

**EXTERNAL AGENCY GRANT AGREEMENT**

**THIS GRANT AGREEMENT ("Agreement")** made and entered into by and between **LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT**, acting by and through its **OFFICE OF SOCIAL SERVICES** (hereinafter referred to as "Metro Government"), and **Jefferson County Public Schools (JCPS)**, a Kentucky non-profit corporation, with an address at **3332 Newburg Rd. Louisville, KY 40218** (hereinafter referred to as "Grantee"):

**WITNESSETH:**

**WHEREAS**, the Grantee has been awarded funds to carry out the activities outlined in the attached Work Program and Budget (hereinafter referred to as the "Award Narrative"); and

**WHEREAS**, Metro Government recognizes the importance of this organization for meeting the needs of its citizens; and

**NOW, THEREFORE**, it is mutually agreed by and between the Parties hereto as follows:

**I. GRANTEE'S SERVICES AND RESPONSIBILITIES:**

A. Grantee agrees to implement and administer this Grant in accordance with the Award Narrative attached hereto as Exhibit A (the "Award Narrative"). Any changes to the Award Narrative must be approved in advance, in writing, by Metro Government. No amendment or modification of this Agreement shall be deemed effective unless and until executed in writing by the parties hereto. Notwithstanding the foregoing, however, the parties acknowledge and agree that amendments to the Award Narrative that do not modify the amount of Grant Funds or change the scope of the Project may be handled through the Euna Grants portal and will not require a separate written amendment. Metro Government reserves the right to terminate this agreement and rescind any unspent funds if the proposed changes to the Award

Narrative no longer aligns with the intended purpose of the award. Grantee's financial and programmatic/operating (hereinafter referred to as "activity") reports will be reviewed by Metro Government for the purpose of ensuring that expenditures made by Grantee are within the scope of this Agreement.

B. Grantee agrees to maintain during the term of this Agreement and retain not less than five (5) years after completion thereof, complete and accurate records of all Grantee's costs which are chargeable to Metro Government under this Agreement, as well as all other funding sources for the funded operations and programs listed in Exhibit A. Metro Government shall have the right, at any reasonable time, to inspect and audit those records by authorized representatives of its own, Kentucky Auditor of Public Accounts, or any certified public accounting firm selected by Metro Government. The records thus to be maintained and retained by Grantee shall include (without limitation): (i) all payroll records accounting for total time distribution of Grantee's employees working full or part time on this Agreement (to permit tracing to payrolls and related tax returns) or those individuals contracted to provide services, as well as cancelled payroll checks, or signed receipts for payroll payments in cash; (ii) invoices for purchases, receiving and issuing documents, and all the inventory records for Grantee's stores, stock, or capital items; (iii) paid invoices and cancelled checks for materials purchased and for subcontractors; and (iv) any other third party charges. In addition, Grantee will retain all records pertinent to this Award pertaining to participant records, statistical records, and supporting documents for the same period.

C. Payment of awards less than \$25,000.00 (Twenty-Five Thousand Dollars) shall be made in one lump sum, subject to the availability of revenues (see section I.G for detailed disbursement schedule). The disbursement shall be made to Grantee upon execution of this Agreement, including the Award Narrative, and all documents required by the Office of Management and Budget. The Grantee must submit financial and activity reports, in accordance with section I.F.

D. Payment of awards between \$25,000.00 (Twenty-Five Thousand Dollars) and \$40,000 (Forty-Thousand Dollars) shall be distributed in two equal disbursements, subject to the availability of revenues (see section I.G. for detailed disbursement schedule). The initial disbursement shall be made to the Grantee upon execution of this Agreement including the Award Narrative, and all documents required by the Office of Management and Budget and is contingent upon receipt of the executed Grant Agreement. The final disbursement shall be contingent upon compliance by the Grantee to submit all applicable financial and activity reports in accordance with section I.F.

E. Payment of awards above \$40,000.00 (Forty-Thousand Dollars) shall be distributed in four equal disbursements, subject to the availability of revenues (see section I.G. for detailed disbursement schedule). The initial disbursement shall be made to the Grantee upon execution of this agreement including the Award Narrative, and all documents required by the Office of Management and Budget and is contingent upon receipt of the executed Grant Agreement. All subsequent disbursements shall be contingent upon compliance by the Grantee to submit all applicable financial and activity reports in accordance with section I.F.

F. Disbursement and financial and activity reporting schedule:

| Amount                    | Number of Disbursements | First Distribution                    | Remaining Distributions  | Financial and Activity Reporting Schedule  |
|---------------------------|-------------------------|---------------------------------------|--|--|
| Less than \$25,000        | 1 disbursement          | Upon execution of the grant agreement | N/A  | Single report required when funds are fully expended, but no later than: <ul style="list-style-type: none"> <li>July 15</li> </ul>                 |
| Between \$25,000-\$40,000 | 2 equal disbursements   | Upon execution of the grant agreement | January (pending agency approval of initial report)                    | Bi-annual reports received by: <ul style="list-style-type: none"> <li>January 15</li> <li>July 15</li> </ul>                                       |
| Over \$40,000             | 4 equal disbursements   | Upon execution of the grant agreement | October, January, April (pending agency approval of quarterly reports) | Quarterly reports received by: <ul style="list-style-type: none"> <li>October 15</li> <li>January 15</li> <li>April 15</li> <li>July 15</li> </ul> |

If this grant agreement is executed subsequent to the conclusion of the first quarter of Metro's fiscal year, the Grantee shall be eligible to receive all retroactive payments, aligning them with the standard disbursement schedule. The Grantee shall not be expected to submit financial and activity reports for deadlines that occurred preceding execution of the grant agreement. However, grantees shall include any relevant reporting from those retroactive quarters in the next cycle's report.

**PLEASE NOTE:** The Office of Social Services requires all grantees—regardless of grant size— to submit quarterly activity reports and quarterly financial reports. You may also submit monthly financial reports. This will not change the schedule of your grant payments.

G. The complete financial and activity reports shall account for all funds received and expended by the Grantee and shall include (without limitation) copies of cancelled checks, invoices, and receipts. In addition, Grantee may be asked to provide documentation to support funding from other sources relevant to this Award. All financial and activity reports shall be submitted through Euna Grants.

H. Failure to submit the financial and activity reports when due, shall be deemed to be a default under Section VI of this Agreement, and Metro Government may enforce any of the remedies set forth therein against Grantee. Additionally, a Grantee that fails to follow reporting requirements will be placed on the Office of Management Budget Noncompliant Report. Further, Grantee will be deemed ineligible to receive grant funding from Metro Government for a period of five (5) years, commencing from the date of default or termination of the Grant Agreement.

I. Grantee will ensure that all adult employees and volunteers working directly with youth under age 18 have the following requirements:

- I. Child Abuse/Neglect (CAN) Central Registry Check (DP-156)
- II. Criminal background check
- III. Youth protection training (provided by the Grantee)

Grantee will maintain a copy of the background and CAN checks on site of all adult employees and volunteers who will be working with youth through the funded program, including the dates their checks were submitted and returned, and the date they successfully completed youth protection training.

J. Grantee will participate in any data collection and evaluation projects coordinated by Metro Government, including the administration of validated client surveys and assessments, to the extent approved by the JCPS Institutional Review Board. Should research Organization use or collect data for the purpose of conducting a research study, Research Organization will separately submit an external research request through Data Provider's online system: <https://assessment.jefferson.kyschools.us/DRMS/>. For any project, involving data collection or research (e.g., program evaluation or monitoring activities), JCPS student or staff participation is voluntary. As a federally authorized Institutional Review Board (IRB), JCPS complies with the federal definition for research, which includes sharing of Personally Identifiable Information (PII) for the purposes of answering a question or evaluating activities for effectiveness beyond standard educational or operational procedures. Thus, all data collection and research activities must be approved by the JCPS IRB and shall not begin before approval is secured from the JCPS IRB.

K. **Sustainability Plan:** Grantee should develop and maintain a sustainability plan for Metro Government funded programs and operations. The sustainability plan shall be supported by relevant information that demonstrates program efficiencies and effectiveness, community advocacy, funding diversification, and partnerships that will play vital role in securing

resources for the grantee's organization. Grantee understands that funding from Metro Government is not guaranteed and that they shall plan for sustainability of their programs and operations.

L.       **Conflict of Interest:** Grantee must maintain a standard of conduct covering conflict of interest and governing the actions of its employees engaged in the selection of award, or administration of contracts. No employee, officer, or agent of the Grantee may participate in the selection, award, or administration of a contract supported by this grant award if he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The Grantee acknowledges that a breach of conflict of interest requirements occurs if an employee, officer, or agency of the Grantee purchases goods or services from anyone in any of the relationships listed above even if a contract is not in place (e.g. small purchase, micro purchase). Metro Government will investigate any transactions that appear to violate the conflict of interest prohibitions. If a conflict of interest has occurred, Metro Government will not make payment to the Grantee for the cost. If payment has already been made, the Grantee will be responsible to repay upon request by Metro Government. If the conflict of interest violation was egregious, Metro Government may take other steps, such as contacting the Jefferson County Attorney's Office and/or terminating the Agreement. If a Grantee fails to maintain a conflict of interest policy, said Grantee may be in default according to the Metro Government conflict of interest policy.

M.       Grantee agrees that in addition to the Agreement, they are responsible to abide by all trainings and other requirements provided to them by Metro Government.

## **II. PAYMENTS:**

The total amount of compensation payable under this Agreement shall not exceed the sum of Eighty-four thousand and 00/100 dollars (\$84,000.00) (the "Grant Funds") as set forth in Ordinance No. 91, Series 2025, and covers expenditures as specified in the approved Award Narrative. Distributions shall be made in accordance with procedures established by Metro Government.

## **III. DURATION OF AGREEMENT:**

A. This Agreement shall become effective as of the 1<sup>st</sup> day of July 2025 and shall terminate on the 30<sup>th</sup> day of June 2026. Any unspent funds held by the Grantee shall be returned to Metro Government, as well as funds not used in accordance with the Award Narrative, prior to June 30, 2027.

B. This Agreement may be terminated by either party by submitting thirty (30) days written notice to the non-terminating party of such intent to terminate. Should Grantee terminate this Agreement, all unspent funds shall be returned to Metro Government within thirty (30) days of such termination.

## **IV. ADDITIONAL COVENANTS AND REPRESENTATIONS OF GRANTEE:**

A. Grantee covenants that it has all necessary power, capacity, and authority to execute and deliver this Agreement and to provide the services contemplated by this Agreement and the Award Narrative and Budget. Grantee further covenants that it is a duly organized and validly existing entity, is qualified to do business in the Commonwealth of Kentucky, has full right, power and authority to enter into this Agreement, and that the person signing on behalf of Grantee is authorized to do so.



B. Grantee agrees to: (i) expend all grant funds; (ii) implement and administer the Grant strictly in conformity with the Award Narrative; and (iii) not materially deviate from the Award Narrative without prior written authorization by Metro Government.

C. Grantee agrees to implement and administer the Grant in compliance with all applicable laws, regulations, and codes of the federal, state, and consolidated local governments.

D. Grantee agrees that in the implementation and administration of the Grant, Grantee shall not unlawfully discriminate against any person by reason of race, religion, color, sex, national origin, because the person is a qualified individual with a disability, age 40 or over, familial status, sexual orientation, gender identity, is a smoker or non-smoker, or because of the person's Veteran status, in compliance with Kentucky Revised Statute 344.040.

E. Grantee covenants that this Agreement, together with the Award Narrative, is in all respects the legal, valid, and binding obligation of the Grantee, and compliance with the terms of this Agreement does not and will not violate any existing provisions of the Grantee's Articles of Incorporation, by-laws, or other agreements of organization.

F. Grantee covenants that neither this Agreement, the Award Narrative and Budget, the grant application, or any other document submitted to Metro Government in support of this grant contains any untrue statement of any material fact or omits to state any material fact necessary to make the statements contained therein, and further that there is no fact known to Grantee that materially and adversely affects, or in the future could materially and adversely affect, the ability of Grantee to implement and administer the Grant.

G. Grantee agrees to publicly acknowledge in informational and publicity materials that Metro Government has provided funding for the program and operations. Grantees receiving

\$100,000 or more from all Metro Government sources are required to include Metro Government approved logos on all Grantee publications.

**V. HOLD HARMLESS:**

To the extent permitted by law, Grantee shall indemnify, hold harmless, and defend Metro Government, its elected and appointed officials, employees, agents, successors in interest, agencies, departments, affiliates, and assigns from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting, directly or indirectly, from Grantee's (or Grantee's subcontractors, if any) performance or breach of this Agreement, provided that such claim, damage, loss, or expense is: (i) 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 (ii) not caused by the negligent act or omission or willful misconduct of Metro Government 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.

**VI. DEFAULT:**

Each of the following events or occurrences shall constitute an event of default under this Agreement:

- A. Declaration of bankruptcy of Grantee.
- B. Failure to administer and implement the Grant in conformity with this Agreement and the Award Narrative and Budget.

- C. Failure to file in a timely manner the complete financial and activity reports required by Section I.G. of this Agreement or to furnish additional information to Metro Government, if required, pursuant to Section I.B. of this Agreement.
- D. Disclosure or discovery that the covenants and representations made by Grantee in this Agreement, the Award Narrative, the grant application, or other document submitted in support of this grant is, was, or shall be false or misleading in any material respect.
- E. Disclosure or discovery that goods purchased with grant funds have not been used in accordance with the Award Narrative. In such cases, Grantee shall return said goods to Metro Government or return the amount of the grant funds.

**VII. REMEDIES OF METRO GOVERNMENT UPON EVENTS OF DEFAULT:**

Upon the occurrence of an event of default, Metro Government, in its sole discretion and without notice to Grantee, may at any time exercise any one or more of the following rights and remedies:

- A. Immediately terminate or suspend this Agreement, by written notice, after which Metro Government shall be under no obligation to advance any undisbursed grant funds to Grantee.
- B. Commence appropriate legal or equitable action to enforce Grantee's performance of the terms, covenants, and conditions of this Agreement or the Award Narrative and Budget.

C. Declare all grant funds previously disbursed to Grantee to be immediately due and payable in full, without any presentment, demand, or notice of any kind, all of which are hereby waived by Grantee.

D. Commence appropriate legal or equitable action to enforce the rights and remedies of Metro Government, or any one or more of them, pursuant to the terms, covenants, and conditions of this Agreement.

E. Exercise any other rights or remedies that may be available to Metro Government pursuant to this Agreement or under applicable laws.

#### **VIII. EMPLOYER/EMPLOYEE RELATIONSHIP**

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

#### **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.

WITNESS the agreement of the parties hereto as attested by their signatures affixed hereon, this

20<sup>th</sup> day of August 2025.

APPROVED:

LOUISVILLE/JEFFERSON COUNTY  
METRO GOVERNMENT,  
OFFICE OF SOCIAL SERVICES

By: Patricia Williams

Title: Director

Signature: \_\_\_\_\_

Date: 8/6/2025

Signed by:

*Patricia Williams*

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APPROVED:

GRANTEE: JCPS

By: \_\_\_\_\_

Title: Superintendent

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to Form:

Michael J. O'Connell  
Jefferson County Attorney  
Natalie Richards

(Print Name)

DocuSigned by:

*Natalie Richards*

Signature: \_\_\_\_\_

CEEDE9EBD0AA4AC...

Date: 8/6/2025

Assistant Jefferson County Attorney  
First Trust Centre  
200 S. 5<sup>th</sup> Street, Suite 300N  
Louisville, Kentucky 40202  
502.574.6333

Exhibit A –Award Narrative

This page intentionally left blank as a placeholder for the Work Program & Budget (Excel document) for:

JCPS Neighborhood Place FY26

**EXHIBIT "A" - ATTACHMENT 1  
LOUISVILLE METRO GOVERNMENT  
OFFICE OF SOCIAL SERVICES  
EXTERNAL AGENCY FUND, HOMELESS INITIATIVE, SPECIAL PROJECT  
WORK PROGRAM AND BUDGET**

**PROGRAM OVERVIEW**

|                         |                    |
|-------------------------|--------------------|
| Agency Name:            | JCPS               |
| Project Name:           | Neighborhood Place |
| Project Begin Date:     | 7/1/2025           |
| Project End Date:       | 6/30/2026          |
| Project Award Amount:   | \$84,000           |
| Other Funds:            |                    |
| State Funds:            |                    |
| Local Funds:            |                    |
| Private Funds:          |                    |
| Total Project Funding:  | \$ 84,000          |
| HMIS Program/Provider # |                    |

**GRANTEE CHIEF EXECUTIVE / SIGNING AUTHORITY**

This is the senior level executive with signing authority for the agency

|               |  |        |                |
|---------------|--|--------|----------------|
| Name:         | Dr. Brian Yearwood   | Title: | Superintendent |
| Phone Number: | 502-485-3251   |        |                |
| Email:        | <a href="mailto:Brian.Yearwood@jefferson.kyschools.us">Brian.Yearwood@jefferson.kyschools.us</a> |        |                |

**GRANTEE PROGRAM CONTACT**

This is the person responsible for day to day activities of the program

|               |  |        |                              |
|---------------|--|--------|------------------------------|
| Name:         | Ben Langley  | Title: | Specialist Community Support |
| Phone Number: | 502-485-3926   |        |                              |
| Email:        | <a href="mailto:ben.langley@jefferson.kyschools.us">ben.langley@jefferson.kyschools.us</a> |        |                              |

**GRANTEE REPORTING CONTACT**

This is the person responsible for submitting program reports

|               |  |        |                         |
|---------------|--|--------|-------------------------|
| Name:         | Varonica Schultz   | Title: | Grants and Awards Clerk |
| Phone Number: | 502-485-3203   |        |                         |
| Email:        | <a href="mailto:varonica.schultz@jefferson.kyschools.us">varonica.schultz@jefferson.kyschools.us</a> |        |                         |

**GRANTEE PAYMENT CONTACT**

This is the person responsible for maintaining financial records and submitting pay requests

|               |  |        |                         |
|---------------|--|--------|-------------------------|
| Name:         | Varonica Schultz   | Title: | Grants and Awards Clerk |
| Phone Number: | 502-485-3203   |        |                         |
| Email:        | <a href="mailto:varonica.schultz@jefferson.kyschools.us">varonica.schultz@jefferson.kyschools.us</a> |        |                         |

**LOUISVILLE METRO GOVERNMENT GRANTS CONTRACT COORDINATOR**

Office of Social Services: Planning and Compliance Division

|                              |  |
|------------------------------|--|
| Grants Contract Coordinator: | Bo Creason   |
| Phone Number:                | 502-574-6868   |
| Email:                       | <a href="mailto:Robert.Creason@louisvilleky.gov">Robert.Creason@louisvilleky.gov</a> |
| Address:                     | 701 W. Ormsby, Suite 201, Louisville, KY 40203                                       |



EXHIBIT "A" - ATTACHMENT 2  
LOUISVILLE METRO GOVERNMENT  
OFFICE OF SOCIAL SERVICES  
EXTERNAL AGENCY FUND, HOMELESS INITIATIVE, SPECIAL PROJECT  
WORK PROGRAM AND BUDGET

**PROGRAM DESCRIPTION**

In the space provided, supply complete description of the program including: 1) services are to be performed, 2) where they are to be performed (describe the location of the program and list the census tract(s) in which the program will be implemented), 3) for whom they are to be performed, 4) how they are to be performed, 5) a description of general administration services to be performed in support of the program, and 6) all expense categories for which you will be requesting reimbursements. **PLEASE NOTE: If you do not list an expense category in this project description, you may not submit for reimbursements for any expenses in that category nor are you allowed to do a simple budget amendment to create a new expense line. Please include all possible categories for this grant.**

Louisville/Jefferson County Metro Government shall participate in the collaborative community effort known as Neighborhood Place with the goal of increasing the efficiency and accessibility of services that support the community, families, and individuals in moving toward self-sufficiency. Office space will be provided for Department of Community Based Services (DCBS) staff.

This agreement:

1. Provides office space for up to 202.1, full-time equivalency (FTE) DCBS staff among the following Neighborhood Places(NP): Ujima (28 staff), 1st Neighborhood Place (33 staff), Bridges of Hope Algonquin (12 staff), South Jefferson Fairdale and Valley Satellite (23 staff), Cane Run (27 staff), NW (23.1 staff; 10% of supervisor time), and South Central (37 staff);
2. Provides support services for the staff above including: telephones, utilities, office/building maintenance, and janitorial services;
3. Assures that space and facility supply needs (i.e. toilet paper, trash bags, hand towels) of staff at each location;
4. Provides on-site operational administrator for staff;
5. Directs operations in a manner that support quality, effectiveness, and efficiency;
6. Maintains records sufficiently to identify the results of the services provided;
7. Facilitates coordination between service providers and mediates conflicts between Neighborhood Place participants about office space issues;
8. Ensures that the programmatic policies of agencies.

EXHIBIT "A" - ATTACHMENT 3  
LOUISVILLE METRO GOVERNMENT  
OFFICE OF SOCIAL SERVICES  
EXTERNAL AGENCY FUND, HOMELESS INITIATIVE, SPECIAL PROJECT  
WORK PROGRAM AND BUDGET  
OUTCOMES  
Definitions

| PROGRAM<br><i>provide text</i>  | INPUTS<br><i>provide text description</i>              | OUTPUT<br><i>provide text description</i> | Measurable Unit<br><i>provide concise description</i> | FISCAL YEAR GOAL<br><i>text description</i>          |
|---------------------------------|--|---|---|--|
| JCPS - Neighborhood Place (EAF) | State Pass Through Funds to support Neighborhood Place | Number of students/families served        | Unique Households                                     | 10,000 Families will have access to social services. |

**SAMPLE ONLY - please fill out the blue shaded cells below**

| PROGRAM             | INPUTS  | OUTPUT   | Measureable Unit | FISCAL YEAR GOAL               |
|---------------------|---|--|------------------|--------------------------------|
| Sample Program Name | (1) Donated socks, hygiene supplies, and nonperishable food items.<br>(2) 2 full-time volunteers, 600 Hours | Prepare and mail care packages to partner organizations serving target population. | Care Packages    | 1200 Care Packages distributed |

**PLEASE COMPLETE THIS SECTION**

Fill out the table below with details that support project goals listed in Attachment 1, as well as the activities described in the narrative section in Attachment 3, "Program Description".  
The text boxes will word-wrap but you may need to expand the row height to see and print entire text.

| PROGRAM                         | INPUTS   | OUTPUT                             | Measurable Unit   | FISCAL YEAR GOAL                                     |
|---------------------------------|--|------------------------------------|-------------------|--|
| JCPS - Neighborhood Place (EAF) | State Pass Through Funds to support Neighborhood Place | Number of students/families served | Unique Households | 10,000 Families will have access to social services. |

EXHIBIT "A" - ATTACHMENT 4  
LOUISVILLE METRO GOVERNMENT  
OFFICE OF SOCIAL SERVICES  
EXTERNAL AGENCY FUND, HOMELESS INITIATIVE, SPECIAL PROJECT  
WORK PROGRAM AND BUDGET

| Category  | Title | Description   | Awarded Budget<br>at \$84,000 |
|---|-------|---|-------------------------------|
| <b>Personnel</b>                                    |       |   |                               |
|   |       |   | \$0.00                        |
|   |       |   | \$0.00                        |
| <b>Personnel Total</b>                              |       |   | <b>\$0.00</b>                 |
| <b>Fringe Benefits</b>                              |       |   |                               |
|   |       |   | \$0.00                        |
| <b>Fringe Benefits Total</b>                        |       |   | <b>\$0.00</b>                 |
| <b>Contractors</b>                                  |       |   |                               |
|   |       |   | \$0.00                        |
| <b>Contractors Total</b>                            |       |   | <b>\$0.00</b>                 |
| <b>Agency Rent or Utilities</b>                     |       |   |                               |
|   |       |   | \$0.00                        |
| <b>Agency Rent or Utilities Total</b>               |       |   | <b>\$0.00</b>                 |
| <b>Other Supplies &amp; Program Materials</b>       |       |   |                               |
|   |       | Cleaning supplies, copy paper, binders, folders, printed materials, pens, salt, toilet paper, hand towels, hand soap, floor pads, maps, brooms, | \$6,400.00                    |
| <b>Other Supplies &amp; Program Materials Total</b> |       |   | <b>\$6,400.00</b>             |
| <b>Telephone or Cell phone</b>                      |       |   |                               |
|   |       |   | \$3,500.00                    |
| <b>Telephone or Cell phone Total</b>                |       |   | <b>\$3,500.00</b>             |
| <b>Local Travel</b>                                 |       |   |                               |
|   |       |   | \$4,000.00                    |
| <b>Local Travel Total</b>                           |       |   | <b>\$4,000.00</b>             |
| <b>Small Equipment</b>                              |       |   |                               |
|   |       |   | \$0.00                        |
| <b>Small Equipment Total</b>                        |       |   | <b>\$0.00</b>                 |
| <b>Client Assistance</b>                            |       |   |                               |
|   |       |   | \$0.00                        |
| <b>Client Assistance Total</b>                      |       |   | <b>\$0.00</b>                 |
| <b>Other Expenses</b>                               |       |   |                               |
| Furniture/fixtures/flooring/paint/electrical        |       | Renovations for NP  | \$70,100.00                   |
| <b>Other Expenses Total</b>                         |       |   | <b>\$70,100.00</b>            |
| <b>Other</b>  |       |   |                               |
| <b>Category Title Description Budget</b>            |       |   |                               |
| <b>Other</b>  |       |   |                               |
| Out of County                                       |       |   |                               |
| <b>Other Total</b>                                  |       |   | <b>\$0.00</b>                 |
| <b>Grant Total</b>                                  |       |   | <b>\$84,000.00</b>            |

EXHIBIT "A" - ATTACHMENT 5  
LOUISVILLE METRO GOVERNMENT  
OFFICE OF SOCIAL SERVICES  
EXTERNAL AGENCY FUND, HOMELESS INITIATIVE, SPECIAL PROJECT  
WORK PROGRAM AND BUDGET

**KEY PERSONNEL (titles only - staff names note required)**

Provide a list of staff titles and estimated budget amounts to be allocated to this program. Please include salaried costs without benefits. This is an estimation and changes will be permitted without a revision or amendment, but the TOTAL amount allocated for salaries in the line-item budget cannot be exceeded.

| <u>Position Title</u>             | <u>Hours Per Week</u> | <u>Pay Budget Per Week</u> | <u>Number of Weeks</u> | <u>Budgeted \$\$ Amount Per Grant Period</u> |
|-----------------------------------|-----------------------|----------------------------|------------------------|--|
|                                   |                       |                            |                        | \$ -   |
|                                   |                       |                            |                        | \$ -   |
|                                   |                       |                            |                        | \$ -   |
|                                   |                       |                            |                        | \$ -   |
|                                   |                       |                            |                        | \$ -   |
|                                   |                       |                            |                        | \$ -   |
| <b>INSERT MORE ROWS IF NEEDED</b> |                       |                            |                        | \$ -   |
| <b>TOTAL</b>                      |                       |                            |                        | <b>\$ -</b>                                  |

EXHIBIT "A" - ATTACHMENT 6  
LOUISVILLE METRO GOVERNMENT  
OFFICE OF SOCIAL SERVICES  
EXTERNAL AGENCY FUND, HOMELESS INITIATIVE, SPECIAL PROJECT  
WORK PROGRAM AND BUDGET

**PROFESSIONAL SERVICES CONTRACTS (contractors, temp agency staff, etc)**  
Provide a list of all anticipated personnel or professional service contracts.

**INSERT MORE ROWS IF NEEDED**

EXHIBIT "A" - ATTACHMENT 7  
LOUISVILLE METRO GOVERNMENT  
OFFICE OF SOCIAL SERVICES  
EXTERNAL AGENCY FUND, HOMELESS INITIATIVE, SPECIAL PROJECT  
WORK PROGRAM AND BUDGET

**COMPLIANCE DOCUMENTS ATTESTATION**

Following is the list of compliance documents you will need to submit. If you are a recent recipient of any grant through the OFFICE OF SOCIAL SERVICES, and staff are able to find this documentation on file, and the documentation is not date-sensitive, you will not be asked to resubmit those documents.

- agency's most recent signed W9 - refer to IRS publications for a blank copy of the current form.
- agency's most recent 990 form- refer to IRS charities-nonprofits for information about 990 forms. If your organization does not have a 990 form, and you receive a grant, you will need to provide attach a narrative explaining why
- agency's IRS Tax Exempt Determination Letter - if necessary, check the IRS' website for information about obtaining copies of exemption determination letters.
- agency's most recent audit or letter from accountant on fiscal soundness or signed attestation provided by OSS
- current listing of your organization's board of directors, and their affiliations and demographics
- funded program's policies and procedures/SOP (P&P) plus any documents that support the running of your program such as the client handbook, client files, etc. for the program for which you are requesting funding.
- for Faith-Based Organization/Religious Activities you will need to submit a policy, or language that states that these grant funds are not used to engage in inherently religious activities, such as worship, religious instruction, or proselytizing, as part of the programs or services funded under this Agreement, agency shall not, in providing program assistance, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or a religious belief, nor require participation in any religious service or education in order to received the services of this program

After reviewing this list, choose the appropriate answer

- ☐ Yes, our agency has or can collect all of these documents.
- ☐ No, our agency does not have some of these documents, and we will need OSS assistance/clarification on some of these documents.

(Approved) \_\_\_\_\_

( Grantee Chief Executive / Signing Authority)

(Date)

EXHIBIT "A" - ATTACHMENT 8  
LOUISVILLE METRO GOVERNMENT  
OFFICE OF SOCIAL SERVICES  
EXTERNAL AGENCY FUND, HOMELESS INITIATIVE, SPECIAL PROJECT  
WORK PROGRAM AND BUDGET

**CASE MANAGEMENT ATTESTATION**

**ONLY COMPLETE THIS TAB IF YOU WILL BE CHARGING CASE MANAGEMENT EXPENSES TO THIS GRANT.**

Following is a model for case management used by OSS's Office of Housing and Support. Your agency is required to have a similar, industry-standard model in use, and that can be documented in SOPs, intake documents, or other materials. Additionally, OSS may ask to interview a case management client within the fiscal year to ensure you are providing quality case management services.

Case management is a collaborative process in which a professional works with a customer to identify and work towards one or more desired outcomes. Case management services are provided in a manner that is professional, respectful, and trauma informed. Case management professionals support customers' autonomy and right to self-determination. While services differ by program and location, case management generally involves the following activities:

Intake/Assessment: Assess current needs; Collect relevant information across multiple domains; Acknowledge strengths and challenges; Identify factors that might influence outcomes; Identify issues that the professional and customer will address.

Service planning: Identify a customer's personal motivation for change; Develop one or more goals, using SMART\* guidelines; Agree on a timeline for achieving goals; Identify actions that the customer and others (e.g., professionals, support systems) will take to achieve the goals.

Interventions: Provide supportive services that include, but are not limited to: Referrals to appropriate services; Coordination of service delivery; Advocacy; Education, coaching, and modeling.

Follow up/review: Meet to review the service plan within identified timeframes; Review progress, including successes and challenges; Revise goals as needed.

Termination and Discharge Planning: Acknowledge that services are ending; Work with the customer to develop a realistic plan to address future needs; Ensure that the customer is connected to appropriate resources; This includes crisis support as needed.

\*Specific, Achievable, Measurable, Time-Limited

After reviewing this, choose the appropriate answer

After reviewing this, choose the appropriate answer

- ☐ Yes, we have a documented process for case management.  
☐ Yes, we can provide a case management client for OSS to interview if needed.

(Approved) \_\_\_\_\_

( Grantee Chief Executive / Signing Authority)

(Date)

EXHIBIT "A" - ATTACHMENT 9  
LOUISVILLE METRO GOVERNMENT  
OFFICE OF SOCIAL SERVICES  
EXTERNAL AGENCY FUND, HOMELESS INITIATIVE, SPECIAL PROJECT  
WORK PROGRAM AND BUDGET

**GRANTEE HANDBOOK ATTESTION**

We believe all neighbors have the right to feel safe and welcome to quiet enjoyment of their properties and public spaces, and to access available community resources, services, and public facilities to meet their needs. In order to achieve this, we ask our partner agencies to:

- ☐ Offer ongoing services that support clients/residents in achieving long-term personal goal that contribute to their self-sufficiency.
- ☐ Train staff to address client needs with a trauma informed approach, motivational interviewing, de-escalation skills, conflict resolution skills.
- ☐ Encourage clients/residents to be good neighbors by abiding by the facility/shelter code of conduct or trespassing through neighboring properties or rights of way.
- ☐ Encourage clients/residents to reduce litter and provide opportunities for litter control.
- ☐ Assign staff or residents to pick up litter in the perimeter on a regular schedule.
- ☐ Provide regular trash disposal.
- ☐ Ensure that sidewalks are clear of debris and accessible to all.
- ☐ Encourage residents to have a sense of ownership in the neighborhood and pride in their residence.
- ☐ Hold individuals responsible for their actions.
- ☐ Ensure that your facilities are in good standing with building codes and regulations with no violations.
- ☐ Agree to cooperate with law enforcement officials as required by law.

I agree that I am an authorized representative and/or signatory of the organization named above and I

Please check

☐

Our agency has read, understood, and will comply with the  
Good Neighbor Policy.

( Grantee Chief Executive / Signing Authority)

Date



EXHIBIT "A" - ATTACHMENT 10  
LOUISVILLE METRO GOVERNMENT  
OFFICE OF SOCIAL SERVICES  
EXTERNAL AGENCY FUND, HOMELESS INITIATIVE, SPECIAL PROJECT  
WORK PROGRAM AND BUDGET

**GRANTEE HANDBOOK ATTESTATION**

I agree that I am an authorized representative and/or signatory of the organization named above and I attest

Please check

☐

Someone from my agency participated in the mandatory orientation training and have read, understand, and will comply with the EAF/HI/Special Projects Handbook.

\_\_\_\_\_  
Chief Executive / Signing Authority Signature

\_\_\_\_\_  
Date

EXHIBIT "A" - ATTACHMENT 11  
LOUISVILLE METRO GOVERNMENT  
OFFICE OF SOCIAL SERVICES  
EXTERNAL AGENCY FUND, HOMELESS INITIATIVE, SPECIAL PROJECT  
WORK PROGRAM AND BUDGET

**GRANT REQUIREMENTS**

**Reporting and Deadlines:** The first payment will go out upon execution of contract. All other payments will go out once we receive your quarterly pay request/expense report. **Quarterly performance reports and pay requests/expense reports are due 10/15/25, 01/15/26, 4/15/26 and 7/15/2026.** All reports should be sent via eCivis to your Grants Contract Coordinator unless otherwise arranged with your Coordinator. **All Grant recipients must enter program information into HMIS unless your agency has compelling legal reasons for not using HMIS.** Please contact your Grants Contract Coordinator to discuss if you have questions. ☐ Chief Executive initial agreement

**Training and Technical Assistance:** Grant recipients are required to actively participate in trainings mandated by OSS. Grant recipients are encouraged to request training and technical assistance when needed by contacting your Grants Contract Coordinator. ☐ initial agreement

**Connections to OSS Services and Programs:** 1) The Grantee Program Contact that you provide on the Program Overview tab (or other staff you designate) will be required to meet with OSS staff in our Office of Financial Empowerment (OFE) to identify opportunities to integrate financial empowerment into grantee service delivery. OFE will work with grantees to develop feasible and meaningful strategies which may include (but are not limited to): referrals to financial empowerment services, training for grantee staff, banking access or financial counseling program integration, etc. 2) Please review all of the services and programs of OSS <https://louisvilleky.gov/government/office-social-services> and reach out to your Grants Contract Coordinator if you would like to connect with program staff for specific OSS programming to discuss partnership possibilities. ☐ Chief Executive initial agreement

**Site Visits and Monitoring:** Site visits may be scheduled at any time during the grant period. Additionally, based on a risk assessment of all OSS grantees, you may be required to participate in a formal Monitoring process. Also, OSS reserves the right to conduct unannounced site visits should serious concerns about the agency arise. ☐ Chief Executive initial agreement

**Award Time Period:** This grant is awarded for FY26 (July 1, 2025-June 30, 2026). LMG grant budgets, priorities may change from year-to-year and nothing in the agreement or the WPB should be construed to be a guarantee or promise of future funding for this program. ☐ Chief Executive initial agreement

**Outcome Sharing:** OSS reserves the right to publicly share the outcomes of program activity reports. Because these grants are funded by taxpayer dollars, it is essential to demonstrate the impact of this investment and maintain transparency with the public. ☐ Chief Executive initial agreement

**SIGNATURES**

***By signing, we attest that we have read, understood, and agree to the requirements above as well as the***

|            |  |        |
|------------|--|--------|
| (signed)   |  |        |
|            | (Grantee Reporting Contact )                   | (Date) |
| (signed)   |  |        |
|            | (Grantee Payment Contact)                      | (Date) |
| (approved) |  |        |
|            | ( Grantee Chief Executive / Signing Authority) | (Date) |

**APPROVED:**

|  |        |
|--|--------|
|  |        |
| Patricia Williams, Director, OFFICE OF SOCIAL SERVICES | (Date) |