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AMH 430-2026

# Commonwealth of Kentucky CONTRACT

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 Adult Ed Provider Agreements  
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**Effective From:** 07/01/2026 **Effective To:** 06/30/2027

Line Item	Delivery Date	Quantity	Unit	Description	Unit Price	Contract Amount	Total Price
1		0.00000		IELCE Core Services	\$0.000000	\$233,530.00	\$233,530.00

**Extended Description:**

Integrated English Literacy and Civics Education (IELCE) under the Workforce Innovation and Opportunity Act (WIOA) requires "education services provided to English language learners who are adults, including professionals with degrees and credentials in their native countries, that enables such adults to achieve competency in the English language and acquire the basic and more advanced skills needed to function effectively as parents, workers, and citizens in the United States. Such services shall include instruction in literacy and English language acquisition and instruction on the rights and responsibilities of citizenship and civic participation and may include workforce training." (Section 203(12) of WIOA) Additionally, the Section 243 IELCE program must be provided in combination with integrated education and training (IET). (Section 243(a) of WIOA).

**Budgeted source of funds:**

Federal funds are made available from the Office of Career, Technical, and Adult Education -US Department of Education. A negotiated restricted rate agreement is required Per 2 CFR 200.332

Authority: PL 113-128 II WORKFORCE INNOVATION AND OPPORTUNITY ACT 100% federal; ADULT EDUCATION - STATE GRANT PROGRAM

(CFDA 84.002A).

Federal Award Number (FAIN) V002A240017 (Awarded July 1, 2024)- (\$9,546,936.00): Program period code 25, Program code 53506 (\$521,712)  
Federal Award Number (FAIN) V002A250017 (Awarded July 1, 2025)- (\$9,190,847): Program period code 26, Program code 53506 (\$541,595).  
UEI# JMM1JDK121H7

Method of payment: cost-reimbursement; receipt and approval of monthly online Expenditure Report. All costs must be reasonable, allowable, and actual.

<b>TOTAL CONTRACT AMOUNT</b>	<b>\$233,530.00</b>
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## Memorandum of Agreement

This Memorandum of Agreement (MOA) is entered into, by and between the Commonwealth of Kentucky, Education and Labor Cabinet, Office of Adult Education (“the Commonwealth” and “OAE”) and Jefferson County Public Schools (JCPS) Integrated English Literacy and Civics Education (IELCE) (“the Contractor”) to establish an agreement for adult education services, including English language acquisition, literacy, and instruction on the rights and responsibilities of citizenship and civic participation in accordance with Section 243 of the Workforce Innovation and Opportunity Act and OAE requirements. The MOA is effective July 1, 2026, upon approval by the Secretary of the Finance and Administration Cabinet and the Government Contract Review Committee, and it will terminate on June 30, 2027.

### Background

OAE, through its contractors, provides free adult education services consisting of GED® preparation classes, family literacy programs, certification in job-related skills to increase employability and productivity, college preparation, integrated education and training (IET) and English as a second language (ESL) as well as Integrated English Literacy and Civics Education (IELCE) in all 120 counties.

IELCE, under the Workforce Innovation and Opportunity Act (WIOA) addresses education services provided to English language learners who are adults, including professionals with degrees and credentials in their native countries, that enables such adults to achieve competency in the English language and acquire the basic and more advanced skills needed to function effectively as parents, workers, and citizens in the United States.

### I. Scope of Services

#### A. Contractor shall fulfill the following obligations:

1. Contractor shall fulfill all applicable Workforce Innovation and Opportunity Act requirements.
2. ADULT EDUCATION SERVICES: The Contractor shall:
  - a. Operate a program in compliance with the Plan of Service, Kentucky State Plan, Performance Measures, and Budget(s).
  - b. Employ individuals to carry out its obligations under this Agreement. Individuals employed by the Contractor are considered employees of the provider, not OAE; therefore, the Contractor is responsible for compliance with all applicable federal and state employment laws, including but not limited to tax and social security obligations.
  - c. Operate a program in compliance with the provisions of the Kentucky Adult Education (KYAE) Program Manual as amended from time to time with adequate notice to the Contractor, located in OAE Blackboard Learning Management System, and hereby incorporated by reference.
  - d. Operate a program in compliance with Contractor’s approved proposal, which is hereby incorporated by reference.
  - e. Adhere to all applicable federal grant funding laws.
  - f. In the event of a declaration of national or state emergency, provision of distance learning services is expected to continue according to guidance from OAE and federal sources. Student services, which are separate from distance learning and instruction, includes the same services expected during times of “normal” operations for example but not limited to intake and orientation; student enrollment, instruction, support, and assessment; and data reporting.

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- g. Provide services that comply with all applicable laws, including the Kentucky Adult Education Act of 2000, the Request for Applications (RFA) Guidelines 2026-2028, the Kentucky State Plan, and with the current KYAE Program Manual as amended from time to time with adequate notice to the Contractor.
- h. Providers receiving funds through the Integrated English Literacy and Civics Education program must provide services that—
  - a) Include instruction in literacy and English language acquisition and instruction on the rights and responsibilities of citizenship and civic participation; and
  - b) Are designed to:
    - 1. Prepare adults who are English language learners, including professionals with degrees and credentials in their native countries, for, and place such adults in, unsubsidized employment in in-demand industries and occupations that lead to economic self-sufficiency; and
    - 2. Integrate with the local workforce development system and its functions to carry out the activities of the program.
  - c) Integrate English literacy and civics education in combination with integrated education and training activities by:
    - 1. Co-enrolling participants in integrated education and training as described in [34 CFR 463 Subpart D](#) that is provided within the local or regional workforce development area from sources other than section 243 of the Act; or
    - 2. Using funds provided under section 243 of the Act to support integrated education and training activities as described in [34 CFR 463](#).

3. PROGRAM DESIGN AND ACTIVITIES: The Contractor shall:

- a. Provide adult education services or instruction below the postsecondary level for any eligible individual who requests services and:
  - 1. has attained 16 years of age;
  - 2. is not enrolled or required to be enrolled in secondary school under State law;
  - 3. Who-
    - i. is basic skills deficient;
    - ii. does not have a secondary school diploma or its recognized equivalent and has not achieved an equivalent level of education; or
    - iii. is an English language learner.
- b. Assess students to determine their academic level utilizing an enrollment assessment instrument recognized by OAE and administered in a manner consistent with OAE assessment policy.
- c. The Integrated English Literacy and Civics Education program refers to the use of funds provided under section 243 of WIOA for education services for English language learners who are adults, including professionals with degrees and credentials in their native countries.
- d. Provide Integrated English Literacy and Civics Education educational services as described in 34 CFR § 463.33-.38 and 34 CFR § 463.70-.75.
- e. Provide an educational program that emphasizes contextualized instruction on the rights of parents, workers, and community members.

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- f. Such educational services must be delivered in combination with integrated education and training activities as described in 34 CFR § 463.36.

4. CONFIDENTIALITY: The Contractor Agrees to:

- a. Comply with all applicable federal and state confidentiality laws.
- b. Assure the confidentiality of all information, whether written, verbal or electronic, provided by or about any client seeking or receiving services under this contract, except as approved and authorized in writing by the client, or as otherwise permitted by law.
- c. Use or permit access to the Kentucky Adult Education Reporting System Information Network (hereafter referred to as "KAERS") or a Kentucky Adult Education designated Management Information System (hereafter referred to as "MIS"), an information system that allows for the transfer of data to accommodate the assessment of potential services and program eligibility, only for purposes specifically authorized;
- d. Provide to OAE the completed Request for the KAERS or any future MIS Access form for any employee to be considered for access to the KAERS or any future MIS;
- e. Require all employees who have been trained and granted access by OAE to the KAERS or any future MIS to read and sign a copy of the Employee Security Contract which is available in KAERS or designated in any future MIS and is hereby incorporated by reference;
- f. Ensure that only authorized employees are given access to the KAERS or any future MIS; and
- g. Instruct all employees with access to the KAERS or any future MIS regarding the confidential nature of the information, including the relevant statutes and regulations.
- h. Instruct all employees with access to KAERS or any future MIS to immediately report any suspected data breach or security incident to the OAE's Contact Point listed in the Contact Point section of this Agreement, fiscal agent, Program Director, and Program Administration Performance and Compliance Branch, [OAEfix@ky.gov](mailto:OAEfix@ky.gov)
- i. Contractor is a nonaffiliated third party as defined by KRS 61.931(5) and must comply with applicable laws set forth in KRS 61.931-.934.

5. AUDIT:

- a. The Contractor shall comply with all applicable federal audit requirements, including but not limited to, the procurement of a single agency-wide audit, in accordance with and as required by, appropriate state and federal laws, regulations, and Federal Uniform Guidance documents, as applicable for the fiscal agent.
- b. In addition, OAE may arrange for a comprehensive program and financial audit and/or follow-up audits of the Contractor. Significant or repeated issues identified in an audit may result in failure to renew a contract for the remainder of the grant period.
- c. Failure to comply with this section may result in payments being delayed or withheld.

6. MARKETING, OUTREACH & MEDIA RELEASES:

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- a. Assure that all signage, printed or electronic materials or presentations used for the promotion of programs paid wholly or in part with state or federal adult education funds identify that the program is a federal and state program administered by OAE.
- b. All materials produced shall be tagged with "A Proud Partner of the American Job Center Network".

7. EXTENSION/AMENDMENTS:

- a. This contract may be extended or amended by mutual consent of the parties in writing.

8. REALLOCATION OF FUNDS

- a. The Contractor may reallocate funds, but no funds may be moved between sub-grants. The total amount of the grant is not subject to alteration by the Contractor.
- b. Written notification of reallocation shall be made in the OAE Finance Module prior to invoicing with the reallocated budget. Notification of reallocation must be received by OAE no later than March 31, 2027.

9. REPORTING:

- a. Submit a cumulative Inventory Report to OAE by July 21, 2027, online through the Finance Module for all qualifying items purchased with OAE funds
- b. Submit a copy of the fiscal agent's prior year single audit or a written notice that an audit is not required (see audit section above) by March 31, 2027; and that
- c. Failure by the Contractor to adhere to OAE reporting requirements may result in:
- d. Reimbursements being delayed, reduced or withheld; or
- e. OAE invoking the 30-day contract termination clause.
- f. Closeout: The Contractor must submit all reports (financial, performance, and other reports) outlined in this agreement, KYAE Program Manual as amended from time to time and adequate notice to the Contractor, and as required by 2 CFR 200.344.

10. PROFESSIONAL DEVELOPMENT:

- a. Adhere to OAE Professional Development and Training Policy as detailed in the KYAE Program Manual, which may be amended from time to time with adequate notice to the Contractor; and
- b. Ensure that expenditure for professional development activities follows the Fiscal Guidelines for Professional Development in accordance with the KYAE Program Manual as amended from time to time, with adequate notice to the Contractor, for OAE-approved professional activities outlined in the Professional Development and Training Policy as detailed in the KYAE Program Manual as amended from time to time with adequate notice to the Contractor and shared through the KYAE Learning Management System (LMS).

11. SERVICES AT CORRECTIONS FACILITIES:

- a. Grantees located in counties with full-service jails and state adult institutions shall partner with the local jailer or warden to offer adult education services, making every effort to work in cooperation

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to offer adult education services in correctional settings. (This is a State Requirement.) If unique circumstances arise and the Contractor is unable to offer services in a correctional setting, the Contractor shall notify OAE of the circumstances. OAE reserves the right to secure services from another entity if the Contractor is unable to offer services under this subsection.

- b. The Contractor agrees to provide, where applicable, adult education and literacy services to eligible incarcerated participants on a cost-reimbursable basis, and in compliance with the terms of this Agreement.
- c. The Contractor is required to track correction facility related expenses in the finance module for federal reporting requirements. Failure to do so can result in reimbursements being delayed, reduced or withheld.

## 12. FACILITIES AND FACILITY RENTALS:

Fiscal agents shall ensure that (These are State Requirements.):

- a. All instructional facilities and services are in compliance with the Americans with Disabilities Act of 1990.
- b. Facilities have appropriate exterior and interior signage identifying Kentucky Adult Education services in adherence with Team Kentucky logo guidelines and in adherence to the KYAE Program Manual as amended from time to time with adequate notice to the Contractor.
- c. The learning environment is in good condition and properly maintained with adequate space, equipment, climate control, and bathroom facilities.
- d. There is a separate room available for student assessment and counseling purposes.
- e. The building and surroundings are safe, sanitary, age-appropriate and non-hazardous.
- f. The location is easily accessible with adequate parking.
- g. The facility has an environment conducive to adult learning including internet access.
- h. If it is determined through an OAE site visit that the facility does not meet requirements, the Contractor may be asked to relocate the center to a more appropriate location or correct deficiencies. The Contractor shall be responsible for any costs associated with relocation and deficiency corrections.

## 13. FISCAL MANAGEMENT:

- a. Contractor shall comply with federal budget and cost law, including but not limited to the applicable laws in the Code of Federal Regulations (CFR) Title 2.
- b. Indirect costs shall comply with federal law as set forth in 2 CFR 200.414 and 34 CFR Part 76 Subpart F - Indirect Cost Rates.
  1. Indirect costs are allowable at the restricted rate if the Contractor has an approved federal restricted indirect cost rate agreement and provides a copy of the Indirect Cost Rate Agreement to the Fiscal Management and Contracts Branch prior to invoicing.
  2. Otherwise, and because this is a supplement and not supplant award, if the Contractor does not have a restricted indirect cost rate agreement, it may elect to use an indirect cost rate of 8 percent of the modified total direct costs (MTDC) base as allowed in [34 CFR 76.564](#).
  3. All indirect cost charges will be reported as part of the program's administrative funds and meet the caps and guidance available in this Agreement and KYAE Program Manual as amended from time to time with adequate notice to the Contractor, as applicable to funding source.

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- c. The Contractor understands that funds awarded under this Agreement are to supplement and not supplant—and cannot be used to provide services that would be otherwise available from another funding source or be available on a non-reimbursable basis.
- d. If travel expense is included, it shall be paid in accordance with the Contractor's policy and guidelines or, in the absence of such policy, in accordance with state employee rates set forth in 200 KAR 2:006.
- e. Report only expenditures that are for goods received or services provided or received during the contract term and are determined allowable in compliance with federal law. Encumbered but unexpended funds are not eligible for reimbursement unless the goods/services have been received by the close of business on June 30, 2027, unless notified otherwise in writing by OAE.
- f. Expenditures that exceed the approved budget line are not eligible for reimbursement without prior written approval by OAE.
- g. Acceptable expenditures may include but are not limited to, OAE-approved or sponsored training, instructional materials, and equipment that comply with federal law, including but not limited to, 2 CFR 200.439.
- h. Employee pay and benefits shall comply with applicable state and federal law including but not limited to 2 CFR 200.430 and 200.431.
- i. To maximize the amount of funds available for direct instructional services, OAE encourages adult education programs to pay minimal or no rent for space; however, the needs of adult learners and the priorities of OAE take precedence over seeking space at minimal or no cost; those located in publicly owned buildings, particularly, should expect no or minimal rent for space that is allocable.
- j. Reimburse OAE within 60 days of notification for any unresolved costs and/or payments that are disallowed as a result of OAE policy, federal or state law, audit findings, or the terms of this Agreement.
- k. Failure by the Contractor to adhere to OAE or other reporting requirements may result in:
  - i. Reimbursements being delayed or withheld; or
  - ii. The 30-day contract termination clause being invoked by ELC.
- l. Funds received under this Agreement will be used to supplement and not supplant funds already available to the Contractor from other sources for purposes authorized by the Adult Education and Family Literacy grant program.
- m. OAE funds shall not be expended for any purposes other than the direct provision of the adult education services outlined in this Agreement.
- n. The Contractor shall have sufficient working capital to sustain adult education services until the first invoice is paid as set forth in this Agreement. In accordance with the Federal Cash Management Improvement Act, eligible providers that lack sufficient working capital may submit a written request for a working capital advance.

#### 14. FINANCIAL MANAGEMENT SYSTEM:

- a. Accurate, current, and complete disclosure of the financial results of the functions/services performed under this Agreement shall be provided in accordance with reporting requirements set forth in federal law.
- b. Records that identify the source and application of funds for activities/functions/services performed under this Agreement shall contain information pertaining to federal and/or state funds received,

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obligations, unobligated balances (if applicable), assets, liabilities, expenditures, income, and hours worked by each individual supporting this grant reported by county, role and personnel function.

- c. The Contractor shall maintain effective control over and accountability for all funds, property, and other assets. The Contractor shall safeguard all such assets and shall assure that they are used solely for authorized purposes in the provision of functions/services under this contract. The Contractor shall update and submit monthly online inventory reports to reflect qualifying items purchased with OAE funds.
- d. The Contractor shall comply with the equipment and capital expenditure provisions of 2 CFR 200.439 and shall submit a cumulative inventory report form online using the OAE Finance Module on or before July 21, 2027, for all non-consumable property with a life expectancy of one year or more and acquired with OAE funds. Cumulative inventory is defined as any inventory purchase made with OAE funds under this agreement or any previous agreement with OAE. All property purchased with OAE funds will revert to OAE in the event this contract is not executed or is terminated. Contractor shall not purchase any item valued at \$10,000 or greater without prior written approval from OAE.
- e. When computer equipment has reached the end of its useful life, it may be disposed of in compliance with applicable state and federal law, and the Commonwealth Office of Technology (COT) guidelines for safeguarding personal and student information. It is the responsibility of the Contractor to properly dispose of equipment in accordance with applicable law and COT policy. The sanitizing process shall be documented with the COT-F108, Commonwealth of Kentucky Record of IT Equipment Sanitization Form. A completed record must be maintained in a central location designated by the agency. This information must be maintained as outlined by the Kentucky Department of Library and Archives (KDLA) record retention schedule.
- f. Accounting records shall be supported by original source documentation, including personnel time records.
- g. No other funds or assets of the Contractor shall be co-mingled with the funds provided under this agreement, and that these funds shall not be utilized for any purposes except those specifically identified in this Agreement.

#### 15. ADDITIONAL STATE REQUIREMENTS

- a. The Contractor shall comply with all provisions of the KYAE Program Manual as of the date of execution of this MOA, which may be amended from time to time, with adequate notice to the Contractor.
- b. The Contractor shall deliver IELCE programming in accordance with pages 40-51 of the 2026-2028 RFA Guidelines in support of the enrollment, academic performance, GED®, State-Specific Requirements per pages 4–8 of the 2026–2028 RFA Guidelines and transition goals.
- c. The Contractor or an approved consortium partner will provide direct services to eligible adults and will not subcontract service provision.

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- d. The Contractor shall provide structured, scheduled, instructor-led learning opportunities resulting in successful student and program outcomes as well as effectiveness and efficiency. The Contractor shall incorporate OAE's managed program design parameters.
- e. The Contractor shall incorporate OAE College & Career Readiness and English Language Proficiency Standards into classroom use.
- f. A major indicator of program success is a high-quality instructional staff and instructional leadership. The Contractor will maintain instructional staffing levels to meet the adult education and family literacy needs of adult learners/eligible participants and employer and training provider requirements in support of Integrated Education (IET) and Workplace Literacy (WPL) programs and other partnership requirements based on Education and Labor Cabinet priorities. The Contractor assures that all staff will meet OAE minimum personnel requirements as specified in the KYAE Program Manual as amended from time to time with adequate notice to the Contractor, unless approved otherwise, and that new staff will be hired through a structured, rigorous recruitment and selection process.
- g. The Contractor shall adhere to all OAE data collection and reporting requirements in adherence with the KYAE KAERS Manual, as amended from time to time, with adequate notice to the Contractor.
- h. The Contractor is responsible for providing technical support to the adult education program as needed to ensure security of information, computer access for staff and students, and proper functionality of hardware and software.
- i. The Contractor shall repay any funds that have been finally determined through federal or state audit resolution processes to have been disallowed costs or otherwise not properly accounted for, and further agrees to the extent permitted by Kentucky law to pay any collection fees that may subsequently be imposed by the federal and/or state government.
- j. The Contractor shall implement and enforce employee policies requiring its employees providing services under this agreement to adhere to professional and ethical standards while performing services under this Agreement.
- k. SPECIFIC CONDITIONS AND CONDITIONS REMOVAL CRITERIA

- i. Failure to meet state requirements referenced in Section I (15)(b) and outlined in the provisions and processes of the Kentucky Adult Education Program Manual, as amended from time to time, with adequate notice to the Contractor, may result in specific conditions in future contracts consistent with 2 CFR 200.208.

- ii. The geographical service area (county/counties) served by Local Providers who fail to demonstrate progress (minimum standard of continuous improvement towards achieving or exceeding the OCTAE Negotiated MSG Rate) by the end of the 3<sup>rd</sup> QTR and who were reported for failure to meet contract requirements, may be included in a Request for Applications (RFA) for Adult Education services for FY 28/PY 27 (Example: If Local Provider X serves counties A, B, and C, counties A, B, and C may be available for current local providers and or new applicants to compete to provide adult education services in those counties for the upcoming FY/PY).

- iii. Local Providers who satisfy (Meet or Exceed) the US ED, OCTAE Negotiated MSG Rate by the end of the 2<sup>nd</sup> QTR as determined by the 2<sup>nd</sup> QTR State Rankings will have Specific Conditions removed for the remainder of the Fiscal Year (FY) dependent upon verification from the data and the current improvement plan outcomes. OAE will assess performance and progress toward achieving targets,

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including State-Specific Requirements for all Local Providers per the Contract Renewal process during the 3rd and 4th QTRs each FY.

I. ASSURANCES AND CERTIFICATIONS

i. The Contractor assures that it will comply with all applicable laws. This assurance applies to the Contractor's status, if applicable, as a required partner in a one-stop delivery system established under WIOA. The Contractor understands that the United States Department of Education has the right to seek judicial enforcement of this assurance.

ii. CERTIFICATION OF A DRUG-FREE WORKPLACE

The Contractor shall comply with the provisions of 34 CFR Part 85, Subpart F, Drug-Free Workplace Act of 1988.

m. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION, LOWER TIER COVERED TRANSACTIONS

The Contractor certifies that neither the Contractor nor its principals:

i. Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Adult Education or agency.

ii. Have within three years preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with performing a public transaction.

iii. Are presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses defined at 34 CFR Part 85.

iv. Have within three years preceding this contract had one or more public transactions terminated for cause or default.

v. Where the Contractor is unable to certify to any of the statements in this certification, they shall submit an explanation to OAE; and

vi. The instructions for certification, which are an integral part of this certification, have been read and agreed to by the Contractor.

n. SAFETY. The Contractor assures that program participants shall not be required or permitted to receive OAE-funded services in buildings or surroundings that are dangerous, unsanitary, or hazardous to either the participant's or employee's health and safety.

**B. The Commonwealth shall:**

- a. Monitor and evaluate the Contractor for compliance with the provisions of this contract.
- b. Provide information, consultation, technical assistance when requested or when required (due to the Local Provider failing to meet the levels of performance agreed to for the primary performance indicators in WIOA Title II in any program year), and appropriate documents.
- c. Provide the Contractor access to the KAERS (or any future MIS) and Finance Module for the limited purpose of data entry, assessment of potential services, program eligibility, and fiscal recordkeeping.
- d. Provide timely payments to the contractor upon receipt of approved invoices.
- e. Adhere to any statutes and regulations applicable as a result of receiving federal grant funding.
- f. Payment by OAE to the Contractor, as well as the Contractor's continued performance, shall be subject to the availability of state and federal funds necessary to finance the provision of the services described in this contract.

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- g. OAE administers federal and state funds for the provision of adult education services in compliance with all applicable state and federal laws.
- h. Family Literacy Component (as applicable): OAE administers state funds for adult education services to provide family literacy services that are of sufficient intensity in terms of hours, and of sufficient duration, to assist families to make sustainable increases in their literacy level and to become self-sufficient, pursuant to state law including but not limited to KRS 151B.408 and KRS 158.360.
- j. Have the right to require Contractor to remove a Contractor's employee from performing services under this Agreement if the Commonwealth, in its sole discretion, deems the Contractor's employee has exhibited unprofessional or unethical behavior while providing services under this Agreement.

## II. Pricing

1. The Budget for this contract is \$ 233,530.00 as set forth in Contractor's Application, which is hereby incorporated by reference.

Source of funds: 100% Federal Funds (CFDA 84.002A); Federal Award Number (FAIN) V002A240017 (\$9,546,936.00), V002A250017 (\$9,190,847), (Awarded July 1, 2024, and July 1, 2025) UEI# JMM1JDK121H7. Federal funds are made available from the Office of Career, Technical, and Adult Education -US Department of Education. Program code: 53506.

- 2. The Method of Payment will be in accordance with applicable state and federal laws. This is a direct program cost reimbursement contract. Payment will be made based on reasonable, allowable, and actual costs incurred. All provider services of the Contractor (fiscal agent) will be reported to OAE by the Contractor.
- 3. Submit monthly expenditure reports to OAE detailing expenditures of actual costs incurred using the online Finance Module and including detailed personnel expenditure on the Time Sheet Summary section on or before the 10th of each month following the month of services.
- 4. Invoices received after the 10th shall be processed in the subsequent payment cycle. Failure to submit invoices no later than the 10th of each month may result in delayed payments, and habitual (more than once) violations may result in suspension of the reimbursement/payment process.

Submit the final year-end online invoice detailing the actual cost incurred no later than July 21, 2027, unless notified otherwise in writing by OAE.

Invoices shall include at a minimum:

- 1. Contractor's name and address.
- 2. PON2 contract number
- 3. List dates of service covered by the invoice.
- 4. Date of invoice (date invoice is prepared).
- 5. Total amount due for the dates of service.
- 6. Cumulative total for all invoices to date.
- 7. Detailed description of services provided.

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Invoices that do not contain the requirements above will be rejected and sent back to the Contractor for re-invoicing.

Payment shall be conditioned upon receipt of appropriate, accurate, and acceptable invoices submitted in a timely manner.

The Contractor shall maintain supporting documentation to substantiate invoices and shall furnish same if requested.

In addition, payment is subject to the terms set forth in Section III and the Standard Terms of Conditions section below.

### Points of Contact

**OAE contact information is:**

Director of Fiscal Management and Contracts: [OAEinvoices@ky.gov](mailto:OAEinvoices@ky.gov) or  
OAE Executive Director, in care of: [OAEinvoices@ky.gov](mailto:OAEinvoices@ky.gov)

**Fiscal Agent contact information is:**

JCPS Superintendent: Dr. Brian Yearwood ([brian.yearwood@jefferson.kyschools.us](mailto:brian.yearwood@jefferson.kyschools.us))

### III. Additional Terms

**A. Subcontractors** - The Contractor agrees that it will not subcontract any work done pursuant to this Agreement without the express, written consent of the Commonwealth. Upon request, Contractor shall provide the agency with information regarding the proposed Subcontractor, including but not limited to, the proposed Subcontractor's relevant qualifications, experience, and key personnel. 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. 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 the Contractor rendered such performances rendered.

Before replacing an approved Subcontractor, the Contractor will notify the Commonwealth and provide the agency with information regarding the proposed Subcontractor, including but not limited to, the proposed Subcontractor's relevant qualifications, experience, and key personnel. The Commonwealth reserves the right to approve or disapprove any Subcontractor proposed by the Contractor; such approval shall not be unreasonably withheld.

All references to the Contractor shall be construed to encompass both the Contractor and any Subcontractors of the Contractor. The Contractor shall ensure all Subcontractors are aware of the obligations under this Agreement.

**B. Modifications** - No modification or change of any provision in this Agreement shall be made, or construed to have been made, unless such modification is mutually agreed to in writing by the

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Contractor and the Commonwealth and incorporated as a written amendment prior to the effective date of such modification or change.

- C. **Authorization to do Business in Kentucky** - The Contractor affirms that it is properly registered with the Secretary of State and authorized under the laws of the Commonwealth of Kentucky to conduct business in this state and will remain in good standing to do business in the Commonwealth of Kentucky for the duration of any contract awarded.

If a foreign entity, the Contractor shall maintain certification of authority to conduct business in the Commonwealth of Kentucky during the term of this Agreement. Such registration is obtained from the Secretary of State, who will also provide the certification thereof.

- D. **Conflict of Interest.** All employees or representatives of the Contractor shall comply with all applicable state and federal laws, regulations, and policies regarding conflicts of interest. The Contractor shall immediately disclose to the Commonwealth any conflict of interest of which it becomes aware. The Contractor shall include the substance of this Section in all subcontracts.
- E. **Headings** - The section headings in this Agreement are for reference and convenience only and shall not have any effect on the construction or legal effect of this Agreement.
- F. **Assignment** - This Agreement shall be binding upon and inure to the benefit of the respective legal successors of the parties. However, neither this Agreement nor any rights or obligations hereunder may be assigned, in whole or in part, without the prior written consent of the Commonwealth.
- G. **No Required Use of Contractor** - This Agreement does not guarantee any minimum use of services. The Cabinet reserves the right to leave all, or any portion, of the contract unused and/or to establish other contracts for additional and/or related services. The Commonwealth of Kentucky may undertake or award other contracts for additional or related work, services, supplies, or commodities, and the Contractor shall fully cooperate with such other contractors and Commonwealth employees. The Contractor shall not commit or permit any act that will interfere with the performance of work by any other contractor or by Commonwealth employees.
- H. **Severability** - It is understood and agreed by the parties that if any part, term, or provision of this Agreement is held by the courts to be illegal or in conflict with any law of the Commonwealth of Kentucky or of the United States of America, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular part, term, or provision held to be invalid, if the remainder of the Agreement is capable of performance.
- I. **Indemnification** - The Contractor shall indemnify and hold harmless the Education and Labor Cabinet and its agents, representatives, officers, directors, employees, insurers, successors, and assigns from and against any and all expenses, costs (including attorneys' fees), causes of action, liability, loss and/or damages suffered or incurred by it or any of them, that results from or arises out of (a) this Agreement; (b) any and all acts of the Contractor and or its Subcontractor(s); (c) the policies and procedures of the Contractor, specifically including all Contractor employment practices employed by the Contractor during the term of this or any prior Agreement with the Education and Labor Cabinet; (d) any dishonest, fraudulent, criminal, or negligent or unauthorized acts or errors or omissions which are committed by the Contractor or any of the Contractor's

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employees or agents or Subcontractors; (e) the publication translation, reproduction, delivery, performance, use or disposition of any data produced by the Education and Labor Cabinet in an unauthorized manner, provided that such action was not taken by the Contractor or as a result of the express written request of the Education and Labor Cabinet; or (f) the Contractor's failure to comply with any applicable state or federal laws or regulations.

Provided, however, in the event the Contractor is an agency of the Commonwealth of Kentucky, the state agency's liability shall be governed instead by KRS 49.010 through KRS 49.180 and limited to any award from the Kentucky Board of Claims up to the jurisdictional amount.

- J. **Sovereign Immunity** - The parties expressly agree that no provision of this Agreement constitutes a waiver by the Commonwealth of Kentucky of any immunities from suit or from liability that the Commonwealth of Kentucky may have by operation of law including but not limited to sovereign immunity.
- K. **Force Majeure** - Neither party shall be liable for public utility performance (e.g., Postal Service, Telephone, or Water Company) or for the consequence of public utility non-performance. Events or conditions beyond the reasonable control of the parties, such as natural disasters, fires, floods, elements, transportation crashes, or utility failures shall not be construed as non-performance, nor shall reductions be applied as a result of such events, provided that the Commonwealth shall have the right to obtain the necessary services elsewhere in the event of such non-performance by the Contractor and the parties shall negotiate in good faith any appropriate offset to the compensation payable under this Agreement. The Contractor shall cooperate and shall require that any Subcontractor cooperate with the Commonwealth in such event. The existence of such causes of delay or failure will extend the period of performance in the exercise of reasonable diligence until after the causes of delay or failure have been removed. Each party must inform the other, orally or in writing, as soon as possible of the existence of a force majeure event. In order to preserve this right as a defense, each party must inform the other in writing, with confirmation of receipt, within twenty (20) business days of the existence of a force majeure event or otherwise waive this right as a defense.
- L. **Maintenance of Insurance** - During the term of this Agreement, the Contractor shall maintain and shall require any Subcontractor to maintain their directors and officers liability insurance, Workers' Compensation insurance, employer liability insurance, and such other liability insurance as reasonably necessary in the Contractor's business judgment to provide adequate coverage against losses and liabilities attributable to the respective acts or omissions of the Contractor and the Subcontractor(s) in the performance of this Agreement. The Contractor shall provide or cause to be provided and shall require any Subcontractor to provide or cause to be provided evidence of such coverage upon request.

To the extent that the Contractor and any Subcontractor are not self-insured, each shall, in any event, name the Education and Labor Cabinet as an additional insured on any policy of coverage, except for the Workers' Compensation and any reinsurance. The Contractor and any Subcontractor shall provide the Education and Labor Cabinet proof of insurance coverage upon request.

The Commonwealth shall not be responsible for any premiums or assessments on the policy or policies held by the Contractor or any Subcontractor under this Agreement.

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The Certificate of Insurance for any policy other than self-insurance or any reinsurance must require that the insurer shall not cancel the coverage without thirty (30) days prior written notice to the Commonwealth.

The Contractor shall notify the Commonwealth within five (5) business days of any cancellation or interruption of the Contractor or Subcontractor's insurance coverage. The Commonwealth shall require in any subcontracts that the Subcontractor provide such notice within five (5) business days to the Contractor and the Commonwealth. The Contractor shall assure and require that any Subcontractor assure that insurance is in effect at all times during the life of this Agreement. If their respective insurance coverage expires at any time during the term of this Agreement, the Contractor and any Subcontractor shall provide at least thirty (30) calendar days prior to the expiration date, to the extent possible, a new Certificate of Insurance evidencing coverage as provided herein for not less than the remainder of the term of this Agreement.

This section shall not apply when the Contractor is an agency of the Commonwealth of Kentucky.

- M. Permits, Licenses, Taxes, and Laws** - The Contractor shall ensure all necessary permits, licenses, registrations and certifications are maintained at all times to the extent such are required for performance under this Agreement; ensure that it has readily accessible copies of licenses, registration, and/or certifications necessary; and produce copies of any required license, registration, and/or certification upon request by the Commonwealth.

To the extent required by law, the Contractor shall pay any sales, use, personal property and income taxes arising out of this Agreement and the transaction contemplated hereby. Any other taxes levied upon this Agreement, the transaction, or the equipment or services delivered pursuant hereto shall be borne by the Contractor.

Contractor shall abide by all applicable laws, regulations, and ordinances of all federal, state, and local governments in which work under this Agreement is performed. Failure to do so shall be considered a breach of the terms of this Agreement.

- N. No Grant of Employment or Agency** - Nothing in this Agreement shall be construed, in any way, as granting to any individual providing services under the Agreement any of the claims, privileges, or rights established or recognized for employees under KRS Chapter 18A or KAR Title 101.

At no point shall any individual providing services under this Agreement be considered a full-time or part-time employee of the Commonwealth, for any purpose, including but not limited to unemployment, taxes, withholding, health insurance, liability, retirement, Workers' Compensation, vacation, sick or other leave, the Family Medical Leave Act, accrued benefits, evaluations, or any other purpose. At all times, any such individual shall be considered and deemed to be an employee, volunteer, or independent contractor of the Contractor.

In no event shall any employee, volunteer, or independent contractor of the Contractor be deemed to be a third-party beneficiary of this Agreement or an agent or an employee of the Commonwealth.

- O. Financial Records** - The Contractor agrees to maintain financial procedures and support documents, in accordance with generally accepted accounting principles, to account for the receipt

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and expenditure of funds under this Agreement. The Contractor shall comply with all applicable federal law including, but not limited to, the federal audit requirements in 2 CFR §§ 200.501.

- P. **Record Retention** - The Contractor agrees to maintain all records pertaining to this Agreement for a period of not less than three (3) years after all matters pertaining to this Agreement (e.g., audit, settlement of audit exceptions, disputes, etc.) are resolved in accordance with applicable federal and state laws, regulations, and policies except as may otherwise be specified in this Agreement.

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 to properly allocate costs to existing grants and ensure compliance with the requirements of the award.

- Q. **Overpayments** - In the event Contractor receives payment in error or expends funds in a manner not in accordance with this Agreement, the Contractor shall be liable for reimbursement to the Commonwealth. Such reimbursement shall be due thirty (30) days after the Commonwealth has notified the Contractor of overpayment or non-compliance.

- R. **Confidential Information** - The Contractor shall comply with the state and federal laws governing access to and use of information and data provided by the Commonwealth or collected by the Contractor under this Agreement and will use such information or data only for those purposes expressly delineated, defined, and authorized in this Agreement.

The Contractor shall instruct its employees and agents to use a degree of care required to keep confidential information concerning client data, the business of the Commonwealth, its financial affairs, its relations with its citizens and its employees, as well as any other information that may be specifically classified as confidential by the Commonwealth in writing to the Contractor. The Contractor agrees to ensure that all confidential information and data shall remain confidential. The Contractor shall have an appropriate agreement with its employees to that effect.

Contractors that receive Personal Information as defined by and in accordance with Kentucky's Personal Information Security and Breach Investigation Procedures and Practices Act, KRS 61.931, KRS 61.932, KRS 61.933, and KRS 61.934, (the "Act"), shall secure and protect the Personal Information by, without limitation, complying with all requirements applicable to non-affiliated third parties set forth in the Act.

The Contractor hereby agrees to cooperate with the Commonwealth in complying with the response, mitigation, correction, investigation, and notification requirements of the Act.

The Contractor hereby agrees that the Commonwealth may withhold payment(s) owed to the Contractor for any violation of the requirements in this subsection.

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The Contractor hereby agrees to undertake a prompt and reasonable investigation of any breach as required by KRS 61.933.

Upon conclusion of an investigation of a security breach of Personal Information as required by KRS 61.933, the Contractor hereby agrees to an apportionment of the costs of the notification, investigation, and mitigation of the security breach.

In accordance with KRS 61.932(2)(a) the Contractor shall implement, maintain, and update security and breach investigation procedures that are appropriate to the nature of the information disclosed, that are at least as stringent as the security and breach investigation procedures and practices established by the Commonwealth Office of Technology:

- S. **Advertising Award Prohibition** - The Contractor shall not refer to this Agreement in commercial advertising in such a manner as to state or imply that the Contractor or its services are endorsed or preferred by the Commonwealth of Kentucky.
- T. **Litigation Reporting** - Within ten (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 provide copies of such pleadings upon request.
- U. **Certification of No Criminal Activity** - The Contractor certifies that it and its principals have not within a three-year 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 the Commonwealth in a timely manner in writing all offenses enumerated in this certification.
- V. **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, the aggrieved party shall give notice of such in writing 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.
- W. **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.

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1. 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 nonperformance 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 terminated, if any.
  
2. Obligations and Rights – Upon receipt of 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-contracts 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.
  
3. Payments - The Commonwealth shall reimburse Contractor only for accepted performance up to the date of termination.
  
4. Remedies Not Involving Termination - The Commonwealth, as its sole discretion, may exercise one or more of the following remedies in addition to other remedies available to it:
  - i. 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 Commonwealth’s directive and the Commonwealth shall not be liable for costs incurred by Contractor after the suspension of performance under this provision.
  
  - ii. Temporarily Withhold Payment – Payment will be made upon satisfactory delivery of services.
  
  - iii. 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.
  
  - iv. 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

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contrary to the public interest, not in the Commonwealth's best interest, or jeopardizes the Commonwealth's obligations.

- v. Intellectual Property – If it 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.

- vi. Any Other Available Remedy - The Commonwealth shall take any other remedy that may be legally available to it.

X. **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.

Y. **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.

Z. **Choice of Law and Forum** – The laws of the Commonwealth of Kentucky shall govern all questions as to the execution, validity, interpretation, and performance of this Agreement. Any legal action brought based on this Agreement shall be filed in the Franklin Circuit Court in Frankfort, Kentucky.

AA. **Attorney Fees** – Each party shall bear its own attorneys' fees incurred in disputes arising from this Agreement.

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**Memorandum of Agreement Standard Terms and Conditions**  
**Revised February 2026**

**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.

The Commonwealth will make payment within thirty (30) working days of receipt of contractor and/or subrecipient's invoice or of acceptance of goods and/or services in accordance with KRS 45.453 and KRS 45.454.

Payments are predicated upon successful completion and acceptance of the described work, services, supplies, or commodities, and delivery of the required documentation. Invoices for payment shall be submitted to the agency contact person or its representative.

**2.00 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 and/or subrecipient by registered or certified mail.

**3.00 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 and/or subrecipient thirty (30) calendar day's written notice of termination of the agreement due to lack of available funding.

**4.00 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 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

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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.

#### **5.00 Access to Records**

The state agency certifies that it is in compliance with the provisions of KRS 45A.150, "Access to contractor and/or subrecipient's books, documents, papers, records, or other evidence directly pertinent to the contract." The Contractor and/or subrecipient, 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 and/or subrecipient 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).

#### **6.00 Violation of tax and employment laws**

KRS 45A.485 requires the Contractor and/or subrecipient and all subcontractors performing work under the contract to reveal to the Commonwealth any final determination of a violation by the Contractor and/or subrecipient 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. Disclosure of any violations is required prior to the award of any state contract and throughout the duration of the contract.

Failure to disclose violations shall be grounds for the Commonwealth's disqualification of a contractor and/or subrecipient or subcontractor from eligibility for future state contracts for a period of two (2) years.

To comply with KRS 45A.485, the Contractor and/or subrecipient and all subcontractors performing work under this contract shall report any such final determination(s) of any violation(s) within the previous five (5) years to the Commonwealth by providing a list of the following information regarding any violation(s): (1) specific KRS violated, (2) date of any final determination of a violation, and (3) state agency which issued the final determination.

A list of any disclosures made prior to award of a contract shall be attached to the contract. The Contractor and/or subrecipient affirms that it has not violated any of the provisions of the above statutes within the previous five (5) year period, aside from violations explicitly disclosed and attached to this contract. Contractor and/or subrecipient further affirms that it will (1) communicate the above KRS 45A.485 disclosure requirements to any subcontractors and (2) disclose any subcontractor violations it becomes aware of to the Commonwealth.

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**7.00 Nondiscrimination**

The Equal Employment Opportunity Act of 1978 (the “Act”), KRS 45.560 to 45.640, applies to all State government contracts or subcontracts in an amount exceeding \$500,000. The contractor and/or subrecipient shall comply with all terms and conditions of the Act.

During the performance of this contract, the Contractor and/or subrecipient agrees as follows:

- (a) The Contractor and/or subrecipient shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age forty (40) and over, disability, veteran status, or national origin or.
- (b) The Contractor and/or subrecipient shall take affirmative action in regard to employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination rates of pay or other forms of compensation, and selection for training, so as to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, age forty (40) and over, disability, veteran status, and national origin.
- (c) The Contractor and/or subrecipient shall state in all solicitations or advertisements for employees placed by or on behalf of the Contractor and/or subrecipient that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age forty (40) and over, disability, veteran status, or national origin.
- (d) The Contractor and/or subrecipient shall post notices in conspicuous places, available to employees and applicants for employment, setting forth the provisions of this non-discrimination clause.

The Contractor and/or subrecipient shall send a notice to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding advising the said labor union or workers' representative of the Contractor and/or subrecipient's commitments under this nondiscrimination clause.

The Contractor and/or subrecipient's noncompliance with the nondiscrimination clauses of this contract shall constitute a material breach of the contract.

Each Contractor and/or subrecipient shall, for the length of the contract or at the point at which the contract is covered by this Act and until its conclusion, furnish such information as required by the Act and any rules, regulations and orders issued pursuant thereto and permit access to all books and records pertaining to his employment practices and work sites by the contracting agency and the Cabinet to ascertain compliance with the Act.

This section applies to agreements disbursing federal funds, in whole or part, only when the terms for receiving those funds mandate its inclusion.

**8.0 Artificial Intelligence (AI)**

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Vendor agrees to adhere to [CIO-126 Artificial Intelligence Policy.pdf](#), which includes but is not limited to, the required written disclosure, in advance, of every use of generative AI and/or integrations with generative AI system. Vendor agrees to disclose all parts of contracted work that is expected to be or will be performed with the assistance of AI. Further, Vendor understands and agrees to take appropriate measures to ensure Generative AI shall not be used for any activities that are illegal or in violation of state policy, COT policy, or agency policy per CIO-126. Vendors may not use Commonwealth confidential or internal data in generative AI queries or for building or training proprietary generative AI programs unless explicitly approved in writing by the agency head with consultation from the COT Chief Information Officer. Vendor agrees to provide reasonable written notice of any issue of noncompliance with these requirements.

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**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:** Education and Labor Cabinet

<p>_____</p> <p>Signature</p> <p>Jamie Link</p> <p>_____</p> <p>Printed Name</p>	<p>Secretary</p> <p>_____</p> <p>Title</p> <p>_____</p> <p>Date</p>
---	--

<p>_____</p> <p>Signature</p> <p>Brian Yearwood</p> <p>_____</p> <p>Printed Name</p>	<p>Superintendent</p> <p>_____</p> <p>Title</p> <p>_____</p> <p>Date</p>
---	---

**2<sup>nd</sup> Party:**

<p>_____</p> <p>Signature</p> <p>_____</p> <p>Printed Name</p>	<p>_____</p> <p>Title</p> <p>_____</p> <p>Date</p>
---	---

Approved as to Form and Legality:  
*Larry B. Doucet II*  
[Larry B. Doucet II \(Apr 24, 2026 15:47:10 EDT\)](#)  
 Kentucky Education and Labor Cabinet  
 Attorney



## PLTW Grant Agreement

<b>Grantee</b>	Johnson Traditional Middle
<b>Grantee District</b>	Jefferson County Public Schools
<b>Estimated Grant Value</b>	\$9,100.00
<b>PLTW Program</b>	PLTW Gateway
<b>Grant Recipient ID</b>	GR-0126019973
<b>Award Date</b>	April 8, 2026
<b>Purpose of Grant</b>	To offset costs associated with implementation of PLTW Gateway
<b>Grant Period Start Date</b>	January 15, 2026
<b>Grant Period End Date</b>	May 31, 2029

<b>Grant Award</b>	<b>Estimated Grant Value and Purpose</b>
Participation Fee	\$950.00 directly credited toward the Grantee's PLTW Gateway participation fee for 2026 - 2027
	\$950.00 directly credited toward the Grantee's PLTW Gateway participation fee for 2027 - 2028
Core Training	An estimated \$7,200.00 directly credited toward online PLTW Core Teacher Training registrations for a maximum number of six (6) training seats. Grantee Teachers must register for training prior to October 1, 2028
Estimated Grant Value	\$9,100.00

Grant Award Expenses	Responsible Party	Applicable Dates
Participation Fee	PLTW	Grant Year 1: 2026-2027
	PLTW	Grant Year 2: 2027-2028
	Grantee	Grant Year 3: 2028-2029  Payment is required regardless of whether Grantee offers PLTW Program in Grant Year 3. The participation fee amount is \$950.00.
Core Training	PLTW	Grantee Teachers must register for Training prior to October 1, 2028
	Grantee	After October 1, 2028 and/or following Grantee's use of Grant dollars dedicated to PLTW Core Training seats.

This grant, ("Grant") is awarded to Johnson Traditional Middle, ("Grantee"), by Project Lead The Way, Inc. ("PLTW"), with an estimated value of up to \$9,100.00, and is subject to and conditioned upon Grantee's compliance with the following Grant requirements:

**A. Active PLTW School; Eligible Programs.**

1. This Grant Agreement is conditioned upon the Grantee being deemed an "Active PLTW School" within PLTW's records. To maintain this status throughout each year of the Grant, ("Grant Year"), the Grantee must: (i) have a signed PLTW Terms and Conditions agreement or other PLTW-approved signed written agreement between Grantee or Grantee's District and PLTW on file with PLTW, and (ii) ensure the teacher(s) for the Grant-applicable PLTW Program(s) have successfully completed PLTW Core Training or other PLTW-approved professional development plan, (collectively, "Training"), earned the corresponding credential, and provide instruction for the applicable PLTW Program(s) during each Grant Year. PLTW's Grant Committee will review Grantee's compliance with these requirements on a regular basis during the Grant Period.
2. This Grant may be used only to offset costs required for implementation of the PLTW Gateway Program, ("PLTW Gateway"), as contemplated in this Grant Agreement, and specifically for PLTW Gateway participation fees and PLTW Teacher Training registrations.

**B. Grant Period.** Subject to Grantee's compliance with this Grant Agreement, the Grant shall commence as of the Grant Period Start Date of and continue in effect until the Grant Period End Date, (hereinafter "Grant Period"). This Grant award will be used during the specific time frames as set forth herein.

**C. Grant Specific Terms.**

1. **Allowable Costs.** This Grant shall be used to cover the following costs associated with implementation of PLTW Gateway:
  - a. Grant Year 1 PLTW Gateway participation fee;
  - b. Grant Year 2 PLTW Gateway participation fee; and
  - c. PLTW Core Teacher Training registrations for a maximum of six (6) Grantee Teachers.
2. **Grantee Requirements:**
  - a. Grantee will register for PLTW Gateway and ensure a legally authorized and executed PLTW Terms and Conditions agreement is on file with PLTW;
  - b. Grantee will maintain its status as an Active PLTW School for the entire Grant Period;
  - c. Grantee must offer at least one PLTW Gateway unit in the 2026-2027 academic year and must offer one additional different unit in the 2027-2028 academic year. Grantee may implement any PLTW Gateway units of their choosing and must use between one (1) to six (6) PLTW Gateway Core Training seats by October 1, 2028. Grantee is responsible for the 2028-2029 PLTW Gateway participation fee. Additionally, Grantee is required to keep the PLTW Gateway program active for the entire grant period, regardless of program participation.
  - d. Grantee understand and agrees it is required to pay and will pay the Grant Year 3, 2028 - 2029 PLTW Gateway participation fee regardless of whether Grantee offers PLTW Gateway in Grant Year 3. The participation fee amount is \$950.00. Grantee will make such payment within thirty (30) days of receipt of an invoice. PLTW reserves the right to pursue collection efforts on outstanding invoices.
3. Any additional purchases and/or expenses incurred by Grantee and not contemplated in this Grant Agreement will be the responsibility of the Grantee. Grantee agrees to remit payment to PLTW for any such costs within thirty (30) days of receipt of an invoice from PLTW. PLTW reserves the right to pursue collection efforts on outstanding invoices.
4. Grantee understands and agrees that if Grantee is out of compliance with the Grant Agreement at any time during the Grant Period, PLTW may invoice Grantee for any or all of the Allowable Costs as set forth in Section C. Grantee agrees to pay any invoices received from PLTW within thirty (30) days of receipt. PLTW reserves the right to pursue collection efforts on outstanding invoices.
5. Grantee acknowledges and agrees this Grant has no cash value. If Grantee discontinues the PLTW Program or fails to use the allocated Training seats as outlined in this Grant Agreement, the Grant value for any remaining eligible Participation Fees and unused Training seats will be forfeited.

- D. Nonpermissive Use.** If any Grantee Teacher(s) cancels their Core Training registration(s) within seven (7) Core Training start date or fails to successfully complete Core Training and earn the required credential, Grantee will forfeit the associated Core Training seat(s).
- E. Reporting.** Grantee will submit PLTW Grant reports and surveys by April 15 of each Grant year. Grantee's specific reporting requirements can be found in the My Grants Section of myPLTW. Grantee is responsible for submitting complete and timely reports and PLTW will determine satisfactory progress and compliance. PLTW may modify reporting requirements in its sole discretion.
- F. Access To Records.** From time to time, PLTW may require Grantee to provide additional information as part of the Grant requirements or to determine Grant compliance. Grantee will promptly provide such additional information, reports, and documents as PLTW may request and will allow PLTW and its representatives to have reasonable access to files, records, accounts, or personnel that are associated with this Grant, for the purpose of financial reviews, verifications, or assessing Grant progress or compliance, as may be deemed necessary by PLTW. Any such information, reports, documents, or access shall be limited to the audit of the PLTW Program and the Grant and shall be made consistent with any applicable federal or state laws relating to the provision of such information. Grantee's sharing of Confidential Data, as defined in the Data Protection Agreement (DPA) between the Jefferson County Board of Education and PLTW, is governed by the DPA, including compliance with the JCPS IRB process, as noted in the DPA.
- G. PLTW Reporting Obligations, Impact Data.** PLTW may have certain reporting obligations to its grant funder(s) as part of providing the grant to Grantee. PLTW will not share any student personally identifiable data and will not sell student data or use student data for commercial purposes. The Parties agree that PLTW may share the following data with its grant funder(s): Grantee name, aggregate student enrollment numbers, aggregate student demographics, and aggregate information pertaining to completed educator training credits, and components of Program(s) taught. Student enrollment, student demographics, and teacher demographics are aggregated for all PLTW grantees. PLTW may also externally share aggregate program impact data to support its mission as related to grant programs.
- H. Compliance.** PLTW reserves the right to invoice Grantee for up to the entire value of the Grant, may limit access to PLTW curriculum and support resources, and/or may terminate this Grant Agreement if Grantee has not fully complied with the terms and conditions of this Grant Agreement or is not in full compliance at any time during the Grant Period.
- I. Termination.** In the event grant funds are no longer available or if Grantee fails to comply with the terms contained herein, PLTW may, in its sole discretion, terminate this Grant Agreement. In the event of noncompliance, PLTW reserves the right to invoice Grantee for Participation Fees and/or Teacher Training registrations. Grantee will pay all invoices within thirty (30) days of receipt of any such invoice. If the Grant Agreement is terminated, no additional award shall be distributed, and Grantee may be obligated to pay all costs associated with the PLTW Program implementation.
- J. Amendments.** Grantee understands that due legal obligations and/or Program or organizational changes, improvements, circumstances, or developments, PLTW may modify

certain terms or requirements of the Grant from time to time upon reasonable notice to Grantee in a form and delivery method determined by PLTW. Unless otherwise provided in the notice of such changes, the most current terms and requirements shall apply to the Grant and are incorporated by reference into this Grant Agreement.

**K. Acceptance and Authorization.** PLTW’s obligation to provide the Grant contemplated by this Grant Agreement is subject to the availability of funds available for this purpose. In the event of unavailability, this Grant Agreement will automatically terminate, and no additional award amounts will be distributed. Grantee understands and agrees that execution of this document represents both its acceptance of the Grant award subject to full compliance with the terms of this Grant Agreement as well as Grantee’s authorization for participation confirmation for the PLTW Program(s) set forth in this document. Grantee acknowledges and agrees the person signing this document is legally authorized to obligate the Grantee to its terms. Grantee agrees this Grant Agreement and the PLTW Terms and Conditions or other PLTW approved signed written agreement between Grantee and PLTW constitutes the entire understanding between the parties regarding the Grant award during the Grant Period. Upon execution of the Grant Agreement, Grantee shall receive written confirmation of the Grant supported PLTW Program(s) contemplated by this Grant Agreement.

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**Site Name**

**PLTW Program**

Johnson Traditional Middle

PLTW Gateway

On behalf of Grantee, I understand and agree to the terms and conditions of the PLTW Grant as set forth in this Grant Agreement, and hereby certify my legal authority to execute this Grant Agreement on Grantee’s behalf.

Authorized Signer: \_\_\_\_\_

Name: \_\_\_\_\_ Dr. Brian Yearwood

Title: \_\_\_\_\_ Superintendent

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

**PROJECT LEAD THE WAY, INC**

*Sam Adams*

Samuel Adams  
Executive Vice President & Chief Financial Officer  
Date: April 8, 2026



## Grant Agreement

**The Community Foundation of Louisville, Inc.** (the Foundation) has approved a non-renewable, restricted grant of **\$5,361.00** to **Jefferson County Public Schools for Grace M. James Academy of Excellence** (Grantee) to support **Protestant educational institutions and/or non-sectarian educational institutions in the state of Kentucky.**

Funding for this grant is made possible by the **Elizabeth W. Hardwick Fund for Education.** The undersigned hereby agrees to the following grant conditions:

1. **Funds shall be used solely to support Protestant educational institutions and/or non-sectarian educational institutions in the state of Kentucky.** A request for re-direction of any grant funds must be submitted to the Foundation in writing and approval is subject to the Foundation's sole discretion.
2. The Foundation is more rooted than ever in our commitment to social justice, breaking barriers, and making equity a cornerstone of everything we do. Creating a community where everyone has the opportunity to thrive will only happen when every voice is heard and respected and all residents can dream fearlessly. Therefore, grantees are encouraged to intentionally seek opportunities to make programs and activities supported by this funding accessible to as many people as possible. This may be achieved through various strategies including, but not limited to, location, technology, schedule and cost.
3. To notify the Foundation immediately of any change in (a) IRS proposed or actual revocation (whether or not appealed) of Grantees' tax status, (b) Grantees' executive or key staff responsible for achieving the grant purposes, and (c) Grantee's ability to expend the grant for the intended purpose.
4. To maintain books and records to demonstrate that the grant funds were used for the purpose for which the grant is made.
5. The Foundation believes that the work it supports through your organization and others is important to our community. Therefore, we encourage you to share news about your Foundation grant with staff, board members, volunteers, other prospective funders, the people you serve, the news media, and the community in general. Please acknowledge "Community Foundation of Louisville." If you desire a high-resolution version of the Foundation's logo to use in print or online materials, or a current "About the Foundation" description, please contact the staff person below.

6. To give the Foundation reasonable access to the grantee's files and records for the purpose of making such financial audits, verifications, and investigations as it deems necessary concerning the grant, and to maintain such files and records for a period of at least four years after completion or termination of the project.
7. To return to the Foundation any unexpended funds or any portion of the grant that is not used for the purposes specified herein.
8. To allow the Foundation to include information about this grant in the Foundation's periodic public records, newsletter, news releases, social media postings, and on the Foundation's website. This includes the amount and purpose of the grant, any photographs you have provided, your logo or trademark, and other information and materials about your organization and its activities.
9. The grant's period of performance is **April 15, 2026 to April 15, 2027**. The undersigned agrees to:
  - a. Prepare no more than a two-page written report in a format of their choosing, that addresses the following questions:
    - i. What were the successes of your organization after receiving funding? Please share any reflections on what you deem as high points.
    - ii. What challenges were encountered and how did you address them?
    - iii. How did this funding lead to changes in investments, or attract additional funding, from public or private funding streams?
    - iv. How did you use this funding and what was the impact?
  - b. Please submit written report via email to your Foundation contact: Donna Browne, Senior Associate for Strategic Initiatives, on the following timeline: **May 9, 2027** (*no more than 30 days from the grant period's conclusion*):

The Foundation's commitment to diversity encompasses, but is not limited to, ethnicity, race, age, gender identity/expression, sexual orientation, national origin, economic background/circumstances, physical and/or mental abilities, veteran status, regional differences, marital or parental status, immigration status, philosophy/religion, and education. We will assess and update this list annually to ensure it is inclusive and reflects the community we serve.

We respect and celebrate diversity that contributes to a healthy and caring community. The Community Foundation of Louisville commits its resources to facilitate and enable change that is inclusive of groups with diverse cultures, philosophies, and experiences. We always seek and welcome partnership in our efforts.

The Foundation reserves the right to discontinue, modify or withhold any payments under this grant award or to require a total or partial refund of any grants if, in the Foundation's sole discretion, such action is necessary: (a) because Grantee has not fully complied with the terms and conditions of this grant; (b) to protect the purpose and objectives of the grant or any other charitable activities of the Foundation; or (c) to comply with the requirements of any law or regulation applicable to Grantee, the Foundation, or this grant.

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Jefferson County Public Schools  
Dr. Brian Yearwood, Superintendent

Date

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Community Foundation of Louisville  
Amber Burns-Jones, Executive Director for Grantmaking

Date

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Community Foundation of Louisville  
Matt Bacon, Chief Operating Officer / Chief Financial Officer

Date