or holiday, the report is due the following business day.**

**If no reimbursement is required during a specific month, the Contractor shall send notification to [OVRInvoices@ky.gov](mailto:OVRInvoices@ky.gov) stating no reimbursement is requested for said month.**

**The Contractor's Financial Director, or designee, shall certify the accuracy of the request through signature on their payment request form. Failure to submit reports according to the time period set forth by policies and procedures may result in delay or withholding of funds. Back up financial documentation is required for all payment requests.**

**Monitoring:**

**The OVR Administrator will regularly monitor Pre-ETS activities to ensure compliance with all federal and state Pre-ETS requirements. Monitoring will include, at minimum, the following activities:**

**Intake and service session information will be reviewed by OVR Administrator to ensure accuracy as well as eligibility status of students. OVR Administrator will verify that each individual referred for Pre-ETS meets the definition of "student with a disability" and that each individual is in need of identified services, prior to service provision.**

	<b>Document Description</b>	<b>Page 16</b>
2000003758	OVR & Greater Louisville Education Cooperative	of %d

**Prior to processing payment to contractor for the provision of Pre-ETS, OVR Administrator will review claim vouchers and supporting documentation, to ensure completeness of data, ensure invoicing is accurate, reflects services initially authorized for each student, and matches service sessions listed. If discrepancies exist, corrective action may include discussion with contractor to ensure all service sessions are appropriate, are correct. If discrepancies are unable to be reconciled, this will result in reduction or denial of claim voucher. Contractor will be required to submit a corrected claim within 10 calendar days. Specific issues will be documented in writing and provided to contractor.**

**OVR Administrator will review in detail, a sampling of total service sessions entered each quarter to ensure sessions are being recorded accurately and are attributed to the appropriate Pre-ETS activity. OVR will provide written communication to contractor regarding areas of improvement and corrective action requirements, as applicable.**

**OVR will conduct monitoring reviews at least annually to evaluate compliance and requirements as outlined in this MOA, and ensure adherence to requirements, as needed. OVR and contractor will collaboratively develop corrective action plans to address any applicable issues that arise during the monitoring review.**

#### **COVID-19 Terms**

**Due to the outbreak of the COVID-19 virus and the state of emergency declared in Executive Order 2020-215, OVR has ceased all in-person services. Our primary concern is the health and safety of our consumers, staff, and partners. During the contractual timeframe of September 15, 2020 through June 30, 2021, the vendor shall comply with the following terms unless Executive Order 2020-215 is rescinded or OVR directs otherwise:**

**Substantive services must continue to be provided to consumers. Substantive services may include but are not limited to resources for distance service delivery listed at: <http://www.wintac.org/content/resources-distance-service-delivery#tech>.**

- 2. In order for services to be reimbursed substantive services must be rendered.**
- 3. While the Executive Order #2020-215 is in place, service providers may implement accessible training activities using a computer-based training**



	<b>Document Description</b>	<b>Page 17</b>
<b>2000003758</b>	<b>OVR &amp; Greater Louisville Education Cooperative</b>	<b>of %d</b>

platform that allows for face-to-face interaction. As part of this process, the service provider must evaluate the consumer's ability to actively participate in computer-based training, including identifying whether the customer has the computer resources available.

4. Prior to providing services on a remote basis to OVR consumers, the contractor shall submit a plan of service to the OVR Pre-Employment Transition Administrator detailing your methods of providing remote services.
5. The provider shall have documentation from OVR agreeing to the virtual services plan before any provision of virtual services begins. The provider is required to use the Kentucky Pre-Employment Transition Services Data reporting system.
6. All invoices for services should include the following information:
  - (a) specific consumer name
  - (b) the specific service provided
  - (c) the date of service provision
  - (d) the timeframe of the services delivered
7. OVR has the right to terminate this agreement upon 30 days written notice in the event that:
  - (a) a vendor is unable to provide services remotely; or
  - (b) a consumer cannot participate in computer based training, and/or;
  - (c) OVR did not approve the training plan

If you are a provider of Pre-Employment Transition Services (Pre-ETS), you may contact [Dorothy.Jenkins@ky.gov](mailto:Dorothy.Jenkins@ky.gov) to request approval of the content and methods of providing Pre-ETS remotely.

#### **ADDITIONAL EDUCATION AND WORKFORCE CABINET TERMS AND CONDITIONS**

##### **(1) Modifications or Amendments**

Proposed amendments, modifications, or revisions to this Agreement may be made at any time by either party but shall become valid and effective only when reduced to writing, duly signed by each of the parties hereto, and attached to the original of this Agreement.

##### **(2) Pricing/Payments to Contractor**

	<b>Document Description</b>	<b>Page 18</b>
2000003758	OVR & Greater Louisville Education Cooperative	of %d

**OVR shall, in accordance with the provisions of this Section, pay Contractor as set forth below:**

**(a) For performance of the services specified herein, OVR agrees to pay Contractor pursuant to the terms set forth in the Budget.**

**(b) The Schedule of Payment to the Contractor shall be on a monthly basis for expenditures for actual services rendered and sent to for the total direct and indirect funds authorized for support of program work performance during the fiscal year or years set forth in this Agreement. Invoices can be sent electronically to: [OVRInvoices@ky.gov](mailto:OVRInvoices@ky.gov)**

**(c) Payment**

**1. Advance, Interim and Final Payments**

**Any advance payment allowed under this Agreement shall comply with Commonwealth Fiscal Rules and be made in accordance with the provisions of this Agreement. Contractor shall initiate any payment request by submitting standard invoices to the Commonwealth. Interim payments shall be made on a reimbursement basis. Contractor may request payments monthly; however, the reimbursement amount for each request shall be no less than \$1,000 unless it is a request for final payment.**

**2. Preliminary or Pre-Agreement Costs**

**Certain preliminary costs for services, incurred by Contractor prior to the execution of the grant award, may be reimbursable or included as part of allowable in-kind contributions. To be eligible, such costs shall be disclosed to the Commonwealth as preliminary and shall be subject to the cost principles set out in 2 CFR Part 200.**

**3. Interest**

**The Commonwealth shall fully pay each invoice within 30 days of receipt thereof if the amount invoiced represents performance by Contractor previously accepted by the**

	<b>Document Description</b>	<b>Page 19</b>
<b>2000003758</b>	<b>OVR &amp; Greater Louisville Education Cooperative</b>	<b>of %d</b>

**Commonwealth. A penalty payment of one percent (1%) per month shall be added to the amount due the vendor for each full or partial month that the payment exceeds 30 working days.**

#### **4. Available Funds-Contingency-Termination**

**The Commonwealth is prohibited by law from making fiscal commitments beyond the term of the Commonwealth's current fiscal year. Therefore, Contractor's compensation is contingent upon the continuing availability of Commonwealth appropriations. If federal funds are used with this Agreement in whole or in part, the Commonwealth's performance hereunder is contingent upon the continuing availability of such funds. Payments pursuant to this Agreement shall be made only from available funds encumbered for this Agreement and the Commonwealth's liability for such payments shall be limited to the amount remaining of such encumbered funds. If Commonwealth or federal funds are not appropriated, or otherwise become unavailable to fund this Agreement, the Commonwealth may immediately terminate this Agreement in whole or in part without further liability in accordance with the provisions herein.**

#### **(d) Use of Funds**

**Pursuant to 2 CFR 200.420 to 200.475, funds shall be used only for eligible costs identified in the Budget.**

#### **(3) Confidentiality**

**Personnel employed by OVR, and the Contractor, assigned to provide cooperative services to participants with disabilities will have access to confidential information that has been provided through the appropriate legal procedures of the respective agencies. No information will be re-released by either party without the informed written consent of the program participant, except as allowed or authorized under applicable state or federal law. Any request or demand by a third party for OVR records and information in the**

	<b>Document Description</b>	<b>Page 20</b>
<b>2000003758</b>	<b>OVR &amp; Greater Louisville Education Cooperative</b>	<b>of %d</b>

**possession of Contractor shall be immediately forwarded to the OVR's principal representative.**

**All parties agree that any consumer information disclosed by OVR to the Contractor pursuant to this agreement is confidential pursuant to 34 CFR 361.38, and any and all other relevant and applicable federal and state statutes and regulations. Disclosure of any consumer information covered under this agreement to any party unauthorized by OVR to receive said information may result in immediate termination of this agreement and any and all other relevant and applicable penalties and sanctions to the disclosing party.**

**(a) Notification**

**Contractor shall notify its agent, employees, Subcontractors, and assigns who may come into contact with OVR records and confidential information that each is subject to the confidentiality requirements set forth herein, and shall provide each with a written explanation of such requirements before they are permitted to access such records and information.**

**(b) Use, Security, and Retention**

**Confidential information of any kind shall not be distributed or sold to any third party or used by Contractor or its agents in any way, except as authorized by this Agreement or approved in writing by the Commonwealth. Contractor shall provide and maintain a secure environment that ensures confidentiality of all OVR records and other confidential information wherever located.**

**(4) Fiscal Controls**

**The Contractor will utilize those fiscal controls and fund accounting procedures as may be necessary to ensure proper disbursement of and accounting of all funds disbursed to the Contractor by OVR. Those controls and procedures must be sufficient to permit preparation of reports required by laws authorizing the grant of said funds, and sufficient to permit the tracing of funds to a level of expenditures adequate to establish that such funds have not been used in violation of the restrictions and prohibitions of**

	<b>Document Description</b>	<b>Page 21</b>
2000003758	OVR & Greater Louisville Education Cooperative	of %d

applicable laws.

**(5) Records**

**(a) Retention**

**All records shall be maintained for three (3) years by the Contractor after the Agreement ends and the final financial report is submitted or until all audit questions are resolved, whichever is later.**

**(b) Type of Records**

**The Contractor shall maintain records related to this agreement that fully disclose and document:**

- 1. The amount and disposition by the Contractor of all funds received by it from the Commonwealth;**
- 2. The total cost of the project or undertaking in connection with the project with which the funds are given or used;**
- 3. The amount of that portion of cost of the project supplied by other sources;**
- 4. All expenses, including payroll records, to ensure that costs reported on invoices are allowable, allocable, and reimbursable costs under the award; and**
- 5. How the Contractor has separated grant expenditures in order to properly allocate costs to existing grants and ensure compliance with the requirements of the award.**

**(6) Conflict of Interest.**

**(a) All employees or representatives of the Contractor shall comply with any and all applicable state and federal laws, regulations, and policies regarding conflicts of interest. The Contractor shall immediately disclose to OVR any conflict of interest that it becomes aware of.**

**(b) The Contractor shall include the substance of this Section in all subcontracts.**

**(7) Audit**

**(a) The Contractor agrees to maintain financial procedures and**

	<b>Document Description</b>	<b>Page 22</b>
<b>2000003758</b>	<b>OVR &amp; Greater Louisville Education Cooperative</b>	<b>of %d</b>

**support documents, in accordance with generally accepted accounting principles, to account for the receipt and expenditure of funds under this Agreement.**

**(b) These records shall be available at all reasonable times for inspection, review, or audit by state personnel and other personnel duly authorized by OVR. "Reasonable" shall be construed according to circumstances, but ordinarily shall mean normal business hours of 8:00 a.m. to 4:30 p.m., local time, Monday through Friday.**

**(c) The Contractor shall also provide OVR with the records, reports or financial statements upon request for the purposes of auditing and monitoring the funds awarded under this Agreement.**

**(d) If the Contractor is a State or local government or a non-profit organization as defined in OMB Circular A-133 (now 2 CFR §§ 200.64, 200.70 and 200.90), as revised, and in the event that the Contractor expends \$750,000 or more in Federal awards in its fiscal year, the Contractor must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133 (now 2 CFR § 200.501).**

**(e) A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in 2 CFR §200.503, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).**

**(f) In the event an audit shows that the entire funds disbursed hereunder, or any portion thereof, were not spent in accordance with the conditions of this Agreement, the Contractor shall be held liable for reimbursement to OVR of all funds not spent in accordance with these applicable regulations and Agreement provisions within thirty (30) days after OVR has notified the Contractor of such noncompliance.**

	<b>Document Description</b>	<b>Page 23</b>
2000003758	OVR & Greater Louisville Education Cooperative	of %d

(g) If the Contractor is subject to Single Audit requirements the Contractor shall have all audits completed by an independent certified public accountant (IPA) who shall either be a certified public accountant or a public accountant licensed under applicable Kentucky laws. The IPA shall state that the audit complied with the applicable provisions noted above. The audit must be submitted to OVR no later than seven (7) months from the end of the Contractor's fiscal year.

**(8) Subcontracting**

The Contractor agrees that it will not subcontract any work done pursuant to this Agreement without the express, written consent of OVR. If said consent is given, the Contractor agrees that all requirements of the Agreement shall also be applicable to subcontractors and that the subcontractors shall be required to report to the Contractor in a manner that will meet the Contractor's reporting requirements to OVR. In no event shall any provision of this Section be construed as relieving the Contractor of the responsibility for ensuring that the performances rendered under all subcontracts comply with all of this Agreement's terms as if such performances rendered were rendered by the Contractor.

**(9) Erroneous Payments**

At the Commonwealth's sole discretion, payments made to Contractor in error for any reason, including, but not limited to overpayments or improper payments, and unexpended or excess funds received by Contractor, may be recovered from Contractor by deduction from subsequent payments under this Agreement or other grants or agreements between the Commonwealth and Contractor or by other appropriate methods and collected as a debt due to the Commonwealth. Such funds shall not be paid to any party other than the Commonwealth.

**(10) Debarment**

The Contractor certifies by its signature on this Agreement that neither it nor its principals, agents, contractors and vendors are presently debarred, suspended or proposed for debarment, declared ineligible for federal benefits by any federal or state department or agency, or sentenced to a denial of federal benefits by a state or federal court, and is not listed on the General

	<b>Document Description</b>	<b>Page 24</b>
2000003758	OVR & Greater Louisville Education Cooperative	of %d

**Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with Executive Order (E.O.) 12549 and E.O. 12689.**

**(11) Breach, Notice and Cure**

**In addition to any breaches specified in other sections of the Agreement, the failure of either party to perform any of its material obligations hereunder in whole or in part or in a timely or satisfactory manner, constitutes a breach. In the event of a breach, notice of such shall be given in writing by the aggrieved party to the other party. If such breach is not cured within 30 days of receipt of written notice, or if a cure cannot be completed within 30 days, or if cure of the breach has not begun within 30 days and pursued with due diligence, the Commonwealth may exercise any of the remedies set forth in the Remedies section.**

**(12) Remedies**

**If Contractor is in breach under any provision of this Agreement, the Commonwealth shall have all of the remedies listed in this section in addition to all other remedies set forth in other sections of this Agreement following the notice and cure period set forth in the Breach, Notice and Cure section. The Commonwealth may exercise any or all of the remedies available to it, in its sole discretion, concurrently or consecutively, subject to the right of the Contractor to exercise any available appeal rights.**

**(a) Termination for Cause and/or Breach**

**If Contractor fails to perform any of its obligations hereunder with such diligence as is required to ensure its completion in accordance with the provisions of this Agreement and in a timely manner, the Commonwealth may notify Contractor of such non-performance in accordance with the provisions herein. If Contractor thereafter fails to promptly cure such non-performance within the cure period, the Commonwealth, at its option, may terminate this entire Agreement or such part of this Agreement as to which there has been delay or a failure to properly perform. Exercise by the Commonwealth of this right shall not be deemed a breach of its obligations hereunder. Contractor shall continue performance of this Agreement to the extent not**



	<b>Document Description</b>	<b>Page 25</b>
2000003758	OVR & Greater Louisville Education Cooperative	of %d

terminated, if any.

**(b) Obligations and Rights**

To the extent specified in any termination notice, Contractor shall not incur further obligations or render further performance hereunder past the effective date of such notice, and shall terminate outstanding orders and sub-Grants with third parties. However, Contractor shall complete and deliver to the Commonwealth all Work, Services and Goods not cancelled by the termination notice and may incur obligations as are necessary to do so within this Agreement's terms. At the sole discretion of the Commonwealth, Contractor shall assign to the Commonwealth all of Contractor's right, title, and interest under such terminated orders or sub-Grants. Upon termination, Contractor shall take timely, reasonable and necessary action to protect and preserve property in the possession of Contractor in which the Commonwealth has an interest. All materials owned by the Commonwealth in the possession of Contractor shall be immediately returned to the Commonwealth. All Work Product, at the option of the Commonwealth, shall be delivered by Contractor to the Commonwealth and shall become the Commonwealth's property.

**(c) Payments**

The Commonwealth shall reimburse Contractor only for accepted performance up to the date of termination.

**(d) Remedies Not Involving Termination**

The Commonwealth, at its sole discretion, may exercise one or more of the following remedies in addition to other remedies available to it:

**1. Suspend Performance**

Suspend Contractor's performance with respect to all or any portion of this Agreement pending necessary corrective action as specified by the Commonwealth without entitling Contractor to an adjustment in price/cost or performance schedule. Contractor shall promptly cease performance and incurring costs in accordance with the

	<b>Document Description</b>	<b>Page 26</b>
<b>2000003758</b>	<b>OVR &amp; Greater Louisville Education Cooperative</b>	<b>of %d</b>

**Commonwealth's directive and the Commonwealth shall not be liable for costs incurred by Contractor after the suspension of performance under this provision.**

**2. Temporarily Withhold Payment**

**Payment will be made upon satisfactory delivery of services.**

**3. Disallow or Deny Payment**

**Deny payment for those obligations not performed, or, that due to Contractor's actions or inactions, cannot be performed; provided, that any denial of payment shall be reasonably related to the value to the Commonwealth of the obligations not performed.**

**4. Removal**

**Demand removal of any of Contractor's employees, agents, or Subcontractors whom the Commonwealth deems incompetent, careless, insubordinate, unsuitable, or otherwise unacceptable, or whose continued relation to this Agreement is deemed to be contrary to the public interest, not in the Commonwealth's best interest, or jeopardizes the Commonwealth's obligations to the United States Department of Education.**

**(e) Intellectual Property**

**If Contractor infringes on a patent, copyright, trademark, trade secret or other intellectual property right while performing its obligations under this Agreement, Contractor shall, at the Commonwealth's option (a) obtain for the Commonwealth or Contractor the right to use such products and services; (b) replace any Goods, Services, or other product involved with non-infringing products or modify them so that they become non-infringing; or, (c) if neither of the foregoing alternatives are reasonably available, remove any infringing Goods, Services, or products and refund the price paid therefore to the Commonwealth.**

	<b>Document Description</b>	<b>Page 27</b>
<b>2000003758</b>	<b>OVR &amp; Greater Louisville Education Cooperative</b>	<b>of %d</b>

**(f) Any Other Available Remedy**

**The Commonwealth shall take any other remedy that may be legally available to it.**

**(13) Assurances**

**This Agreement involves the expenditure of federal funds. Therefore, the Contractor shall at all times during the execution of this Agreement strictly adhere to and comply with all applicable federal laws and regulations, as they currently exist and may hereafter be amended, which are subject to the terms and conditions incorporated either directly or by reference in this Agreement. The Contractor shall also require compliance with these statutes and regulations in subcontractor grant agreements permitted under this Agreement. The federal laws and regulations include but are not limited to:**

- (a) Program Legislation/regulation;**
- (b) Education Department General Administrative Regulations (EDGAR), 34 CFR Parts 74-99;**
- (c) Rehabilitation Act of 1973, as amended, 29 USC 701 et seq.**
- (d) Special terms and provisions specified in the Notice of Federal Financial Assistance Grant Award;**
- (e) Executive Order 11246 of September 24, 1965 entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967 and as supplemented in Department of Labor regulations (41 CFR Chapter 60). [All construction contracts awarded in excess of \$10,000 by grantees and their contractors or subcontractors];**
- (f) The Copeland "Anti-Kickback" Act (18 U.S.C. § 874) as supplemented in Department of Labor regulations (29 CFR Part 3). [All contracts and subgrants for construction or repair in excess of \$2,000];**
- (g) Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5). [Construction contracts awarded by grantees and subgrantees in excess of \$2,000, and in excess of \$2,500 for other contracts which involve**

	<b>Document Description</b>	<b>Page 28</b>
<b>2000003758</b>	<b>OVR &amp; Greater Louisville Education Cooperative</b>	<b>of %d</b>

**the employment of mechanics or laborers];**

- (h) Standards, orders, or requirements issued pursuant to the Clean Air Act (42 U.S.C. § 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251 et seq.). Violations shall be reported to USDE and the Regional Office of the Environmental Protection Agency (EPA);**
- (i) Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163);**
- (j) Office of Management and Budget Circulars 2 CFR Part 200, 2 CFR Parts 215 and 220 (formally A-21), 2 CFR 225 (formally A-87), 2 CFR 215 (formally A-110), 2 CFR 230 (formally A-122) and A-133, as applicable;**
- (k) The Hatch Act (5 U.S.C. §§ 1501-1508) and Public Law 95-454, Section 4728. These statutes state that federal funds cannot be used for partisan political purposes of any kind by any person or organization involved in the administration of federally-assisted programs;**
- (l) The Americans with Disabilities Act (Public Law 101-336; 42 U.S.C. §§ 12101, 12102, 12111-12117, 12131-12134, 12141-12150, 12161-12165, 12181-12189, 12201-12213, 47 U.S.C. § 225 and 47 U.S.C. § 611;**
- (m) The Drug-Free Workplace Act (Public Law 100-690 Title V, subtitle D, 41 USC 701 et seq.);**
- (n) Restrictions on Lobbying (1) Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352 (2) 43 CFR 18; and**
- (o) Civil Rights Assurance. The undersigned is subject to 42 U.S.C. §§ 2000d, The Age Discrimination Act of 1975, 42 U.S.C. §§ 6101 et seq., and its implementing regulation 45 CFR Part 91, Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, and implementing regulation, 45 CFR Parts 80, 84 et seq.; Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, and offers all persons the opportunity to participate in programs or activities**

	<b>Document Description</b>	<b>Page 29</b>
<b>2000003758</b>	<b>OVR &amp; Greater Louisville Education Cooperative</b>	<b>of %d</b>

regardless of race, color, national origin, age, sex, or disability. These acts require that no person shall, on the grounds of race, color, national origin, age, or handicap, be excluded from participation in or be subjected to discrimination in any program or activity funded, in whole or part, by federal funds. Further, it is agreed that no individual will be turned away from or otherwise denied access to or benefit from any program or activity that is directly associated with a program of the Contractor on the basis of race, color, national origin, age, sex (in education activities) or disability.

- (p) **Protection of Human Subjects.** To the extent applicable to it, the Contractor agrees to comply with the requirements set out in 34 CFR Part 97 relating to research that involves human subjects.
- (q) **Drug and Alcohol Abuse Prevention Program.** The Contractor agrees to comply with the requirements set out in 34 CFR Part 86, requiring institutions of higher education that receive federal assistance to certify that it has adopted and implemented a drug abuse prevention program.

**(14) Assignment and Subgrants**

Contractor's rights and obligations hereunder are personal and may not be transferred, assigned or sub-granted without the prior, written consent of the Commonwealth. Any attempt at assignment, transfer, sub-granting without such consent shall be void. All assignments, sub-grants, or Subcontractors approved by Contractor or the Commonwealth are subject to all of the provisions of this Agreement. Contractor shall be solely responsible for all aspects of sub-granting arrangements and performance.

**(15) Binding Effect**

Except as otherwise provided, all provisions herein contained, including the benefits and burdens, shall extend to and be binding upon the Parties' respective heirs, legal representatives, successors, and assigns.

**(16) Captions**

The captions and headings in this Agreement are for convenience of reference only, and shall not be used to interpret, define, or limit its

	<b>Document Description</b>	<b>Page 30</b>
2000003758	OVR & Greater Louisville Education Cooperative	of %d

provisions.

**(17) Counterparts**

**This Agreement may be executed in multiple identical original counterparts, all of which shall constitute one agreement.**

**(18) Entire Understanding**

**This Agreement represents the complete integration of all understandings between the Parties and all prior representations and understandings, oral or written, are merged herein. Prior or contemporaneous additions, deletions, or other changes hereto shall not have any force or affect whatsoever, unless embodied herein.**

**(19) Indemnification-General**

**To the extent permitted by Kentucky law, the Contractor agrees to hold OVR harmless and to indemnify OVR from and against any and all claims, demands and causes of action of every kind and character that may be asserted by any party occurring or in any way incident to, arising out of or in connection with the services to be performed by the Contractor or its subcontractors, if any, pursuant to this Agreement.**

**(20) Severability**

**Provided this Agreement can be executed and performance of the obligations of the Parties accomplished within its intent, the provisions hereof are severable and any provision that is declared invalid or becomes inoperable for any reason shall not affect the validity of any other provision hereof.**

**(21) Survival of Certain Terms**

**Notwithstanding anything herein to the contrary, provisions of this Agreement requiring continued performance, compliance, or effect after termination hereof, shall survive such termination and shall be enforceable by the Commonwealth if Contractor fails to perform or comply as required.**

**(22) Third Party Beneficiaries**

**Enforcement of this Agreement and all rights and obligations hereunder are reserved solely to the Parties, and not to any third party. Any services or**

	<b>Document Description</b>	<b>Page 31</b>
2000003758	OVR & Greater Louisville Education Cooperative	of %d

benefits which third parties receive as a result of this Agreement are incidental to the Agreement, and do not create any rights for such third parties.

**(23) Waiver**

Waiver of any breach of a term, provision, or requirement of this Agreement, or any right or remedy hereunder, whether explicitly or by lack of enforcement, shall not be construed or deemed as a waiver of any subsequent breach of such term, provision or requirement, or of any other term, provision, or requirement.

**(24) Representations and Certifications**

Contractor makes the following specific representations and certifications, each of which was relied on by the Commonwealth in entering into this Agreement:

**(a) Standard and Manner of Performance**

Contractor shall use its best efforts to perform its obligations hereunder in accordance with the highest standards of care, skill and diligence in the field, industry, trades or profession and in the sequence and manner set forth in this Agreement.

**(b) Licenses, Permits, Etc.**

Contractor represents and certifies that as of the Effective Date it has, and that at all times during the term hereof it shall have, at its sole expense, all licenses, certifications, approvals, insurance, permits, and other authorization required by law to perform its obligations hereunder. Contractor certifies that it shall maintain all necessary licenses, certifications, approvals, insurance, permits, and other authorizations required to properly perform this Agreement, without reimbursement by the Commonwealth or other adjustment in Agreement Funds. Additionally, all employees and agents of Contractor performing Services under this Agreement shall hold all required licenses or certifications, if any, to perform their responsibilities. Contractor, if a foreign corporation or other foreign entity transacting business in the Commonwealth of Kentucky, further certifies that it

	<b>Document Description</b>	<b>Page 32</b>
2000003758	OVR & Greater Louisville Education Cooperative	of %d

currently has obtained and shall maintain any applicable certificate of authority to transact business in the Commonwealth of Kentucky and has designated a registered agent in Kentucky to accept service of process. Any revocation, withdrawal or non-renewal of licenses, certifications, approvals, insurance, permits or any such similar requirements necessary for Contractor to properly perform the terms of this Agreement shall be deemed to be a material breach by Contractor and constitute grounds for termination of this Agreement.

**(25) Reporting Requirements**

**The Contractor shall comply with the following reporting requirements:**

**(a) Performance and Progress**

**Contractor shall file quarterly progress reports with the Commonwealth detailing the status of the Project and extent to which it has been completed. The first such quarterly report shall be due three (3) months after Contractor receives the notice to proceed, and every three (3) months thereafter until final approval of the completed Project is performed by the Commonwealth. The quarterly reports shall reflect the Contractor's progress in meetings its stated goals and objectives. After the Project is completed, Contractor shall file an annual report with the Commonwealth. The Commonwealth may waive in writing any quarterly or annual performance report if deemed unnecessary, provided the Commonwealth will still be able to meet its performance reporting obligations to the Federal agency.**

**(b) Expenditure Certification**

**To assure that expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budgets, the annual and final fiscal reports or vouchers requesting payment under the agreements must include a certification, signed by an official who is authorized to legally bind the Contractor entity, which reads as follows: "I certify that all expenses reported (or payments requested) are for appropriate purposes and in accordance with the Agreement set forth in the application and award documents."**



	<b>Document Description</b>	<b>Page 33</b>
2000003758	OVR & Greater Louisville Education Cooperative	of %d

**(c) Litigation Reporting**

Within 10 days after being served with any pleading in a legal action filed with a court or administrative agency, related to this Agreement or which may affect Contractor's ability to perform its obligations hereunder, Contractor shall notify the Commonwealth of such action and deliver copies of such pleadings to the Commonwealth's principal representative as identified herein. If the Commonwealth's principal representative is not then serving, such notice and copies shall be delivered to the Executive Director of OVR.

**(d) Noncompliance**

Contractor's failure to provide reports and notify the Commonwealth in a timely manner in accordance with this Section may result in the delay of payment of funds and/or termination as provided under this Agreement.

**(26) Approvals**

**(a) Signatory Authority**

The Contractor assures and guarantees that the Contractor possesses the legal authority to enter into this Agreement, to receive funds pursuant to and authorized by this Agreement and to perform the services the Contractor has obligated itself to perform pursuant to this Agreement.

**(b) Authorized Representative**

The person or persons signing and executing this Agreement on the Contractor's behalf do warrant and guarantee that he, she or they have been duly authorized by the Contractor to execute this Agreement on the Contractor's behalf and to validly and legally bind the Contractor to all contractual terms, performances and provisions. If requested, the Contractor will provide OVR with documents granting authority to the designated representative authorizing them to execute documents for this purpose.

**(27) Certification of No Criminal Activity**

The Contractor certifies that it and its principals have not within a three-year

	<b>Document Description</b>	<b>Page 34</b>
<b>2000003758</b>	<b>OVR &amp; Greater Louisville Education Cooperative</b>	<b>of %d</b>

period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of fraud, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property, or gratuity violations potentially affecting the award of federal grant funds. The Contractor further certifies that it is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in this certification. The Contractor certifies that it will disclose to OVR in a timely manner in writing all offenses enumerated in this certification.

**(28) Miscellaneous**

**Each party shall bear its own attorneys' fees and costs that may arise out of the enforcement of this contract.**

	<b>Document Description</b>	<b>Page 35</b>
<b>2000003758</b>	<b>OVR &amp; Greater Louisville Education Cooperative</b>	<b>of %d</b>

**Memorandum of Agreement Standard Terms and Conditions  
Revised December 2019**

**1.00 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 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.

**2.00 EEO Requirements**

The Equal Employment Opportunity Act of 1978 applies to All State government projects with an estimated value exceeding \$500,000. The contractor shall comply with all terms and conditions of the Act.

**3.00 Cancellation clause:**

Both parties shall have the right to terminate and cancel this contract at any time not to exceed thirty (30) days' written notice served on the Contractor by registered or certified mail.

.

**4.00 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 day's written notice of termination of the agreement due to lack of available funding.

**5.00 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

	<b>Document Description</b>	<b>Page 36</b>
<b>2000003758</b>	<b>OVR &amp; Greater Louisville Education Cooperative</b>	<b>of %d</b>

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. If the contract funding is reduced, then the scope of work related to the contract may also be reduced commensurate with the reduction in funding. This reduction of the scope shall be agreeable to both parties and shall not be considered a breach of contract.

#### **6.00 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, 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).

#### **7.00 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 corporate and utility tax, sales and use 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

	<b>Document Description</b>	<b>Page 37</b>
<b>2000003758</b>	<b>OVR &amp; Greater Louisville Education Cooperative</b>	<b>of %d</b>

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.

[Check box section below need only be included for Contractors that are quasi-governmental entities or 501(c)3 non-profit entities.]

Contractor must check one:

\_\_\_\_\_ The contractor has not violated any of the provisions of the above statutes within the previous five (5) year period.

\_\_\_\_\_ The contractor has violated the provisions of one or more of the above statutes within the previous five (5) year period and has revealed such final determination(s) of violation(s). A list of such determination(s) is attached

### **8.00 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:

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;

	<b>Document Description</b>	<b>Page 38</b>
<b>2000003758</b>	<b>OVR &amp; Greater Louisville Education Cooperative</b>	<b>of %d</b>

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.

In all solicitations or advertisements for employees placed by or on behalf of the Contractor, the Contractor will, 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.

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.

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.

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.

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.

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

	<b>Document Description</b>	<b>Page 39</b>
<b>2000003758</b>	<b>OVR &amp; Greater Louisville Education Cooperative</b>	<b>of %d</b>

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.

	<b>Document Description</b>	<b>Page 40</b>
<b>2000003758</b>	<b>OVR &amp; Greater Louisville Education Cooperative</b>	<b>of %d</b>

**Approvals**

This contract is subject to the terms and conditions stated herein. By affixing signatures below, the parties verify that they are authorized to enter into this contract 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 contract 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 contract.

**1st Party:**

<hr/> Signature	<hr/> Title
<hr/> Printed Name	<hr/> Date

**2nd Party:**

<hr/> Signature	<hr/> Title
<hr/> Printed Name	<hr/> Date

**Other Party:**

<hr/> Signature	<hr/> Title
<hr/> Printed Name	<hr/> Date

**Approved as to form and legality:**

<hr/> EWDC Attorney	<hr/> Date
---------------------	------------



	Document Description	Page 44
2000003758	OVR & Greater Louisville Education Cooperative	

## Approvals

This contract is subject to the terms and conditions stated herein. By affixing signatures below, the parties verify that they are authorized to enter into this contract 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 contract 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 contract.

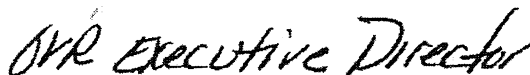
### 1st Party:



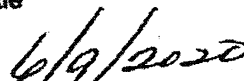
Signature



Printed Name



Title

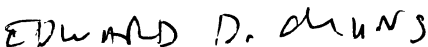


Date

### 2nd Party:



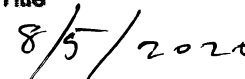
Signature



Printed Name



Title



Date

JEFFERSON CO.  
BOARD OF  
EDUCATION

### Other Party:

Signature

Title

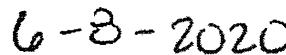
Printed Name

Date

### Approved as to form and legality:



EWDC Attorney



Date

## Barnes, Emmaleigh (OVR)

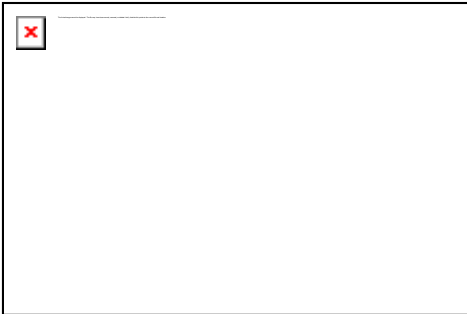
---

**From:** Bronger, Latricia <latricia.bronger@jefferson.kyschools.us>  
**Sent:** Wednesday, October 21, 2020 1:49 PM  
**To:** Barnes, Emmaleigh (OVR)  
**Cc:** Kuffner, Marsha A; Elder, Todd T; Dockery, Kelly G; Marks, Darlene K; Jenkins, Dorothy J (OVR-FK)  
**Subject:** 376GP OVR 1st Qtr Rpt Sept 2020 FY21  
**Attachments:** REVISED 3.23.20 Final GLEC BudgetOVR application 7.1.20 to 6.30.21.xlsx

Emmaleigh,  
Please accept the budget as shared previously.  
Thank you, Tricia

Take Care, Tricia  
*Greater Louisville Education Cooperative (GLEC), Director*

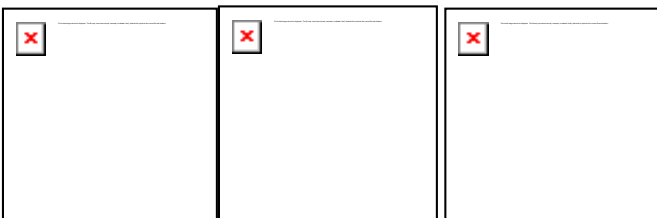
[Latricia.bronger@jefferson.kyschools.us](mailto:Latricia.bronger@jefferson.kyschools.us)  
502-485-3280 GLEC  
502-553-9608 Cell



*Together We Can!*  
[www.kyglec.org](http://www.kyglec.org)

Address:  
3332 Newburg Road  
Louisville, KY 40218

Professional Developer  
<https://sim.ku.edu>  
*SIM™ promotes effective teaching and learning for critical content in schools.*



**From:** Elder, Todd T <todd.elder@jefferson.kyschools.us>  
**Sent:** Wednesday, October 21, 2020 1:39 PM  
**To:** Bronger, Latricia <latricia.bronger@jefferson.kyschools.us>; Waynescott, Carla A <carla.waynescott@jefferson.kyschools.us>  
**Subject:** RE: 376GP OVR 1st Qtr Rpt Sept 2020 FY21

Tricia,

This is the budget template you had provided which is what I used to create the budget for MUNIS. It shows the correct amount of the contract.

**Thanks,**



**Todd Elder**  
**Manager, Exceptional Child Education**  
**Jefferson County Public Schools**  
**Phone:** [\(502\)485-3869](tel:5024853869)  
**Email:** [todd.elder@jefferson.kyschools.us](mailto:todd.elder@jefferson.kyschools.us)

**For frequently requested information:** [Todd's Backpack of Useful Information](#)

**[Todd Elder Music on YouTube](#)**

**[Fade II Grey on YouTube](#)**

---

**From:** Barnes, Emmaleigh (OVR) <[EmmaleighB.Barnes@ky.gov](mailto:EmmaleighB.Barnes@ky.gov)>  
**Sent:** Wednesday, October 21, 2020 1:33:39 PM  
**To:** Bronger, Latricia <[latricia.bronger@jefferson.kyschools.us](mailto:latricia.bronger@jefferson.kyschools.us)>; Marks, Darlene K <[darlene.marks@jefferson.kyschools.us](mailto:darlene.marks@jefferson.kyschools.us)>  
**Cc:** Kuffner, Marsha A <[marsha.kuffner@jefferson.kyschools.us](mailto:marsha.kuffner@jefferson.kyschools.us)>; Elder, Todd T <[todd.elder@jefferson.kyschools.us](mailto:todd.elder@jefferson.kyschools.us)>; Miller, Linda <[linda.miller2@jefferson.kyschools.us](mailto:linda.miller2@jefferson.kyschools.us)>; Waynescott, Carla A <[carla.waynescott@jefferson.kyschools.us](mailto:carla.waynescott@jefferson.kyschools.us)>; Wolf, Kimberly A <[kimberly.wolf@jefferson.kyschools.us](mailto:kimberly.wolf@jefferson.kyschools.us)>; Rowland, Tara G. <[tara.rowland@jefferson.kyschools.us](mailto:tara.rowland@jefferson.kyschools.us)>; Jenkins, Dorothy J (OVR-FK) <[Dorothy.Jenkins@ky.gov](mailto:Dorothy.Jenkins@ky.gov)>  
**Subject:** RE: 376GP OVR 1st Qtr Rpt Sept 2020 FY21

GLEC will need to provide a new budget breakdown.

I.e. what was submitted in the contract but minus the \$201 difference.

Once that document is to me, I can attach it as an addendum to the contract and then we can process invoices.

Does that help?

Thanks,

**Emmaleigh B. Barnes, MSW, Grants Specialist**  
Department of Education and Workforce Development, Office of Vocational Rehabilitation

**CONFIDENTIALITY NOTICE:**

This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender immediately by reply e-mail and destroy all copies of the original message.

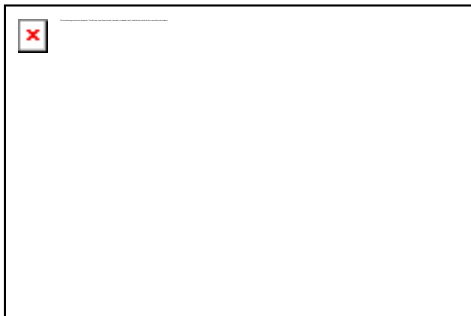
---

**From:** Bronger, Latricia <[latricia.bronger@jefferson.kyschools.us](mailto:latricia.bronger@jefferson.kyschools.us)>  
**Sent:** Wednesday, October 21, 2020 1:12 PM  
**To:** Marks, Darlene K <[darlene.marks@jefferson.kyschools.us](mailto:darlene.marks@jefferson.kyschools.us)>; Barnes, Emmaleigh (OVR) <[EmmaleighB.Barnes@ky.gov](mailto:EmmaleighB.Barnes@ky.gov)>  
**Cc:** Kuffner, Marsha A <[marsha.kuffner@jefferson.kyschools.us](mailto:marsha.kuffner@jefferson.kyschools.us)>; Elder, Todd T <[todd.elder@jefferson.kyschools.us](mailto:todd.elder@jefferson.kyschools.us)>; Miller, Linda <[linda.miller2@jefferson.kyschools.us](mailto:linda.miller2@jefferson.kyschools.us)>; Waynescott, Carla A <[carla.waynescott@jefferson.kyschools.us](mailto:carla.waynescott@jefferson.kyschools.us)>; Wolf, Kimberly A <[kimberly.wolf@jefferson.kyschools.us](mailto:kimberly.wolf@jefferson.kyschools.us)>; Rowland, Tara G. <[tara.rowland@jefferson.kyschools.us](mailto:tara.rowland@jefferson.kyschools.us)>; Jenkins, Dorothy J (OVR-FK) <[Dorothy.Jenkins@ky.gov](mailto:Dorothy.Jenkins@ky.gov)>  
**Subject:** Re: 376GP OVR 1st Qtr Rpt Sept 2020 FY21

Thank you.  
We look forward to the next steps after approval.

Take Care, Tricia  
*Greater Louisville Education Cooperative (GLEC), Director*

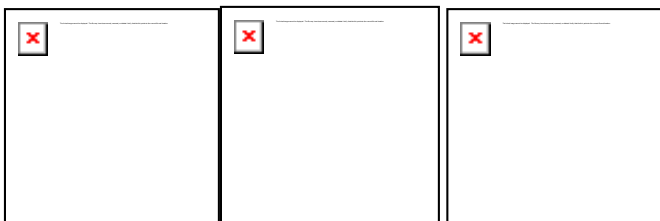
[Latricia.bronger@jefferson.kyschools.us](mailto:Latricia.bronger@jefferson.kyschools.us)  
502-485-3280 GLEC  
502-553-9608 Cell



*Together We Can!*  
[www.kyglec.org](http://www.kyglec.org)

Address:  
3332 Newburg Road  
Louisville, KY 40218

Professional Developer  
<https://sim.ku.edu>  
*SIM™ promotes effective teaching and learning for critical content in schools.*



---

**From:** Jenkins, Dorothy J (OVR-FK) <[Dorothy.Jenkins@ky.gov](mailto:Dorothy.Jenkins@ky.gov)>  
**Sent:** Tuesday, October 20, 2020 9:12 AM

**To:** Bronger, Latricia <[latricia.bronger@jefferson.kyschools.us](mailto:latricia.bronger@jefferson.kyschools.us)>; Waynescott, Carla A <[carla.waynescott@jefferson.kyschools.us](mailto:carla.waynescott@jefferson.kyschools.us)>

**Cc:** Kuffner, Marsha A <[marsha.kuffner@jefferson.kyschools.us](mailto:marsha.kuffner@jefferson.kyschools.us)>; Elder, Todd T <[todd.elder@jefferson.kyschools.us](mailto:todd.elder@jefferson.kyschools.us)>; Barnes, Emmaleigh (OVR) <[EmmaleighB.Barnes@ky.gov](mailto:EmmaleighB.Barnes@ky.gov)>; Dockery, Kelly G <[kelly.dockery@jefferson.kyschools.us](mailto:kelly.dockery@jefferson.kyschools.us)>

**Subject:** RE: 376GP OVR 1st Qtr Rpt Sept 2020 FY21

Emmaleigh, please advise.

---

**From:** Bronger, Latricia <[latricia.bronger@jefferson.kyschools.us](mailto:latricia.bronger@jefferson.kyschools.us)>

**Sent:** Tuesday, October 20, 2020 9:09 AM

**To:** Jenkins, Dorothy J (OVR-FK) <[Dorothy.Jenkins@ky.gov](mailto:Dorothy.Jenkins@ky.gov)>; Waynescott, Carla A <[carla.waynescott@jefferson.kyschools.us](mailto:carla.waynescott@jefferson.kyschools.us)>

**Cc:** Kuffner, Marsha A <[marsha.kuffner@jefferson.kyschools.us](mailto:marsha.kuffner@jefferson.kyschools.us)>; Elder, Todd T <[todd.elder@jefferson.kyschools.us](mailto:todd.elder@jefferson.kyschools.us)>; Barnes, Emmaleigh (OVR) <[EmmaleighB.Barnes@ky.gov](mailto:EmmaleighB.Barnes@ky.gov)>; Dockery, Kelly G <[kelly.dockery@jefferson.kyschools.us](mailto:kelly.dockery@jefferson.kyschools.us)>

**Subject:** Re: 376GP OVR 1st Qtr Rpt Sept 2020 FY21

Dorothy,

Thank you.

The \$201.00 difference will be deducted from the travel category to support the confirmation of the grant award.

Is this approved?

Update:

We have offered and the person (Brittany Hill) accepted the second post-secondary transition consultant, but will not be released until there is a teacher replacement for the district.

Be safe and take care of yourself, Tricia Bronger  
Greater Louisville Education Cooperative (GLEC)

Image

3332 Newburg Road

Louisville, KY 40218

[Latricia.bronger@jefferson.kyschools.us](mailto:Latricia.bronger@jefferson.kyschools.us)

(502) 485-3280 - Office

(502) 553-9608 - Cell

Sent from iPhone-please excuse brevity or typos.

---

**From:** Jenkins, Dorothy J (OVR-FK) <[Dorothy.Jenkins@ky.gov](mailto:Dorothy.Jenkins@ky.gov)>

**Sent:** Tuesday, October 20, 2020 9:00:22 AM

**To:** Bronger, Latricia <[latricia.bronger@jefferson.kyschools.us](mailto:latricia.bronger@jefferson.kyschools.us)>; Waynescott, Carla A <[carla.waynescott@jefferson.kyschools.us](mailto:carla.waynescott@jefferson.kyschools.us)>

**Cc:** Kuffner, Marsha A <[marsha.kuffner@jefferson.kyschools.us](mailto:marsha.kuffner@jefferson.kyschools.us)>; Elder, Todd T <[todd.elder@jefferson.kyschools.us](mailto:todd.elder@jefferson.kyschools.us)>; Barnes, Emmaleigh (OVR) <[EmmaleighB.Barnes@ky.gov](mailto:EmmaleighB.Barnes@ky.gov)>

**Subject:** RE: 376GP OVR 1st Qtr Rpt Sept 2020 FY21

Good morning Tricia,

In creating that financial spreadsheet, a discrepancy between the awards amount in the budget breakdown was found. GLEC was approved for \$242,985.00, however the amounts listed on the contract total adds up to \$243,186.00. See below.

We need a new budget breakdown to equal the awarded amount. It can be provided in an email chain but needs to be it's own document and in the email you need to "approve" the change. I will forward you the email that Emmaleigh, our grant specialist sent.

It's adding up to \$243,186

				<b>Total:</b>	
	<b>BUDGET</b>	<b>2020-21</b>			
	<b>Personnel</b>				
	Pre-ETS Spec.	\$79,546.00			
	Resource Teacher	\$77,167.00			
	Fringe	\$44,420.00			
0	<b>Total Personnel:</b>	\$201,133.00			
1					
2					
3	<b>Other Direct Costs</b>				
4	Travel	\$9,351.00			
5	Supplies	\$13,000.00			
6	Conf. Reg	\$5,731.00			
7	Other	\$5,731.00			
8					
9					
0	<b>Total Other Direct Costs:</b>	\$33,813.00			
1					
2					
3	<b>Subtotal:</b>	\$234,946.00			
4					
5					
6	<b>Administration</b>				
7	Indirect Costs	\$8,240.00			
8	<b>Total Administration:</b>	\$8,240.00			
9					
0					
1	<b>Total Operations:</b>	\$243,186.00		\$243,186.00	
2					
3					
4					

---

**From:** Bronger, Latricia <[latricia.bronger@jefferson.kyschools.us](mailto:latricia.bronger@jefferson.kyschools.us)>  
**Sent:** Monday, October 19, 2020 8:12 PM  
**To:** Jenkins, Dorothy J (OVR-FK) <[Dorothy.Jenkins@ky.gov](mailto:Dorothy.Jenkins@ky.gov)>; Waynescott, Carla A <[carla.waynescott@jefferson.kyschools.us](mailto:carla.waynescott@jefferson.kyschools.us)>  
**Cc:** Kuffner, Marsha A <[marsha.kuffner@jefferson.kyschools.us](mailto:marsha.kuffner@jefferson.kyschools.us)>; Elder, Todd T <[todd.elder@jefferson.kyschools.us](mailto:todd.elder@jefferson.kyschools.us)>  
**Subject:** Re: 376GP OVR 1st Qtr Rpt Sept 2020 FY21

Hi, Dorothy,  
Could you share the cover letter spreadsheet you reference in your email? Thank you, Tricia

Be safe and take care of yourself, Tricia Bronger  
Greater Louisville Education Cooperative (GLEC)

Image  
3332 Newburg Road  
Louisville, KY 40218  
[Latricia.bronger@jefferson.kyschools.us](mailto:Latricia.bronger@jefferson.kyschools.us)  
(502) 485-3280 - Office  
(502) 553-9608 - Cell


Sent from iPhone-please excuse brevity or typos.

---

**From:** Jenkins, Dorothy J (OVR-FK) <[Dorothy.Jenkins@ky.gov](mailto:Dorothy.Jenkins@ky.gov)>  
**Sent:** Monday, October 19, 2020 11:30:02 AM  
**To:** Waynescott, Carla A <[carla.waynescott@jefferson.kyschools.us](mailto:carla.waynescott@jefferson.kyschools.us)>  
**Cc:** Kuffner, Marsha A <[marsha.kuffner@jefferson.kyschools.us](mailto:marsha.kuffner@jefferson.kyschools.us)>; Elder, Todd T <[todd.elder@jefferson.kyschools.us](mailto:todd.elder@jefferson.kyschools.us)>; Bronger, Latricia <[latricia.bronger@jefferson.kyschools.us](mailto:latricia.bronger@jefferson.kyschools.us)>  
**Subject:** RE: 376GP OVR 1st Qtr Rpt Sept 2020 FY21

Hi Carla.

Send this to the new invoice email address [OVRInvoices@ky.gov](mailto:OVRInvoices@ky.gov) and include the cover spreadsheet that our grant specialist created for vendors to use. Let me know if you need a copy?

  
**Dorothy Jenkins, MRC, CRC**  
Vocational Rehabilitation Administrator  
Mayo Underwood Building  
500 Mero Street  
4<sup>th</sup> Floor NE 18  
Frankfort, KY 40601  
Phone (502) 782-3441  
Mobile (502) 226-0793  
[Dorothy.Jenkins@ky.gov](mailto:Dorothy.Jenkins@ky.gov)



"We've got to work to save our children and do it with full respect for the fact that if we do not, no one else is going to do it." Dorothy Height

**CONFIDENTIALITY NOTICE:**

This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender immediately by reply e-mail and destroy all copies of the original message.

---

**From:** Waynescott, Carla A <[carla.waynescott@jefferson.kyschools.us](mailto:carla.waynescott@jefferson.kyschools.us)>  
**Sent:** Friday, October 16, 2020 4:02 PM  
**To:** Jenkins, Dorothy J (OVR-FK) <[Dorothy.Jenkins@ky.gov](mailto:Dorothy.Jenkins@ky.gov)>  
**Cc:** Kuffner, Marsha A <[marsha.kuffner@jefferson.kyschools.us](mailto:marsha.kuffner@jefferson.kyschools.us)>; Elder, Todd T <[todd.elder@jefferson.kyschools.us](mailto:todd.elder@jefferson.kyschools.us)>; Bronger, Latricia <[latricia.bronger@jefferson.kyschools.us](mailto:latricia.bronger@jefferson.kyschools.us)>  
**Subject:** 376GP OVR 1st Qtr Rpt Sept 2020 FY21

---

**\*\*CAUTION\*\* PDF attachments may contain links to malicious sites. Please contact the COT Service Desk [ServiceCorrespondence@ky.gov](mailto:ServiceCorrespondence@ky.gov) for any assistance.**

---

Please see attached the 1<sup>st</sup> qtr report and invoice for grant 376GP OVR PRE-EMPL TRANS SVCS ECE 21.

Please let me know if you have any questions.

Carla Waynescott

Carla Waynescott  
Grants and Awards Acct  
Vanhooose Education Ctr  
Jefferson Co Public Schools  
502-485-3458

Visit our webpage for useful information and helpful tips to manage your grants!  
[Grants & Awards Accounting | JCPS](#)



**Greater Louisville Education Cooperative  
Office of Vocational Rehabilitation  
July 1, 2020 - June 30, 2021**

**2020-21**

*3% inc.*

**Personnel**

*Salaries*

*Pre-ETS Transition Specialists for GLEC - 1.0 FTE*

K. Dockery-Brooks - Resource Teacher - \$425.3802 @187 days \$79,546

*Extended Days - for work in summer months*

13 days @ \$425.3802 \$5,530

TBN - Resource Teacher @ \$395.73 per day @ 195 days -1.0 FTE \$77,167

**Total Salaries \$162,243**

**Fringe Benefits (federal)**

K. Dockery-Brooks - \$21,901

K. Dockery-Brooks - Extended Days (13) \$1,043

Resource Teacher \$21,476

**Total Fringe Benefits \$44,420**

**Travel**

Staff travel to schools

Statewide meetings & Conference

Out-of-state Conferences - Professional Learning

2 staff @ 145days @ 30 miles per day @.41 per mile \$3,567

**Total Travel \$9,351**

**Materials & Supplies**

*School Workshops*

Curriculum for OVR consultants \$4,500

Workshop / Events Materials and Supplies\* \$7,500

General Supplies \$1,000

(\*In-school workshops, Transition Events, Reverse Transition Fairs, i.e., supplies for student pr

**Total Materials & Supplies \$13,000**

**Other**

Conference Registrations (See options within Scope of W \$5,731

**Total Other \$5,731**

**Total Direct Costs 234,745**

Indirect Costs @ 3.51%	\$8,240
------------------------	---------

*In Kentucky, all public schools districts are assigned an indirect cost rate by the Kentucky Department of Education per their negotiated rate with the US Department of Education. JCPS' current indirect cost rate is 3.51% excluding contracts with external organizations.*

**\$242,985**

*JCPS is the fiscal agent for GLEC.*