



Lexington-Fayette Economic Development Grant **Policies and Guidelines**

Key Dates & Timeline

The grant application process is beginning for a 2-year funding cycle. Grant guidelines and a link to the grant application will be posted on Wednesday, December 15, 2021 on Lexington's Economic Development website: www.lexingtonky.gov/workforcedevelopment. Complete applications must be received by 4:00 p.m. Eastern Time on Wednesday, January 19, 2022. All documents must be submitted electronically. The application submittal date will begin on Wednesday, December 15, 2021 at 9:30 a.m. and end on Wednesday, January 19, 2022 at 4:00 p.m. Eastern Time. Applications submitted electronically after 4 p.m. Eastern Time will not be considered.

Contact Information

Questions related to the grant guidelines and application process can be found on our website @ www.lexingtonky.gov/workforcedevelopment, or be directed to Elodie Dickinson, Director of Business & Workforce Engagement, Lexington-Fayette Urban County Government. Her contact phone number is (859) 258-3026, and she can be reached by email at edickinson@lexingtonky.gov.

1.0 General Information

1.1 Purpose

The Lexington-Fayette Urban County Government (LFUCG) has historically partnered with economic development agencies for the purpose of providing economic and workforce 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.

The availability of up to \$200,000 in economic development grants was authorized by the Lexington-Fayette Urban County Council for the Year One of this grant cycle. The application process outlined below will be the application process for a 2-year funding cycle. The availability of future funds for Year Two of this grant cycle will be contingent on the approval of the funds authorized by the Lexington-Fayette Urban County Council. The acknowledgement of this contingency will be agreed-upon by all awarded agencies in all grant award contracts.

1.2 Priorities / Categories

The Lexington-Fayette Urban County Government (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:

- Certification / licensure training
- Employment entry / re-entry

Requirements (Certification or licensure training)

Certification or licensure training must lead to attainment of a certificate or a license. The training period for the certificate or license must be 1 (one) year or less. If the training for the certificate or licensure is more than 1 (one) year, the applicant will be ineligible for funding for the Certificate/Licensure tract. The certificate or licensure must be awarded by at least one of the following entities:

- An accredited organization or educational institution (accredited by an certifying agency external to the organization/business/educational institution);
- A department within the Commonwealth of Kentucky;
- An instructor who holds a current certificate in the industry, awarded by an accredited organization or educational institution

Certificates awarded must be in one of the following sectors:

- Business & Information Technology
- Health Sciences
- Advanced Manufacturing
- Transportation & Logistics
- Construction & Skills Trades
- Other (other licenses/certificates may be considered by the scoring committee)

A copy of the certificate or licensure attainment must be provided as part of the outcome reports. All individuals tracked for a particular year in this grant cycle must be newly enrolled within that year (for example, to count for the first year of the grant cycle, all individuals must be newly enrolled between July 1, 2022 and June 30, 2023).

Requirements (Employment entry/Re-entry)

Employment entry / re-entry grant programming must lead to employment. Employment entry is defined as someone who has not worked and is entering the workforce and is paying into the payroll tax system. Employment re-entry is defined as an individual who is re-entering the workforce and is paying into the payroll tax system. As defined by the Workforce Innovation and Opportunity Act (WIOA), an individual who is re-entering the workforce is defined as one who has not been working in the past six (6) consecutive months. All individuals tracked in employment for this grant cycle must be newly enrolled within the grant cycle of Year One (July 1, 2022- June 30, 2023).

1.3 Funding

Grant Year One is defined as July 1, 2022 – June 30, 2023.

Grant Year Two is defined as July 1, 2023 – June 30, 2024.

An applicant may request up to \$50,000 per year. Each agency receiving a grant award will receive half of the grant amount allocated for that specific year before the start date of the grant, and the remaining amount allocated for that specific year will be distributed at the end of the grant period if required outcomes are met.

Any award for Grant Year Two will be awarded contingent on approval of the funds by the Urban County Council and contingent on each agency completing their respective grant outcomes. As such, acceptance of a grant application does not guarantee funds for Year Two. The acknowledgement of this contingency will be agreed-upon by all awarded agencies in all grant award contracts.

Only one application per grant category per agency is allowed. If more than one program would be supported by the proposed funding, a separate grant application will need to be submitted for each distinct program within the agency's single application. There will be no joint agency applications accepted.

The Chief Development Officer and the Office of Economic Development anticipates more requests than it can support, compelling the scoring committee to make judgments based on relative need and potential revenue 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 programs that meet the eligibility 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 and workforce development (Ex: certification or licensure, employment entry/re-entry). This funding is not intended to support general agency operations, salaries, capital or construction projects, other than overhead required to support the proposed program.
2. Have a business license filed by the grant award date and provide services and/or placements in Lexington-Fayette County.
3. Be an accredited educational institution, a nonprofit, or a private business that has a business license filed with the LFUCG Department of Revenue.
4. Agree to negotiated training, placement, licensure and/or certification outcomes.
5. Agree to a negotiated schedule for a commitment of staff time to the WORK-Lexington programming.
6. Execute one or more Purchase of Service Agreement(s) (PSA), to be provided by LFUCG.

1.5 Criteria

Competitive applicants WILL:

- a. Deliver services that are cost-effective, demand-driven, and high impact.
- b. Address at least one (1) of the (2) priorities (Sec 1.1) set forth by the Economic Development Investment Board.
- c. 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>)
- d. Show clear outcomes related to success or proof of licensure and/or certification. (All individuals tracked for outcomes must be newly enrolled after July 1, 2022.)
- e. Show evidence of program success. This can include a record of successful outcomes of the program, or evidence of the agency’s success in related endeavors.
- f. 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.
- g. 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:

Grant application posted	December 15, 2021
Application submission due date	January 19, 2022
Applications scored by committee and recommendations readied	February 2022
Recommendations are made to the Economic Development Investment Board	March 2022
Presentation made to the Budget, Finance & Economic Development Committee	April 2022
Urban County Council Approval Process / Announcement of grant award recipients	May 2022
Grant Funds Disbursed	June 2022
Programs will be tracked	July 1, 2022 – June 30, 2023 (Year 1) July 1, 2023- June 30, 2024 (Year 2)

2.0 Application Submission

Grant guidelines and the application link will be posted on Wednesday, December 15, 2021 by 9:30 a.m. on Lexington's Economic Development website:

www.lexingtonky.gov/workforcedevelopment. All applications must be received by the Director of Business & Workforce Engagement by Wednesday, January 19, 2022 by the 4:00 pm Eastern Standard Time deadline. All documents must be submitted electronically. The application submittal date will begin on Wednesday, December 15, 2021 and end on Wednesday, January 19, 2022. Instructions to complete the on-line application process will be available at www.lexingtonky.gov/index.php/workforcedevelopment.

The application shall contain the required supporting documents, and respond to one or more established funding priorities/categories. The Chief Development Officer, the Director of Business & Workforce Engagement, and the scoring committee members will review the applications and may request clarification on the information submitted. After each application is received, clarifications may be requested and subsequent responses will be due five (5) business days from the request. Applications containing significant omissions of required information or failure to provide requested subsequent responses will be removed from consideration. Once the application has been submitted, a notification will automatically be sent to notify the sender that it was successfully submitted.

2.1 Application Review and Project Presentation

After the application is submitted and scored by the Director of Business & Workforce Engagement 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 Lexington-Fayette Urban County Council will have final approval of funding levels.

2.2 Acceptance or Rejection of 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 Lexington-Fayette 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. 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 as determined by the PSA for purposes of tracking 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 and LFUCG reserves the right to decline to fund the application.

2.4 Award Administration

LFUCG will use 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 funds will be sent as a check to the address provided in the program's application.

Grant funding for Grant Year One 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 Year Two will be contingent on approval of the funds 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 performance reports as required by the PSA. 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, repayment of grant funds, and may also have a significant impact on decisions regarding future grants with LFUCG.

The Director of Business & Workforce Engagement will provide a form that will include 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. For applicants applying for re-entry/entry funds, applicants will also need to track job-placed participants for a period of 1 year after initial placement into employment. For applicants applying for certificate / licensure funds, proof of certificate/licensure attainment will be required to be submitted for any additional payments other than the first payment.

For applicants applying for the entry / re-entry tract, the applicant must place into employment at least seventy-five percent (75%) of the individuals enrolled in the grant-funded program within the applicable term. For applicants applying for the certificate / licensure tract, the applicant must have official documentation to demonstrate that 100 percent (100%) of the individuals enrolled in the program have received said license or certification within the applicable term.

Seventy-five (75%) of the participants served in the program must be residents of Fayette County or must find employment in Fayette County. Failure to meet this requirement may result in intervention by Chief Development Officer, repayment of grant funds, and may also have a significant impact on decisions regarding future grants with LFUCG.