

**SUBGRANT AGREEMENT BETWEEN
KENTUCKIANAWORKS
AND
BOARD OF EDUCATION OF JEFFERSON COUNTY, KENTUCKY
FOR
KENTUCKY MANUFACTURING CAREER CENTER
EDUCATIONAL PROGRAMMING
October 6, 2021 – June 30, 2022**

This Subgrant Agreement is made and entered into October 6, 2021 between the Board of Education of Jefferson County Board Kentucky (hereinafter “JCBE”) and KentuckianaWorks, fiscal agent for the Kentucky Manufacturing Career Center, as part of KentuckianaWorks’ non-federal grant agreement with the Louisville Redevelopment Authority (“LRA”).

Background

The Louisville Redevelopment Authority Board awarded \$300,000 to KentuckianaWorks for the July 1, 2021 – June 30, 2022 program year to support manufacturing training at the Kentucky Manufacturing Career Center at the Airport Industrial Center, 160 Rochester Drive, Louisville, KY, 40104. Of the total funding, up to \$21,784.62 is designated for English as Second Language and Adult Education services to be provided by Jefferson County Public Schools Adult Education for manufacturing job seekers.

This agreement defines JCBE’s role as a subgrantee through the Adult and Continuing Education Unit to provide educational services at the Kentucky Manufacturing Career Center from October 6, 2021 – June 30, 2022. It also confirms KentuckianaWorks’ agreement to compensate JCBE for said services in accordance with the grant agreement with the Louisville Redevelopment Authority, in an amount not to exceed a total of \$21,784.62.

I. JCBE AGREES TO:

- A. Provide development and oversight of ESL for Manufacturing courses for KMCC.
 - a. One part-time administrator supporting creation of courses, determining enrollment criteria, and recruitment of students to work as follows
 - i. 5 hours / week over the course of the project for up to six (6) cohorts
- B. Provide staffing at KMCC as follows:
 - a. One part-time instructor responsible for up to six (6) ESL for Manufacturing cohorts each lasting 2 weeks to work as follows
 - i. 19.75 hours / week over the course of the project
- C. Offer up to six (6) ESL for Manufacturing Courses for KMCC that will include:
 - a. 2-week Cohorts:
 - i. Week 1: Soft Skills

1. Will utilize a combination of Burlington English and other workforce preparation activities to include:
 - a. Getting a Job
 - b. Effective Relationships at Work
 - c. Workplace Skills
 - d. Education and Training
- ii. Week 2: Manufacturing Career Exploration
 1. Will utilize a combination of Burlington English and other workforce preparation activities to include:
 - a. Factory Jobs
 - b. Factory Life
 - c. Safety and Health
 - d. Equipment
 - e. Tasks
- b. Class Schedule:
 - i. Monday - Friday
 - ii. 2.5 hour classes
 - iii. Will assess demand to determine time of day
- D. Provide data on student progress so that KentuckianaWorks can submit data as required by the grant agreement with the LRA.
- E. Provide monthly invoices to KentuckianaWorks for work completed.

KentuckianaWorks agrees to:

- A. Provide space for class at the Kentucky Manufacturing Career Center
- B. Provide and maintain computers needed for assessments and instruction.
- C. Organize hiring events at the end of each cohort
- D. Work with JCPSAE on marketing materials and recruitment efforts
- E. Provide access to Talent Development Specialist
- F. Reimburse JCBE for salary and fringe for Instructors & Coordinator as outlined below, not to exceed \$21,784.62.
- G. Submit final reports to the LRA as required by the grant agreement.

| Budget Item | Amount |
|---|--------------------|
| Part-Time Instructor (19.75 hours x 28 weeks) | \$15,154.16 |
| Part-Time Administrative Assistant (5 hours x 28 weeks) | \$4,447.56 |
| Fringe Benefits | \$1,644.00 |
| Indirect costs at 3.51% | \$745.72 |
| TOTAL | \$21,991.44 |

II. DURATION OF AGREEMENT

This Agreement shall be effective upon its execution, and shall continue until June 30, 2022.

Either party may notify the other party with a 30-day written notification of the intent to end the Agreement

at any time for any reason and without penalty.

III. AMENDMENT

The provisions of this Agreement may be amended with the approval of both parties. Such amendments will be in writing, signed by both parties and will become part of this subgrant Agreement. In the event any portion of this Agreement is found to be in conflict with applicable Federal Laws, rules, and regulations, such laws, rules and regulations shall apply, and other provisions of this Agreement will remain valid while such conflicts are brought to resolution.

IV. DISCRIMINATION PROHIBITED

Both parties agree not to discriminate on the basis of race, color, national origin, age, religion, marital or parental status, political affiliations or beliefs, sex, sexual orientation, gender identity, gender expression, veteran status, genetic information, disability, or limitations relating to pregnancy, childbirth, or related medical conditions in employment or service delivery and program participation in conformity with the provisions of Title VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972, as amended; Americans with Disabilities Act of 1990; and Executive Order No. 11246 of September 24, 1965, as amended; and all other applicable laws which prohibit discrimination and implementing regulations, guidelines, and standards lawfully adopted and promulgated under the laws.

VI. HOLD HARMLESS

- A. To the extent permitted Kentucky law, JCBE shall indemnify and hold harmless KentuckianaWorks, their elected and appointed officials, employees, agents and successors in interest from all claims, damages, losses and expenses including attorneys' fees, arising out of or resulting, directly or indirectly, from the performance or breach of this Agreement provided that such claim, damage, loss or expense is: (1) attributable to personal injury, bodily injury, sickness, death, or to injury to or destruction of property, including the loss of use resulting therefrom, or breach of contract, and (2) not caused by the negligent act or omission or willful misconduct of KentuckianaWorks, or their elected and appointed officials and employees acting within the scope of their employment. This Hold Harmless and Indemnification Clause shall in no way be limited by any financial responsibility or insurance requirements and shall survive the termination of this Agreement.
- B. To the extent permitted by Kentucky law, KentuckianaWorks shall indemnify and hold harmless JCBE, its elected and appointed officials, employees, agents and successors in interest from all claims, damages, losses and expenses including attorneys' fees, arising out of or resulting, directly or indirectly, from the performance or breach of this Agreement provided that such claim, damage, loss or expense is: (1) attributable to personal injury, bodily injury, sickness, death, or to injury to or destruction of property, including the loss of use resulting therefrom, or breach of contract, and (2) not caused by the negligent act or omission or willful misconduct of JCBE or its elected and appointed officials and employees acting within the scope of their employment. This Hold Harmless and Indemnification Clause shall in no way be limited by any financial responsibility or insurance requirements and shall survive the termination of this Agreement.

VII. INSURANCE

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

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

VIII. EMPLOYER/EMPLOYEE RELATIONSHIP

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

IX. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Kentucky. In the event of any proceedings regarding this Agreement, the Parties agree that the venue shall be the state courts of Kentucky or the U.S. District Court for the Western District of Kentucky, Louisville Division. All Parties expressly consent to personal jurisdiction and venue in such Court for the limited and sole purpose of proceedings relating to this Agreement or any rights or obligations arising thereunder. Service of process may be accomplished by following the procedures prescribed by law.

X. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement and understanding of the Parties with respect to the subject matter set forth herein and this Agreement supersedes any and all prior and contemporaneous oral or written agreements or understandings between the Parties relative thereto. No representation, promise, inducement, or statement of intention has been made by the Parties that are not embodied in this Agreement.

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

Dr. Marty Pollio
Superintendent
Jefferson County Public Schools

Date

Michael B. Gritton
Executive Director, KentuckianaWorks

Date

Approved as to Form:

MICHAEL J. O'CONNELL
JEFFERSON COUNTY ATTORNEY



Natalie K. Richards
Assistant Jefferson County Attorney



Date

Exhibit A

INSURANCE REQUIREMENTS

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

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

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

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

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

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

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

D. ACCEPTABILITY OF INSURERS

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

E. MISCELLANEOUS

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

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

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

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

4. CANCELLATION OR MATERIAL CHANGE OF COVERAGE: JCBE shall notify Metro Government's Risk Management Division of any policy cancellation within two business days of its receipt of same. Upon any material change (changes that reduce/restrict limit or terms and conditions to your insurance coverage) in coverage as required above, JCBE shall notify Metro Government's Risk Management Division within two business days. If JCBE fails to notify Metro Government as required by this Agreement, JCBE agrees that such failure shall be a breach of this Agreement. Metro

Government reserves the right to require the insurance policy(s) required above to be specifically endorsed to provide notice of cancellation and/or material change of coverage in accordance with policy provisions. When requested by the Metro Government, a copy of the policy endorsement shall be provided to Metro Government's Risk Management Division.

5. Approval of the insurance by Metro Government shall not in any way relieve or decrease the liability of the JCBE hereunder. It is expressly understood that Metro Government does not in any way represent that the specified Limits of Liability or coverage or policy forms are sufficient or adequate to protect the interest or liabilities of JCBE.