

FY24

July 1, 2023-
June 30, 2024



LOUISVILLE METRO OFFICE
OF RESILIENCE AND
COMMUNITY SERVICES

EXTERNAL AGENCY FUND
APPLICATION GUIDELINES

**Fiscal Year 2024 Office of Resilience and Community Services
External Agency Funding (EAF)
Competitive Application**

Louisville Metro Office of Resilience and Community Services EAF Funds are awarded annually to non-profit organizations offering programs or services in Louisville/Jefferson County that align with Metro Office of Resilience and Community Services' Mission and Strategic Goals.

Office of Resilience and Community Services (RCS) Mission: *“To fight poverty and promote compassion, stability, and the empowerment of residents and communities.”*

The Community Service Competitive Grants offered through this application process have the primary goal of meeting the RCS's Strategic Goals listed below:

Strategic Goals: There are three (3) key areas (particularly for households at or below 125% of poverty):

- Decreasing homelessness
- Increasing household financial stability
- Increasing access to services and resources for a targeted population

These grants primarily involve adults, parents, and volunteer advocates.

Louisville Metro Government employs a competitive granting strategy and strives to award funding to agencies that demonstrate a measurable positive impact in the community and are good stewards of taxpayer dollars. Our goal is to invest in programs that achieve the most effective and efficient results. Successful grantees will be required to report on their success in meeting goals and outcomes.

Application Process:

You must attend the Application Orientation or review the recorded session before applying.

Louisville Metro Government will accept applications via the online survey until **Friday, February 3, 2023 at 5:00 pm** from qualified non-profits that are committed to providing services that achieve meaningful outcomes for Metro citizens in the following service categories:

- Workforce Development/Job Training
- Household Stability
- Health and Wellness

Applications will be reviewed by an independent Selection Panel, consisting of two (2) Metro Council Members, and several Community Volunteer Members selected for their expertise and/or personal experience with the target areas of need. The Panel will review and score applications and make recommendations to the Mayor for winning grants.

Metro Government External Agency Funds are NOT intended for health organizations, childcare centers, support groups or program start-ups. Office of Resilience and Community Services Fund applicants must already have or have applied for 501(c)3 tax-exempt status with the Internal Revenue Service.

What's new?

To simplify the application process, increase operational efficiencies, and highlight the increased focus on program outcomes, Louisville/Jefferson County Metro Government Office of Resilience and Community Services has made the following changes to the application:

- This year's Application Orientation was held on January 17, 2023, via WebEx from 10:00 am to 12pm, recorded for later viewing as needed.
- All questions related to youth were removed from the application. All youth External Agency Funds processes are administered through the Office of Safe and Healthy Neighborhoods.
- The previous Covid-19 question was removed, and data driven questions were added to the application.
- Applicants will be asked to describe how program activities align with the Office of Resilience and Community Services' strategies, goals and objectives.

THINGS TO KNOW ABOUT THE ONLINE APPLICATION TOOL

We are once again using the online tool called SurveyMonkey. **The application closes at 5:00 pm on February 3, 2023.** We strongly encourage applicants to review the FY24 Application Guideline handbook in its entirety prior to filling out the forms.

- Use the same application link if you are submitting more than one application.
- Technology can sometimes be unpredictable; we recommend that as you enter information into each section, click on the "Next" button to save your work.
- It is highly recommended that you **draft your responses in Microsoft WORD (or comparable word processing software)** to ensure adherence to the word limitations where noted. Then, when you are ready to submit the application in its entirety, you can copy/paste into the online application on SurveyMonkey. Application questions are included in this guideline for your review.
- You will not receive a copy of your application or a receipt to show that it was submitted. For this reason, we recommend that you **print a copy of your application** for your files before the submission period ends on February 3, 2023 at 5:00 pm. To do so, simply go back to the beginning of your application using the "Previous" button and **print each section**. You can move from section to section using the "Next" button. Each section will print in its entirety using the print function located at the top of your toolbar.
- Technical assistance **WILL BE AVAILABLE** during normal business hours.

MONDAY THROUGH FRIDAY, 8:00 AM – 5:00 PM

2023-2024 OFFICE OF RESILIENCE AND COMMUNITY SERVICES EXTERNAL AGENCY FUND TIMELINE

APPLICATION DEADLINE

Friday, February 3, 2023 at 5:00 pm

OFFICE OF RESILIENCE AND COMMUNITY SERVICES STAFF REVIEW AND PREPARATION

February 2023

Staff will review all applications, determine whether the applications meet requirements, and compile overview information for the Panel members. Staff will alert the Panel to any ineligible, incomplete, or problematic contents. The Panel members will make final decisions regarding eligibility.

PANEL REVIEW

February - March 2023

Department staff will provide copies of applications and review input to Panel members at first meeting. Panelists will review and score applications prior to subsequent meetings as specified by the Panel chairperson.

MAYOR'S BUDGET APPROVAL

April 2023

Panel submits recommendations for funding to the Mayor's Office.

METRO COUNCIL BUDGET APPROVAL

June 2023

Metro Council's final approval of the Louisville Metro Government FY23 budget is expected on or before June 30, 2023.

AWARD NOTIFICATION

July 2023

All agencies will be notified of their grant award status (approved and included in Mayor's budget or not approved and why) via email.

SIGNING OF GRANT AGREEMENT

July 1, 2023 – August 30, 2023

The Grants Coordinator will contact all grant recipients to complete Grant Agreements and Work Program & Budget paperwork.

GRANT AWARD TRAINING

July 2023

Mandatory training will be held for Office of Resilience and Community Services External Agency Grant recipients on grants management and accountability.

DEADLINE TO SPEND ALL EXTERNAL AGENCY FUNDS AWARDED

June 30, 2024

REQUIREMENTS TO APPLY

KENTUCKY SECRETARY OF STATE <https://web.sos.ky.gov/ftsearch/>

Office of Resilience and Community Services Fund applicants must be incorporated as non-profit corporations and qualified to do business in the Commonwealth of Kentucky as a registered organization with the Kentucky Secretary of State.

- Office of Resilience and Community Services Fund applicants must be in good standing with the Kentucky Secretary of State.

LOUISVILLE METRO REVENUE COMMISSION (502) 574-4860

- Each Office of Resilience and Community Services Fund applicant is required to be registered with the Louisville Metro Revenue Commission and must have accounts in “okay” status with the Commission.
- Agencies that have “Contracted” employees are required to ensure those employees are registered with the Louisville Metro Revenue Commission and those contracted must be in “okay” status with the Commission.
- Account numbers for agencies and contracted employees are to be provided for monitoring purposes. Funding could be jeopardized for any agency if they or their contracted employee is not in “okay” status with the Commission.

501(c)3 IRS DETERMINATION

Office of Resilience and Community Services applicants must already have or have applied for 501(c)3 tax-exempt status with the Internal Revenue Service.

GRANT APPLICATION ORIENTATION

Attend the application orientation. Attendance is mandatory, as the information provided will answer most common questions.

LOUISVILLE/JEFERSON COUNTY PROGRAMS

All Office of Resilience and Community Services Fund grant applications must be for programs that will serve the residents of Louisville/Jefferson County, Kentucky.

RELIGIOUS ACTIVITY

Religious activities such as proselytizing, prayer, religious study, distribution of religious materials, etc. may not be included in any program funded by Metro funds.

LOBBYING IS PROHIBITED

For the purposes of this application process, lobbying means any oral or written communications by an External Agency Fund applicant and/or representative(s) employed or retained by them, with members of the Louisville Metro Council and/or staff and Louisville Metro Government Officials and/or staff, to attempt to influence the outcome of the External Agency Fund process.

The External Agency Fund process begins when Louisville Metro Government notifies the public of the grant opportunity and continues through the application process. The prohibition on lobbying ends at the time the Louisville Metro Mayor presents the budget recommendation to Metro Council. Prohibited lobbying activities include, but are not limited to:

- Any attempt to influence the outcome of the External Agency Fund process, through in-kind or cash contributions, endorsements, publicity, or similar activities.
- Any attempt to influence the outcome of the External Agency Fund process through communication with any panel member or employee of Louisville Metro Government.
- Any attempt to influence the External Agency Fund process by preparation, distribution or use of publicity or propaganda, or by urging members of the general public or any segment thereof to contribute to or participate in any mass demonstration, march, rally, fundraising drive, lobbying campaign, social media, letter writing or telephone campaign.
- Any attempt to improperly influence, either directly or indirectly, an employee or officer of Louisville Metro Government to consider or act regarding the External Agency Fund process.

Requesting technical assistance from staff prior to the application deadline is not considered lobbying.

Continuation Funding Request Application:

The continuation funding request application is intended for programs that currently receive Office of Resilience and Community Services EAF funds for Fiscal Year 2023 (7/1/2022 -6/30/2023) and are seeking continuation of that funding for Fiscal Year 2024. **Agencies will complete one application per continuation program.**

Your agency should complete this application if both of the following applies:

Your agency was funded through the Office of Resilience and Community Services EAF fund in FY23, and the same program(s) will be enhanced or expanded in FY24.

New Funding Request Application:

The new funding request application is for programs that have been in existence for a minimum of 6 months prior to January 1, 2023 and did **NOT** receive Office of Resilience and Community Services EAF Funds for Fiscal Year 2023 (7/1/2022 -6/30/2023). **Agencies will complete one application per new program.**

Your agency should complete this application if one of the following applies:

- Your agency was NOT funded with Office of Resilience and Community Services EAF general funds during FY23.
- Your agency was funded for a specific program in FY23, but you would like to apply for a different or additional program for FY24.

PLEASE READ ALL INSTRUCTIONS BEFORE BEGINNING YOUR APPLICATION AND MAKE SURE THAT YOU HAVE VIEWED THE ORIENTATION!

FY24 Application Instructions:

- Applications are to be submitted online through an internet application called SurveyMonkey.
- Applicants CANNOT return to incomplete SurveyMonkey applications. If they exit before completing the entire application, they will be required to start the application over from the beginning.
- Applicants are STRONGLY advised to draft responses in a separate document, then copy/paste completed answers into SurveyMonkey ONLY when ready to submit.
- We recommend that you use **MS WORD** (or comparable word-processing software) **to prepare** your answers so that your information can be retrieved should a problem arise. Using such software will also help ensure adherence to word count limitations noted within the application.
- Applications must be submitted by 5:00 pm on February 3, 2023. Applications are time-stamped upon submission, so please allow enough time for technical glitches.
- Organizations applying should submit only one application per program requesting funding.
- If an agency is applying for multiple programs, the programs must have different names.
- Organizations with programs must have a minimum grant request of \$2,000 and there's not a maximum funding request. However, the EAF grant request will not exceed 85% of the total program budget. Also, funding from Metro Government (ie. EAF, NDF, HUD, CoC, etc.) will not exceed 25% of agency's total operating budget).
- Organizations submitting applications must be able to demonstrate the benefits to the population being served and include goals and outcomes to be tracked and measured.
- **REMEMBER TO PRINT A COPY OF YOUR COMPLETED APPLICATION FOR YOUR FILES BEFORE THE APPLICATION CLOSES ON FEBRUARY 3, 2023 AT 5:00 PM.** Instructions on how to do so are included. No other copy will be provided.

DISBURSEMENTS of FUNDS

Upon execution of the Grant Agreement, the amount of the grant award will be payable in four equal quarterly installments. Grant awards of less than \$5,000 may be paid in lump sum.

REQUIREMENTS

All EAF Community Service grantees must submit mandatory financial and programmatic quarterly reports, accompanied by supporting documentation as required by the Office of Resilience and Community Services handbook. In addition, all grantees must attend financial empowerment training level 1 or 2, publicly acknowledge Louisville Metro Government, and create end of year participant evaluations accompanied by results. All EAF Community Service grantees must agree to comply with any additional requirements Louisville Metro Government and/or the Office of Resilience and Community Services deems appropriate.

Step-by Step FY24 EAF Application Instructions:

A. EAF APPLICATION INTRODUCTION

Thank you for attending the Application Orientation!

Welcome to the FY24 External Agency Funding (EAF)/Office of Resilience and Community Services (RCS) **COMPETITIVE** Application. Please read the following sections carefully as some of the questions have changed from previous years. Please adhere to the word limits as indicated.

To be considered, all funding requests **MUST** align with Louisville Metro's Office of Resilience and Community Services' Mission and Strategic Goals. Also, a representative from your agency must have attended the Application Orientation.

Mission:

"To fight poverty and promote compassion, stability and the empowerment of residents and communities."

Strategic goals:

Specifically, programs need to address at least one of the following areas (particularly for households at or below 125% of poverty):

- Decreasing homelessness;
- Increasing household financial stability;
- Increasing access to services and resources for a targeted population.

ALL APPLICATIONS WILL BE REVIEWED BY AN INDEPENDENT PANEL OF COMMUNITY MEMBERS WHO WILL USE A RUBRIC TO SCORE KEY AREAS.

KEY AREAS:

Review Threshold

1. Complete Application; 2. Orientation attendance; 3. Compliance

Scoring Components

1. Program Description; 2. Program Outcomes; 3. Budget Information; 4. Collaboration; 5. Sustainability

THE APPLICATION ORIENTATION WAS HELD ON January 17, 2023, 10AM-12PM via WebEx.

Select the “Next” button to move forward to next page.

B. INSTRUCTIONS

This application must be complete and accurate to be accepted and considered for funding.

1. Draft application responses outside of SurveyMonkey.
2. Copy and paste completed narrative answers and answer multiple choice questions.
3. The application will require multiple attachment. We recommend that you consult with the application guideline handbook and have all attachments prepared before the start of the application.
4. Remember, the applicant will not be able to return to incomplete applications. If the applicant exits SurveyMonkey before completion, the applicant will have to start over. Make sure the application is complete.

Select the “Next” button to move forward to next page.

*****BY PROCEEDING, YOU ARE CERTIFYING THAT YOU WERE PRESENT FOR THE RECORDED SESSION AND UNDERSTAND THE APPLICATION GUIDELINES, ORIENTATION, AND NOFA. *****

C. AGENCY INFORMATION

Question 1

Fill in the blanks provided with the legal name of the agency (as listed on the Kentucky Secretary of State website at <http://web.sos.ky.gov/ftsearch/>). Enter in applicant contact name, address, email address and phone number. **Also, provide point of contact information for the person RCS EAF staff should contact about this application.**

Question 2

Board approved agency mission statement **(500 characters or less).**

Question 3

Louisville/Jefferson County Revenue Commission Number registered to your agency. (10-digit number issued to your agency by the Louisville/Jefferson County Revenue Commission. If your agency has 6 digits, please add 0000 in front of the 6 digits). **This is NOT your EIN number. If you do not know your Revenue Commission Number, call 502-574-4860.**

Question 4

Please submit most recent agency's W9. All sections are complete. **Part II section should be signed and dated with the year as 2023. Only PDF, DOC, DOCX, PNG, JPG, JPEG, GIF files are supported.**

Question 5

Please attach a current listing of your organization's Board of Directors. **Only PDF, DOC, DOCX, PNG, JPG, JPEG, GIF files are supported.**

Question 6

Please attach your agency's most recent 990. **Only PDF, DOC, DOCX, PNG, JPG, JPEG, GIF files are supported.**

Select the "Next" button to move forward to next page.

D. PROGRAM INFORMATION

Question 7

Describe the community/client needs or problems to be addressed by this program. **Explain why this issue is important. Include any data that demonstrates this need.**

Question 8

Provide a short description of the program and its activities. **(1,600 characters or less)**

Question 9

Select the primary population category that the program serves (select only one):

- Older adults (55+ years old)
- People with disabilities
- Houseless or at risk of Houselessness
- Immigrants/Refugees
- Persons or families experiencing domestic or intimate violence
- Households at or below 125% of poverty
- Veterans
- Other (please specify the specific combination only) **For example, Veterans who are Houseless or at risk of Houselessness. This option should only combine categories from the above categories. No new answers outside from the preselected categories should be created/entered.**

Question 10

Select the primary service provided by the program (select only one):

- Workforce development/job training
- Household stability
- Health and Wellness
- Victim's Services

- Other (please specify the specific combination only) **This option should only combine categories from the above categories. No new answers outside from the preselected categories should be created/entered.**

Question 11

Please define the primary population your program serves (if applicable, provide the average age, racial, and gender identity demographic information for the population served) (1,600 characters or less).

This question is asking about the program that you are requesting funding for and NOT the agency.

Question 12

Describe other agencies/programs doing similar work with the identified population in the region and explain how this program is different. Show how you are collaborating with any of these agencies or programs.

Question 13

As of January 1, 2023, how long has the **program** been in existence?

- 6 months to 1 year
- 1 year to 5 years
- 5 years, 1 month to 10 years
- 10 or more years

This question is asking about the program that you are requesting funding for and NOT the agency.

Question 14

Does the program serve only Jefferson County? If NO, what percentage of clients reside in Jefferson County?

Question 15

For this program ONLY please list:

- Number of people program served over the past 12 months
- Number of people you have the capacity to serve in a 12-month period
- Number of people this program will serve in FY24
- Number of staff currently assigned to this program
- Number of volunteers currently supporting this program

The applicant will be required to answer all questions.

Question 16

Describe how Metro Government funding will enhance or expand this program? (1,600 characters or less)

Question 17

Describe how your programmatic activities align with the Office of Resilience and Community Services' strategic goals and objectives. (1600 characters or less)

The application has a hyperlink to the Office of Resilience and Community Services' strategic goals and objectives. It can be accessed at: <https://louisvilleky.gov/resilience-and-community-services/document/2022-23-rs-strategic-plan>

Select the "Next" button to move forward to next page.

E. CONTINUATION FUNDING

Question 18

A **NEW** funding request is defined as a request for a program that has been in operation at least six months (as of January 1, 2023) and is NOT currently being funded as an External Agency Funds Community Services Grant.

A **CONTINUATION** funding request is defined as one that IS currently being funded (FY23) as a Community Services EAF Grant. There is NO guarantee in FY24 that continuation of funding will be provided at same or any funding amount level.

Requests for funding for either category must include demonstrable/proven outcomes and details on how this funding will enhance or expand the existing program.

Is this a NEW funding request or a CONTINUATION funding request?

Choose if your application is a NEW or CONTINUATION funding request application based on the definitions provided above.

You will only be asked to complete this section if you are requesting Continuation Funding. If you are requesting continuation funding, you MUST answer the following questions:

Question 19

All are required to have a minimum of one staff person to attend or be certified in Financial Empowerment Training Level 1 or Level 2. Please list the name(s) and date(s) of your staff who have been certified for FY23. If no one has been certified, please indicate why.

Question 20

For your currently funded program, please provide details of current outcomes and progress towards achieving the outcomes that are listed in your Grant Agreement / Work Program and Budget. Please list each outcome and its progress/results.

Select the “Next” button to move forward to next page.

F. SMART OUTCOMES ACHIEVED AND SMART OUTCOMES PROJECTED:

Outcomes should be SMART outcomes- specific, measurable, attainable, relevant, and timely.

Question 21

List up to three SMART outcomes that this program has demonstrated in the past year (FY22) and describe how they were measured. List 3 benefits to the clients that occurred in the past year, i.e., 34 of the 40 clients served completed job training and were successful at finding a job.

Question 22

Select a primary focus of the program from the list below. You may select only one).

- Decreasing homelessness
- Increasing household financial stability
- Increasing access to services and resources for a targeted population

Question 23 – 34

Depending on the focus that you choose above you will be asked to then pick an outcome area that you will focus upon for this program during FY24. You will then be asked to detail/create up to three projected outcomes (ways the clients will benefit from the program, 500-character limit per outcome) that aligns with the focus area and the outcome area that you have chosen. Explain how you will measure these outcomes. The chart on the next page shows the program focus areas and their related outcome options.

<p><u>Decreasing Homelessness, Select one.</u> (Questions 23-25)</p>	<ul style="list-style-type: none"> • Reducing foreclosures or evictions. • Providing supportive services and case management for homeless. • Providing emergency shelter and/or meals to homeless. • Housing counseling. • Providing relocation and navigation services • Other (please specify the specific combination only)
<p><u>Increasing Household Financial Stability, Select one.</u> (Questions 26-28)</p>	<ul style="list-style-type: none"> • Provide job training. • Provide financial literacy (emergency saving and stability) • Provide assistance to first time homeowners. • Increase access to food for low-income families. • Provide employment service • Increasing self-sufficiency • Provide cash services (SNAP, WIC, SSI, etc.) • Other (please specify the specific combination only)
<p><u>Increasing Access to Services and Resources for a Targeted Population, Select one.</u> (Question 29-31)</p>	<ul style="list-style-type: none"> • Provide assistance to persons with disabilities. • Provide assistance to older persons (55+ years old) • Provide assistance to those with substance use disorders. • Provide assistance to those with mental health issues. • Provide assistance to persons or families experiencing domestic or intimate violence. • Provide assistance to persons who have experienced incarceration. • Provide assistance to veterans.

	<ul style="list-style-type: none">• Provide assistance to immigrants and refugees.• Provide assistance to LGBTQIA2S+ persons.• Other (please specify the specific combination only)
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*****Due to skip logic within SurveyMonkey, the numbering of the questions will vary to user slightly*****

G. BUDGET INFO

Metro funds may not be used to supplement more than 25% of the total agency budget and no more than 85% of the total program budget.

Each application must be for a minimum of \$2,000.

*****Refer to lists in Appendix A for allowable and unallowable expenditures.*****

Question 32

State the TOTAL AGENCY Budget (current fiscal year 2022-2023). Please round and provide a whole number.

Question 33

State the TOTAL amount of funding being requested from Metro Government in this application. Round to the nearest hundred i.e., \$50,000.00 rather than \$49,972.13.

Question 34

State the TOTAL amount the agency will contribute to this program from all other resources. (EAF grant may fund up to 85% of total program budget, with a required match of at least 15% non-Metro funds.) Please round and provide a whole number.

Question 35

State the TOTAL program budget. To determine the total program budget, you will need to add the amount of EAF funds you are requesting for this program plus the total amount your agency will contribute. (Add totals from requested budget and agency's match amounts.) Please round and provide a whole number.

Question 36

Complete RCS' budget template for this application/ program and upload your version [here](#). The total must match the EAF funding request. The budget template is available here. **Only PDF, DOC, DOCX, PNG, JPG, JPEG, GIF files are supported.**

Question 37

Provide a brief budget narrative explaining how your organization arrived at the \$/line items requested and how the funding will be utilized to benefit/ enhance the program. Provide sufficient detail to allow the review panel to understand how each line item requested will be used. **Please limit responses to 1,600 characters.**

Question 38

Estimate your cost per client for this program only.

Question 39

Identify any secured or potential funding your agency receives from Metro Government AND/OR other sources to serve the population identified in this application. List the source and amount on provided lines (up to 5).

Select the "Next" button to move forward to next page.

H. Collaboration, Sustainability and Equity Information

Question 40

List up to five collaborative agency partners that are engaged in the delivery/support of this program.

Question 41

Provide the processes you follow to ensure that your organizational policies and procedures are equitable. Provide the demographic information to support your equitable practices. Detail the system of accountability does your organization/agency have in place to address inequitable policies and practices? If you do not have any mechanisms, please acknowledge, and tell us how you plan to ensure that your organization will create accountability mechanisms moving forward. (Only PDF, DOC, DOCX, PNG, JPG, JPEG, GIF files are supported)

Question 42

Do you regularly have the resources to cover your program/ organizational budget? Why or why not? (1,600 characters or less)

Question 43

Describe in detail your agency's sustainability plan for the program after the grant funding cycle. (1,600 characters or less)

Question 44

List major achievements in the past three years that contributes to your program's success and explain why a grant for this program will produce results for those served?

Question 45

How does this request fit with your organization's long-term goals? We define long-term as the time-period 2+ years beyond this fiscal year for External Agency Fund.

Question 46

Describe the impacts or challenges associated with the programs in terms of both possibilities for failure and unintended negative consequences?

Question 47

Outline a clear and observable method for evaluating the program, including baseline statistics and benchmarks for future success?

Question 48

Attach reference and supporting documents to support answers provided in above question? 5 pages maximum. Only PDF, DOC, DOCX, PNG, JPG, JPEG, GIF files are supported.

Select the “Submit” button to complete the application.

***Before you hit “Submit” on this page, we encourage you to go back and print your application responses for your files.** To do so, simply go back to the beginning of your survey using the “Previous” button and print each section. You can move from section to section using the “Next” button. Each section will print in its entirety using the print function located at the top of your toolbar.

If you plan to submit another application (new or continuation) for your agency, click the “Submit” button to be taken to a page with instructions.

Prior to Establishing Scoring Criteria, the following will be considered: completed application, application orientation attendance, and compliance history.

SCORING CRITERIA:

The Panel will score the applications in the following categories:

- **Program Description – up to 25 points**
- **Program Outcomes (that are SMART) – up to 25 points**
- **Budget Information – up to 25 points**
- **Collaboration (not partnerships or referrals) – up to 10 points**
- **Sustainability (Metro funds are competitive; the Panel wants to know how you will keep the program going if you do not get this funding) – up to 5 points**
- **Community Need (there is a need for the program that you are requesting funding for, and you have data to back that up) – up to 10 points**

EAF@louisvilleky.gov

Technical assistance **WILL BE AVAILABLE** during normal business hours

MONDAY THROUGH FRIDAY; 8:00AM – 5:00PM

Please email questions to EAF@louisvilleky.gov



OFFICE OF
**RESILIENCE AND
COMMUNITY SERVICES**

Appendix A:

GRANT EXPENDITURES PER LISTED LINE ITEM

Following are the line items as located on the WPB and the Quarterly Report form. Line items that can contain expenses as listed and defined below:

- **Personnel** – Individuals employed by the agency who receive an IRS W-2 form at the end of the calendar year for the purpose of filing federal and state income taxes
 - Those persons on contract and/or receive an IRS 1099 form are to be included in the “Other Expenses” line item.
 - Only “net pay” of those which includes wages paid, accrued vacation, accrued sick time, savings accounts and retirement accounts deducted from gross pay as identified on pay stubs and/or payroll journal
 - Only the percentage of time the employee spends working in/on the program may be charged to the grant.
- **Rent** – The actual cost for space to house personnel, program equipment, program supplies and/or the program participants necessary to carry out the program as funded. If agency owns property rent may not be charged. Copy of lease must be provided with Grant Agreement.
 - Only the percentage used by the funded program may be charged to grant.
 - No late fees may be charged to the grant.
- **Utilities** – The incurred cost (if not included in rent) of water, sewage, gas, electric and garbage pickup if not available free of charge at program facility.
 - Only the percentage used by the funded program may be charged.
 - No late fees may be charged to the grant.
- **Office Supplies** – Those items purchased to be used in the course of performing day to day business activities within the funded program such as:
 - Anything desk-top related costing less than \$50 in bulk i.e. paper clips, tape, etc.
 - Calendars
 - Envelopes
 - File folders/hanging file folders
 - Paper/Note pads
 - Post-it Notes
 - Rubber Bands
 - Scissors
 - Staples/Stapler
 - Toner/ink cartridges
 - ✓ Items are to be kept separate and used for program only or;
 - ✓ Only the percentage used by program may be charged to grant
- **Program Materials** – Those items purchased to be used in the course of conducting the day to day activities of the funded program such as:
 - Materials associated with recruitment of participants (non-fundraising)
 - ✓ Brochures
 - ✓ Forms i.e. applications, sign-in sheets, etc.
 - Postage, Fed Ex, and/or UPS
 - Printing costs/Copying costs
 - Program supplements
 - ✓ Assessment tools
 - ✓ Computer software
 - ✓ Instructional materials i.e. manuals, brochures, etc.

- **Telephone** – The percent of total cost in conducting program funded business using:
 - Landline business/agency phone
 - Cell phone as it relates to program operations
 - Internet Services
 - No late charges to be covered with Metro funds
- **Travel** – Meetings are to be relevant to the funded program and to the benefit of the participants being served within the funded program. The cost of attending local meetings and staff functions away from the office using “personal” vehicles. Local travel is considered within Jefferson County. Mileage expense is to be in accordance with the grantee’s established mileage policy or no more than 40 cents per mile. Detailed mileage sheets must be kept which include the name of the employee, the date, destination, purpose of travel, and miles driven. Form should also include a space for employee to sign and a supervisor or finance staff to approve by signature. Any requests for out-of-town travel for staff professional development (related to the funded program), must be pre-approved by the grants manager 30 days in advance. An Out of Town Travel Request Form must be requested from the grants manager and submitted for approval.
- **Small Equipment (including electronic)** - Any item that individually costs less than \$1,000 and has a useful life of one year or more to benefit the funded program.
 - Items to be purchased at beginning of contract year for use during program grant period (later in year if approval provided)
 - Copiers or lease of copiers
 - Desktop/laptop computers
 - Fax machines
 - Postage machines
 - Printers
 - The cost of maintenance for above equipment is to be put in this line item.
 - Only the percentage used by program may be charged to grant.
- **Client Assistance** – The cost of providing direct or indirect assistance to clients as determined by the proposal and/or grant agreement through the funded program.
 - Attorney Fees
 - ✓ Limited to specific “funded program” in which such is focus of awarded program
 - Bus tickets
 - ✓ Limited to specific “funded program” in which item was a part of original grant application
 - ✓ Agency must document amount and who receives tickets
 - ✓ To be provided only for education, employment, medical or other social service cause
 - Emergency Food Distribution
 - ✓ Limited to specific “funded program” in which such is focus of awarded program
 - ✓ Program participants receiving non-perishables or other food items from a distribution center, food pantry, etc.
 - ✓ Those serving meals to the homeless as part of the awarded program
 - Rent or mortgage payment
 - Required items to be purchased in order to participate in an educational program, employment training program and/or to obtain permanent employment
 - ✓ Agency to make purchase or provide vendor voucher, no funds provided directly to participants
 - Utilities (no phone or cable)

- Vouchers for work clothing (uniforms), work boots, etc. as an integral part of program focus
- Vouchers for school uniforms as an integral part of program focus
- **Other Expenses** – those program expenses not addressed above as follows (not all inclusive):
 - Audit
 - ✓ A formal examination of the grantees financial situation performed by professionals in the field (e.g. Certified Public Accountant)
 - ✓ Limited to percent used by the funded program
 - Charter Bus
 - ✓ Applicable for “youth, teens and/or young adults” programs in transporting participants to educational outings within Louisville Metropolitan Area only
 - Contract labor
 - ✓ Those solicited with an agreement to perform certain functions within the program that are not considered permanent employees, that do not receive the benefits offered to regular employees and receive an IRS 1099 form at the end of the year for filing federal, state and local taxes.
 - Includes those individuals or groups contracted to provide training sessions, information classes, etc. for participants of the program
 - ✓ It is the responsibility to ensure those contracted persons are registered with the Jefferson County Revenue Commission to ensure “occupational taxes” are paid on earnings if Metro dollars are paying for the service provided.
 - Cleaning Supplies
 - ✓ Limited to percent used by the funded program
 - Fuel
 - ✓ An expenditure related to use of an agency vehicle to transport people or goods related to specifics of funded program
 - Does not include use of personal vehicles
 - Insurance
 - ✓ Building
 - Limited to percent of funded program
 - ✓ Liability insurance
 - As it relates to covering people within the premises of the agency; Limited to percent of funded program
 - ✓ Vehicle/Auto
 - Limited to vehicles used in the transportation of people or goods related specifically to funded program; limited to percent of funded program
 - Limited to specific “funded program” in which such is focus of awarded program
 - ✓ Workman’s Compensation
 - Limited to percent of total expense for those engaged in program
 - Kitchen Supplies
 - ✓ Limited to specific “funded program” in which meals are the focus of the awarded program
 - Vehicle Maintenance
 - ✓ Limited to specific “funded program” in which the transportation of people or goods is the focus of awarded program

GRANT EXPENDITURES – UNALLOWABLE

The following listing may not be all inclusive and in some rare cases the listed expense may be allowable. Programs funded through EAF are so varied that occasionally there is an exception to the rule due to the nature and/or focus of the program being funded.

- Building Maintenance or Repair
- Cash Incentives to program participants
- Capital Expenses or Construction Costs
- Celebrations of any kind
- Childcare Expenses
- Consultant Fees
- Entertainment/Recreation Costs (including but not limited to tickets to shows or sports events, lodging, etc.) Educational events for youth are acceptable under some circumstances.
- Food or Beverages (Funds may be used to pay for costs related to food distribution and out of school time snacks for youth, teens and/or young adults programs, no funds for out of school meals or Kids' Café)
- Furniture
- Fund-raising or development expenses of any kind (includes promotional items i.e. cups, hats, etc.)
- Incentives, awards, gifts or participant wear such as tee shirts, bags, hats, plaques, etc.
- Indirect Costs (costs that benefit the operations of the entire organization, but cannot be identified to one program)
- Items not approved in Program Budget
- Items that do not have proper documentation and backup documentation as described under "Grant Reporting Documentation Expenditures"
- Membership and/or Organization Dues
- Personnel Costs associated with employee/employer taxes, benefits or other deductions (excluding accrued vacation, accrued sick time, savings accounts and retirement accounts deducted from gross pay as identified on pay stubs and/or payroll journal)
- Recognition awards, stipends, bonuses, and/or severance pay to staff or volunteers
- Religious activities or materials e.g. anything related to a religious belief
- State Sales Tax
- Vehicle Purchases or Vehicle Maintenance (exception to maintenance depending on program focus)

Appendix B:

Specific	Measurable	Attainable	Relevant	Time-bound
S	M	A	R	T
G	O	A	L	S
What <i>exactly</i> are you trying to achieve?	How will you know when you've achieved it?	Is it genuinely possible to achieve it?	Does it contribute to your agency's revenue growth?	When do you want to achieve this by?