Lexington-Fayette Economic Development Grant
Policies and Guidelines

Key Dates & Timeline
Complete applications must be received by Monday, October 16th, 2017.
All documents must be submitted electronically no later than 5:00 p.m. Eastern Time.
Applications will be submitted to the following link:

Grant Workshop
A grant workshop will be held on Monday, September 25th, 2017 from 10 a.m. – 12 p.m. in the
Large Conference Room of the Northside Branch of the Lexington Public Library, located at 1733
Russell Cave Rd. Lexington, KY. 40505.

Contact Information
Lexington-Fayette Urban County Government
Elodie Dickinson, Workforce Development Manager
200 E. Main Street, Mayor's Office
Lexington, KY 40507
edickinson@lexingtonky.gov

1.0 General Information

1.1 Purpose
The availability of up to $300,000 in economic development grants was authorized by the
Lexington-Fayette Urban County Council in the Fiscal Year (FY) 2018 Adopted Budget for the
purpose of providing economic and workforce development services to supplement and support the
work of the Urban County Government. The FY’18 application process will be the application
process for a 2-year funding cycle (FY’18-FY’19). The award for FY’19 will be awarded contingent
on approval of the funds in the FY’19 Lexington-Fayette Urban County Government (LFUCG)
budget cycle and contingent on each agency completing their respective grant outcomes. The
acknowledgement of this contingency will be agreed-upon by all awarded agencies in all grant award
contracts.

1.2 Background
The Lexington-Fayette Urban County Government (LFUCG) has historically partnered with
economic development agencies for the purpose of providing economic development services.
These agencies are diverse in their missions and work plans, and provide services that create jobs
and grow payroll, influence growth and tax base enhancement, and enhance economic well-being of
the community. LFUCG is interested in funding projects that will positively impact economic and
workforce development in the City of Lexington, that align toward a common goal, particularly in the following areas:

- training/retraining
- entrepreneurial support
- employment re-entry
- work-based learning and/or skills certification scholarships
- potentially other services related to economic development

### 1.3 Funding

Fiscal Year 2018 is defined as July 1, 2017 – June 30, 2018. Fiscal Year 2019 is defined as July 1, 2018 – June 30, 2019.

For FY 2018, the yearly grant amount is $300,000. An applicant may request up to $30,000 per grant year. Each agency receiving a grant award for FY’18 will receive the total amount allocated for that specific year before the start date of the grant reporting month and year.

If an agency collaborates with an additional agency for the purpose of an economic development program, applicants may request up to $75,000 per grant year. The application must be jointly submitted and signed by all partner agencies. The joint application would be the one allowed for each agency.

Each agency may be awarded the same amount of grant funds for the following year (FY’19). However, the award for FY’19 will be awarded contingent on approval of the funds in the LFUCG FY’19 budget cycle and contingent on each agency completing their respective grant outcomes. The acknowledgement of this contingency will be agreed-upon by all awarded agencies in all grant award contracts.

Only one application per agency per grant cycle is allowed. If more than one program would be supported by the proposed funding, a project narrative is expected for each distinct program within the agency’s single application.

Awards will be approved by the Economic Development Investment Board and by the Urban County Council by winter of 2018 and funding will be provided in spring 2018. Programs will be tracked from May 1, 2018, to April 30th, 2019. Funding for the 2nd year of funding (FY’19) may be approved by the Economic Development Investment Board and Urban County Council by Winter of 2019. Agencies will then be notified of the FY’19 funding calendar in Spring of 2019.

The Chief Development Officer and the Office of Economic Development anticipates more requests than it can support, compelling the staff to make judgments based on relative need and potential impact on our community. Funding amounts will vary based on application and scope of
the program, meaning that a request may not be funded at the full level. This funding is intended to support agency programs which respond to the funding criteria established below.

1.4 Eligibility
In order to qualify, all applicant agencies MUST:

1. Use funds to support impactful approaches that generate improvements in areas related to economic development (Ex: training/retraining, business assistance, entrepreneurial support).
2. This funding is not intended to support general agency operations, salaries, capital or construction projects, other than overhead required to support the proposed program.
3. Be located in Lexington-Fayette County, Kentucky and provide services or placements in Lexington-Fayette County.
4. Be a Lexington-Fayette Urban County public, nonprofit, or private agency that has a business license with the LFUCG Department of Revenue.

1.5 Criteria
Competitive applicants WILL:

1. Program Scope and Impact:
   a. Deliver services that are cost-effective, demand-driven and high impact
   b. Provide programming that is consistent with the Economic Development Goals set by the LFUCG and Economic Development Investment Board (https://www.lexingtonky.gov/browse/government/economic-development)
   c. Show evidence of program success. This can include a record of successful outcomes of the program, evidence of a similar program’s success, or evidence of the agency’s success in related endeavors.

2. Program Design and Management:
   a. Measure and track quantifiable outcomes for the duration of the grant and a predetermined time following the grant.
   b. Agree to negotiated training and placement outcomes.
   c. Provide programming in partnership with other partner organizations as appropriate. Applicants will receive extra points in the scoring process if they are able to provide evidence of each partner’s role in the program.
   d. Begin programming during the first quarter of the grant award year
   e. Execute one or more Purchase of Service Agreement(s) (PSA), to be provided by LFUCG.

3. Program and Financial Sustainability:
   a. Provide a budget and a plan for program sustainability. Please note that lower priority will be given to programs that are otherwise eligible for securing funding from LFUCG or that propose to “back-fill” losses due to budget cuts.
   b. Agree to have a financial audit performed before monetary award is distributed.
1.6 Timeline

All timelines are projections and are ultimately subject to Urban County Council approval:

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date</th>
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<tbody>
<tr>
<td>Complete applications must be received</td>
<td>October 16, 2017</td>
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<tr>
<td>Recommendations are made to the Economic Development Investment Board (may request presentation)</td>
<td>November 7, 2017</td>
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<tr>
<td>Resolve purchase of service agreements</td>
<td>December 13, 2017</td>
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<tr>
<td>Council approval</td>
<td>February 9, 2018</td>
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<tr>
<td>Announcement of grant award recipients / Funds dispersed</td>
<td>Late February - March 30, 2018</td>
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<tr>
<td>Programs will be tracked</td>
<td>May 1, 2018 to April 30, 2020</td>
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2.0 Application Submission

All applications must be received by the Workforce Development Manager by the October 16, 2017 5:00 pm deadline. Applications will be uploaded onto the following web link: www.lexingtonky.gov/index.php/economic development. Instructions to complete the on-line application process are located at https://www.lexingtonky.gov/index.php/economic development.

The application shall contain the required supporting documents, and respond to one or more established funding priorities. The Chief Development Officer, Workforce Development Manager and the scoring committee members will review the application and may request clarification on the information submitted. After each application is received, clarifications may be requested and subsequent responses will be due one week from the request.

Once the application has been submitted, a notification will automatically be sent to notify the sender that it was successfully submitted. Applications containing significant omissions of required information will be considered non-responsive and removed from the funding process on the application deadline date (October 16, 2017). Significant missing responses to questions constitute an incomplete application. The final decision regarding application completeness will be determined by the Chief Development Officer and economic development staff.

2.1 Application Review and Project Presentation

After the application is submitted and scored by the Workforce Development Manager and the scoring committee members, those members will make recommendations to the Economic Development Investment Board which will review the recommendations. The board may ask for an in-person presentation on the proposed program. Selection of an organization as a grantee does not
constitute approval of the grant application as submitted. Additionally, the board may enter into negotiations about such items as program components, funding levels, and desired outcomes in place to support grant implementation. After the Economic Development Investment Board makes a recommendation, the Urban County Council will have final approval of funding levels.

2.2 Acceptance or Rejection or Application
The LFUCG reserves the right to accept or reject any applications in whole or in part, with or without cause, to waive technicalities, or to accept applications or portions thereof which, in the Urban County Government’s judgment, best serve the interests of the Urban County Government. Applications not found to be complete may be considered non-responsive and removed from the process.

2.3 Council Approval
Each grant agreement shall be approved by the Urban County Council. Agencies that have been approved for funding by the Economic Development Investment Board will be considered for final approval from the Council. Agencies are not required to prepare a presentation for the Council.

The LFUCG and the agencies will enter into a purchase of service agreement (PSA) for the provision of the services provided by the agency to the community. The LFUCG shall provide a standard PSA that is consistent with previously approved Economic Development Partner Agency PSAs. The agency will be required to provide a scope of work to be performed and the LFUCG will develop a quarterly report to be submitted by the agency for tracking of outcomes and monitoring. This report shall indicate the work and outcomes of the agency up to that quarter. If a PSA cannot be finalized within thirty (30) days of the award approval by the Economic Development Investment Board, the LFUCG reserves the right to decline to fund the application.

2.4- Award Administration
In fiscal year 2018, grant funding will be disbursed in one sum. Grant funds will be sent as a check to the address provided in the program’s application. LFUCG will use the quarterly performance reports, on-site visits, and other reasonable measures to determine whether or not the agency is meeting its proposed outcomes and if funds have been handled appropriately.

Grant funding for fiscal year 2019 may be disbursed in one or more disbursements, by check mailed to the address provided in the agency’s application. As stated above, grant funding in FY’19, will be contingent on approval of the funds in the FY’19 budget cycle by the Lexington-Fayette Urban County Council and the agency successfully fulfilling the grant outcomes established in its grant award contract.

Disbursements of the future portions are contingent upon appropriate use of the previous disbursements and proper filing of required reporting.
If grant funds are mishandled, or used for purposes other than those stated in the application, LFUCG reserves the right to demand repayment of all or a portion of the disbursed funds. Moreover, mishandling of grant funds will significantly and adversely impact a program’s chances of receiving funding from LFUCG in the future.

3.0 Performance Goals and Reporting

Grantees must agree to any requested on-site monitoring visit by LFUCG and submit quarterly performance reports. The applicants will be held to outcomes provided in the application, and failure to meet those outcomes may result in intervention by Chief Development Officer and may also have a significant impact on decisions regarding future grants with LFUCG or repayment of grant funds.

The Workforce Development Manager will provide a form that will include quarterly information regarding grant activities, performance goals, and milestones, as well as identify a few standardized data elements to be reported based on the defined outcomes in the application. The Chief Development Officer and the Economic Development Investment Board will require the applicant to continue to track training outcomes of participants. Applicants will also need to track program participants for a period of 1 year after initial placement into employment.