

## Lexington-Fayette Workforce Development Grant Policies and Guidelines

### Key Dates & Timeline:

The grant application process is beginning for a 2-year funding cycle (July 1, 2024-June 30, 2026). Grant guidelines and a link to the grant application will be posted on Monday, February 26, 2024 at 9 a.m., on Lexington-Fayette Urban County Government's Economic Development website: [www.lexingtonky.gov/workforcedevelopment](http://www.lexingtonky.gov/workforcedevelopment). Complete applications must be received by 4:00 p.m. Eastern Time on March 26, 2024. All documents must be submitted electronically. The application submittal date will begin on Wednesday, February 26, 2024, at 9 a.m. and end on March 26, 2024. Applications submitted electronically after 4:00 p.m. on March 26, 2024, will not be considered.

### Grant Workshop:

A grant workshop to address questions will be held on Monday, March 4<sup>th</sup>, 2024, from 2:00- 3:00 pm via Zoom at <https://us02web.zoom.us/j/85873026760?pwd=UStzVkZKcjlRU0c2NlZLV20wam1GUT09> Meeting ID: 858 7302 6760  
Passcode: 322786

### Contact Information:

Questions related to the grant guidelines and application process can be found at our website at [www.lexingtonky.gov/workforcedevelopment](http://www.lexingtonky.gov/workforcedevelopment) or be directed to Amy Glasscock, Director of Business Engagement, by email at [aglasscock@lexingtonky.gov](mailto:aglasscock@lexingtonky.gov).

## 1.0 General Information

### 1.1 Purpose

The Lexington-Fayette Urban County Government (LFUCG) has historically partnered with economic and workforce 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 \$400,000 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 one (1) year or less. If the training for the certificate or licensure is more than one (1) year, the applicant will be ineligible for the funding for the certificate/licensure tract. The certificate or license must be awarded by at least one of the following entities:

- An accredited organization or educational institution (accredited by a certifying agency external to the organization/business/educational institution).
- A business that is participating in Kentucky's Registered Apprenticeship Program.
- 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
- Childcare & Education
- 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 this grant cycle must be newly enrolled within the respective grant cycles (July 1, 2024- June 30, 2026).

### **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 or not held consecutive employment and is paying into the payroll tax system. All individuals tracked in employment for this grant cycle must be newly enrolled within the grant cycles.

### **1.3 Funding**

Grant Year 1 is defined as July 1, 2024 – June 30, 2025.

Grant Year 2 is defined as July 1, 2025 – June 30, 2026.

An applicant may request up to \$50,000 per year. Upon award of the grant, the funds shall be disbursed to the grantee on a reimbursement basis upon submission of an invoice with adequate supporting documentation.

Any award for Grant Year 2 will be awarded contingent on approval of the funds in that LFUCG budget cycle and contingent on each agency meeting their respective performance metrics. As such, acceptance of a grant application does not guarantee funds for Grant Year 2. 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, Director of Business Engagement, 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 Funding Activities Eligible funding activities include:**

1. Staff wages for time devoted to grant program participants;
2. Cost of books/curriculum/software directly related to the testing of participants;
3. Licensure/certification costs;
4. Transportation assistance related to employment or training;
5. Wages for clients who are in internships/apprenticeships/work-based learning experiences;
6. Other activities/supportive services that directly benefit the training and/or employment outcomes of grant participants.

To ensure funds awarded under this program are used for approved activities, each applicant must submit a budget with the grant application. The applicant's budget will be attached as an exhibit to the Purchase of Services Agreement and must be followed throughout the grant cycle if the organization is ultimately awarded funds.

#### **1.5 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/reentry). 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. The ability to allocate a minimum of fifty (50) percent of the awarded funds to direct participant certification/licensure training services, direct participant employment entry/reentry services, or direct participant activities/supportive services.
3. Have a business license filed by the grant award date and provide services or placements in Lexington-Fayette County.
4. Be an accredited organization or educational institution, a nonprofit, a private business participating in Kentucky's Registered Apprenticeship Program, or a private business that has a business license filed with the LFUCG Department of Revenue. Local, federal, or state government entities are not eligible for this grant opportunity.
5. Agree to negotiated training, placement, licensure and/or certification outcomes.
6. Execute one or more Purchase of Service Agreement(s) (PSA), to be provided by LFUCG.
7. Have a Unique Entity ID (UEI) and provide documentation indicating active status.

#### **1.6 Criteria Competitive applicants WILL:**

1. Deliver services that are cost-effective, demand-driven, and high impact.
2. Address at least one (1) of the (2) priorities (Sec 1.2) set forth by the Economic Development Investment Board.
3. Provide programming that is consistent with the Economic Development priorities set by the LFUCG and Economic Development Investment Board (<https://www.lexingtonky.gov/browse/government/economic-development>).
4. 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, 2024.)
5. 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.
6. Provide a detailed budget with the grant application.
7. Provide a plan for program sustainability beyond organizations receipt of award.
8. Agree to have a financial audit performed before monetary award is distributed.

## 1.7 Timeline

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

Grant application posted	February 26, 2024
Grant Workshop	March 4, 2024
Application submission due date	March 26, 2024
Applications scored by committee and recommendation readied	April 2024
Recommendations are made to the Economic Development Investment Board	April 2024
Presentation made to the Budget, Finance, and Economic Development Committee	April 2024
Urban County Council approval process/announcement of grant award recipients	May 2024
Program tracking will begin	July 1, 2024 – June 30, 2025 July 1, 2025 – June 30, 2026

## 2.0 Application Submission

Grant guidelines and the application link will be posted on Wednesday, February 26, 2024, on Lexington's Economic Development website: [www.lexingtonky.gov/workforcedevelopment](http://www.lexingtonky.gov/workforcedevelopment).

All applications must be received by the Director of Business Engagement by March 26, 2024, by the 4:00 pm Eastern Standard Time deadline. All documents must be submitted electronically. The application submittal date will begin on February 26, 2024, and end on March 26, 2024. Instructions to complete the on-line application process will be available at [www.lexingtonky.gov/index.php/workforcedevelopment](http://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 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 Chief Development Officer, the Director of Business 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 services 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 at its sole discretion.

## **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 funding for Year 1 will be disbursed on a reimbursement basis in one or more disbursements upon receipt of invoice with supporting documentation, by check mailed to the address provided in the agency's application. Invoices must be submitted quarterly. As stated above, grant funding in Year 2 will be contingent on approval of the funds in that budget cycle by the Lexington-Fayette Urban County Council and the agency successfully fulfilling the grant performance metrics 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 Engagement will provide a required form that must include information regarding grant activities, participant names, employer names, 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 applicant will be required to upload the form into a secure cloud-based software for administration of the report. The Chief Development Officer and the Economic Development Investment Board will require the applicant to continue to track training outcomes of participants until the end of the grant cycle.

For applicants applying for reentry/entry funds, applicants will need to track job-placed participants after initial placement into employment until the end of the grant cycle. For applicants applying for certificate / licensure funds, proof of certificate/licensure attainment will be required to be submitted for any additional payments.

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.