

GATEWAY COMMUNITY ACTION

CONTRACTUAL AGREEMENT

This AGREEMENT made and entered into on September 1, 2025, by and between Gateway Community Action Agency, a non-profit corporation, whose mailing address is PO Box 367, West Liberty, KY, 41472 and the Menifee County Board of Education, a school district, whose address is 202 Back Street, Frenchburg, KY 40322.

WITNESSETH THAT:

WHEREAS, Gateway Community Action Agency Received grants under title II-A of the "Economic Opportunity Act of 1964" from the Department of Health and Human Services, Administration for Children and Families, (hereinafter referred to as ACF) said grant designated as Head Start Grant Number 04C012848 and 04HP000505 and whereas the effective date of this agreement September 1, 2025 of services and

WHEREAS, this agreement will be subcontracted under the ACF as described above and

WHEREAS, the purpose of this Agreement is for Gateway to contract with the board of education for space with additional agreed upon terms outlined in section 4. Special Conditions.

1. PERIOD:

This agreement shall commence on September 1, 2025 and shall complete performance satisfaction of both parties as outlined in this agreement on August 31, 2026.

2. FISCAL TERMS:

It is expressly understood and mutually agreed that the approved financial and personnel policies of the agency of Gateway Community Services Organization will be adhered to by Gateway regarding use of personnel and implementation of programs when fulfilling this agreement.

3. ALLOCATION OF FUNDS:

Subject to the receipt of funds from ACF, Gateway Community Action Agency shall collaborate with the Menifee County Board of Education to offset costs associated with program operations through the provision of educational and instructional resources and materials. No funds will be directly exchanged between the two entities.

4. SPECIAL CONDITIONS:

The specific conditions of this Agreement are outlined below.

- A. Space for three classrooms with a minimum of 720 square feet each.
 - B. Space for two offices.
 - C. Request by Gateway for maintenance for classrooms, office, or outdoor space that is reasonable and supported by federal or state regulations will be completed by Board of Education employees or contractors within a timely manner- within 1 business day of the request if the Director of Head Start and Director of Preschool, in consultation with each other, deem the concern creates a significant threat to the health and/or safety of Head Start students or staff
 - D. Common areas will be cleaned by district janitorial staff. Gateway will collaborate with the district to offset janitorial costs by providing paper products and cleaning supplies.
 - E. Classroom space will be leased at a rate of \$300 per month per classroom.
 - F. Parking lot, cafeteria, playground, classrooms, offices, common areas, training rooms, free/reduced costs services/resources will be utilized as non-federal share, in the amount of \$1,000 monthly.
5. TERMS OF THE AGREEMENT:
- The term of this agreement will begin on September 1, 2025 and end on August 31, 2026. This agreement will be reviewed and renewed annually with written agreement of both directors. Either party may terminate the agreement during annual review with six (6) months written notice. This agreement will be reviewed and renewed annually.

IN WITNESS WHEREOF, Gateway Community Service Organization, Inc. and. The Meniffee County Board of Education has executed this Agreement as of September 1, 2025.

Meniffee County Superintendent Date

Date of Board Approval

GCA CEO Signature Date