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HOW TO APPLY

- Follow directions contained in this packet.
- Return your completed Neighborhood Development Fund application and required attachments to your Council member’s office.

WHO MAY APPLY

Eligible non-profits defined under the following Internal Revenue Code Sections https://www.irs.gov/charities-non-profits:
  - 501(c)3 Organizations
  - 501(c)4 Organizations (Civic Leagues, Social Welfare and Neighborhood Associations only)
  - Homeowner Associations not recognized tax exempt under section 501(c), but who consistently file Form 1120-H, U. S. Income Tax Return for Homeowners Associations;
  - Section 501(c)6 Organizations (Business Leagues only)
  - Section 501(c)19 Organizations (Veterans)

ELIGIBLE AND INELIGIBLE ACTIVITIES

The Council may approve Neighborhood Development Fund (NDF) grants to organizations which provide services, programs or projects the Council member determines meets critical human needs, improves the quality of life for Louisville Metro citizens or is in the best interest of the district or community. Each request for the use of funds shall explicitly state their purpose and use.

Expenditures may only be used to serve Louisville/Jefferson County.

Eligible activities include, but are not limited to:
  - one-time capital expenditures (such as computer equipment, infrastructure repairs)
  - direct client services (such as rent assistance)
  - any Metro department/agency service
  - general operating
  - community events including advertisement costs of the event
  - constituent meals or refreshments as part of an event whereby volunteers are performing a public service and/or actively participating in their community regardless of their limitations, whether physical or mental
  - meals provided to persons for emergency sustainability

Ineligible activities include, but are not limited to:
  - direct appropriations to property owners/residents to improve private property
  - personal gifts
• alcoholic beverages
• mileage reimbursement paid to local staff or volunteers for use of their personal automobile
• membership dues or subscriptions for periodicals
• out of town staff training including travel
• sales tax for 501(c)3 applicants
• capital improvements to faith based organizations
• funding to another taxing district for its statutorily required expenditures
• cash payments/incentives (excluding de minimis) to individuals
• employee bonuses or severance pay
• rent and depreciation for property owned by the organization

CONSTITUTIONAL CONSTRAINTS

Taxing Districts - The Commonwealth of Kentucky has established many taxing districts and defined the services required to be funded with the collected taxes. Metro Government may not appropriate funding to other Jefferson County taxing districts for services the taxing districts are required to provide their constituents. This is the case because these taxing districts must use their own taxes to finance their programs and projects. In some circumstances NDF funds can be indirectly applied to taxing districts if and only if they benefit the collective public purpose and not simply a purpose specific to the individual district. Under current and applicable Kentucky law, expenditures may be made to incorporated cities within Louisville Metro only if the expenditure qualifies under the Metro Partnership Program as set forth in LMCO § 97.100. Taxing districts include but are not limited to Transit Authority of River City, Jefferson County Public Education, fire districts and all small cities. Public school funding may not be given directly to the school. Funding may go to Jefferson County Public School Foundation, a PTA or other non-profit organization affiliated with the receiving school.

Faith Based Organizations - The Commonwealth of Kentucky also follows the Federal Constitution of the separation of church and state. Therefore, NDF may not be used to fund any church or religious organization in the furtherance of its religious purpose unless all funds received are applied completely to a project or program that serves a public purpose, is completely open to all members of the public regardless of organization membership or faith/moral beliefs, and involves no form of worship or religious practice. Any issue involving church and state has great potential to become controversial, so care must be taken to ensure the money is being used for a secular purpose. As such, if NDF funds are granted to a religious organization there must be a signed statement from the organization acknowledging this limitation secured prior to disbursement of funds. (Appendix 5)

Private Use - Public funds cannot be appropriated for private use, therefore any appropriation of NDF funds for use and improvement of private property is illegal and inadmissible. If a project or program whose primary benefit is for the public good also happens to benefit a private individual or organization, it can still legally receive NDF funds.
REQUIREMENTS TO APPLY

INTERNAL REVENUE SERVICE (https://www.irs.gov)
If a non-profit organization has applied but not yet received an Internal Revenue Service (IRS) determination letter, it is eligible to apply for NDF funding and may submit its Articles of Incorporation and the IRS application for exempt status (on a one time basis). The Corporate Articles of Incorporation must contain tax exempt language as defined in the IRS Publication 557, Tax-Exempt Status for Your Organization.

KENTUCKY SECRETARY OF STATE
- NDF applicants must be incorporated as nonprofit corporations and qualified to do business in the Commonwealth of Kentucky as a registered organization with the Kentucky Secretary of State.
- NDF applicants must be in good standing with the Kentucky Secretary of State.
- Kentucky Secretary of State websites:
  - Nonprofits/Organizations: https://app.sos.ky.gov/ftsearch/

LOUISVILLE METRO REVENUE COMMISSION (502) 574-4860
- NDF applicant must be registered with the Louisville Metro Revenue Commission and must have accounts in “okay” status with the Commission.
- Agencies that have “contracted” workers who will receive any of the grant funding must ensure those workers 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 workers must be provided for monitoring purposes. Funding could be jeopardized for any agency if they or their contracted worker is not in “okay” status with the Commission.
- Louisville Metro Revenue Commission website: https://louisvilleky.gov/government/revenue-commission

LOUISVILLE METRO HUMAN RELATIONS COMMISSION (502) 574-3631
- NDF applicant must be registered and/or prequalified with the Louisville Metro Human Relations Commission to be in good standing.

LOUISVILLE METRO GOVERNMENT DEPARTMENTS/AGENCIES
- If the nonprofit/organization has received prior NDF funds or other Metro Government Departments/Agencies’ grants and the organization has not complied with the grants financial reporting requirements, then the organization cannot be considered for future NDF funds until the organization is in compliance with Metro Government.
- If the organization’s prior awarded NDF grant or other Metro Government grants are not in compliance with Metro Government’s financial reporting requirements, then a Metro Government representative will contact the organization about not being in compliance.
NEIGHBORHOOD DEVELOPMENT FUND
GRANT REQUIREMENTS

Every NDF grant recipient is required to comply with the following NDF grant requirements. NDF recipients that fail to comply with these conditions may cause their NDF grant awards to be withheld or terminated. All NDF grant applications must be approved by the Metro Council.

Public Purpose
All proposed grants must support a program or programs which benefit the public, or a substantial portion thereof. Generally, the objective of public purpose is for the promotion of public health, safety, general welfare, security, prosperity, or contentment of residents within the jurisdiction of the Metro Louisville. A public expenditure must be primarily for the benefit of the general public, but the fact that it incidentally benefits others, including private parties, does not make it unacceptable. A public expenditure may be made through a private group or individual, and it does not lose its public character when it is administered in that manner.

Grantee/Subrecipient Grants
If a grantee organization provides Metro funding to a sub grantee or recipient, both organizations fall under Metro policies and procedures; however, the grantee organization is ultimately responsible and accountable for complying with the grant requirements. The grantee is required to monitor the performance of the third party (sub-grantee) by ensuring the project or program was properly completed and the appropriate reports and expenditure documentation is provided to the Office of Management and Budget (OMB) as a condition of the grant.

Other Requirements
If the organization has an Affirmative Action/Equal Employment Opportunity plan and/or policy statement, it must be submitted as required supporting documentation within the NDF Application packet.

The organization may not discriminate based on age, color, race, disabled status, sexual orientation, national origin, religion, sex, or veteran status.

Metro funds generally are not used to supplement more than 33% of the total agency operating budget. The 33% guideline is not applicable for capital projects or special one-time projects not in the general operating budget.

The organization may not require clients receiving services or project participants to participate in religious, political, fraternal, etc. activities in order to receive services or participate.

Any Council member, legislative assistant, or family member of a Council member or legislative assistant must disclose any relationship with any requesting organization including Metro Government
agencies. No such persons shall serve a grant recipient as an officer or have the fiduciary authority to sign checks or other documents on behalf of the grantee.

The organization agrees to participate in any required training.

The organization agrees to adhere to all terms of agreements/contracts set forth within the NDF application or subsequent grant agreement.

The organization agrees to be audited and/or monitored on site by the appropriate agency personnel to determine appropriate expenditure of funds and/or record keeping.

The organization agrees to submit any required written financial, program, or other monitoring reports timely.

The organization publicly acknowledges the funding is provided by Louisville Metro Council and may also acknowledge the individual Council member in its publicity and informational material.

The organization agrees to expend funds by the end of the fiscal year or extension date of the grant agreement for purpose(s) stated in grant proposal. Automatic extensions are given by OMB to entities receiving their grant check after April 1 in the fiscal year. Requests for extensions are also considered if the entity cannot spend funds for an extenuating circumstance through a written agreement prepared or approved by the County Attorney’s Office.

Organizations expending funds prior to the execution of the grant agreement do so at their own risk. **Louisville Metro is not liable for NDF related expenses incurred until the grant agreement is executed unless the application specifically requests reimbursements; however, reimbursement should not be made for expenditures prior to the NDF Application date absent demonstration of an emergency by the primary sponsor.** NDF request(s) to appropriate funds to Metro/Agencies to cover expenses for non-profit organization’s event, activity or project must contain adequate documentation from the non-profit organization describing the event, activity or project. NDF requests must also contain evidence of the non-profit’s request to fund the expenses prior to the event, activity or project or demonstrate an emergency by the primary sponsor as to the reason(s) for payment after the event, activity or project has occurred or been completed.

After the NDF application has been approved by Metro Council, a grant agreement is sent to the organization by the Metro Clerk within ten business days of the approval and a notification is sent to the primary sponsor. **If the grant agreement is not received by the Metro Clerk within 90 days of initial mailing, the Council approval is automatically revoked without any further action of the Appropriations Committee or full Council.**

Upon receipt of the completed, signed grant agreement within the 90 days period, the Metro Clerk forwards the NDF grant agreement, NDF application and supporting documentation to the appropriate authority in OMB in accordance with OMB’s current policy within seven days of receipt for further processing.
NDF funds shall not be provided to Neighborhood Associations, Homeowners Associations or similar citizen groups for lawn maintenance or mowing private, nongovernment owned property unless all the following criteria are met:

- The property has been assigned or referred for cutting by either Department of Codes and Regulations or Metro Public Works. A lien has been or shall be filed.
- Anyone paid for mowing grass or maintaining property must provide: proof of insurance directly from their insurance agent, proof that they are registered with the Louisville Revenue Commission. In the event that the use of chemicals is necessary in performing grass mowing or property maintenance, any person(s) who uses such chemicals shall be certified to use such chemicals as required by the Kentucky Department of Agriculture’s Division of Environmental Services.
- Must keep records of all properties maintained, service dates and person(s) paid for work for the entire year. Documents must be available for review by Metro Government and its Internal Auditor and must be part of any future grant requests sought from Metro Government within the next four years.

The organization agrees to return any unexpended funds to Louisville Metro Government after the end of the grant period (as extended) stated in the grant agreement. The returned funds are credited to the Council member’s NDF account originally funding the request.

Funding for start-up organizations is discouraged. All organizations should be able to prove long term viability before receiving NDF funding.
COMPLETING THE NDF APPLICATION

Prior to completing the NDF Application, the organization current representative is required to review/attend the NDF Training Presentation (Appendix 1) and complete the NDF Attestation & Questionnaire Form (Appendix 2) located at the NDF Training webpage: https://louisvilleky.gov/government/management-budget/ndf-training-presentation. Then email or mail the completed NDF Attestation & Questionnaire Form to the Louisville Metro Government representative listed on the form. Some Council members may elect to email the organization the NDF Training Presentation and the NDF Attestation & Questionnaire Form.

The NDF Application is best completed electronically and will be provided to the applicant electronically by the sponsoring Council member upon request along with the latest IRS W-9 Form.

- The NDF Application template cannot be changed; therefore, you may experience very small font sizes in some of the sections if you need to enter a lot of information electronically. In those instances, please type “see attached” and write that section on a separate sheet of paper. Altered NDF Applications will not be considered.

- All 10 pages of the completed, initialed and signed NDF Application are required to be submitted to the primary Council sponsor along with the required supporting documentation. The applicant may sign, initial and date the NDF Application electronically or manually.

- The NDF Application (Appendix 3) and W-9 Form (Appendix 4) are included in separate electronic PDF documents. The instructions for completing the IRS W-9 Form are included within the form (Appendix 4).

- If the applicant is a church, religious or faith based organization, then the applicant shall complete the Supplemental Disclosure Required for Requests by Churches, Religious or Faith Based Organization Certification Form (Appendix 5) that will be provided by the primary Council sponsor electronically to the applicant.

Several questions within the NDF Application are self-explanatory; therefore, those questions are not elaborated on within the following NDF Application Instructions. All sections of the NDF Application are required to be completed. If a question is not applicable to the organization, then please insert ‘N/A’ into that field or section. Also, please redact any personal information from any supporting documents submitted with the NDF Application, such as personal address, personal phone number, pin number, bank account number, social security number, etc.

The following is information to help complete the NDF Application:

Section 1, Applicant Information – Applicant must provide their IRS recognized name.

- The organization website and representatives’ emails are required for additional information to be obtained if needed and to electronically submit the NDF grant agreement to the applicant once the NDF Application request is approved by the Appropriations Committee or full Council.
- The applicant is encouraged to maintain a secure website with a current security certificate.
• Every organization must have at least one current representative review or attend a Metro NDF training session/presentation. The organization representative’s name who reviewed the training is required to be recorded in Section 1 of the application.

Section 2, Program Request & Financial Information
• Program/project name should describe in a few words the project or program you are requesting to be funded.
• The program/project total requested amount in Section 2 is required to equal the total amount recorded in Section 6 in Column 1 - Proposed Metro Funds in the ‘*Total Program/Project Funds’ row located on page 7 of the NDF Application and Section 5. B. on page 4 of the NDF Application if an amount is recorded.
• The purpose of the request may be for operating funds and/or programming/services/events for direct benefit for community or qualified individuals. If the organization is requesting general operating funds, Section 6 the Budget Summary Page must include the organization’s entire operating budget.
• If the purpose of the request is for the organization’s capital projects, please include cost estimates from proposed vendor within the NDF Application packet.
• Many documents are required to be submitted with your application. Not every attachment is required for every grant application based on the type of organization. Select the applicable required documentation that are included in the NDF Application packet within ‘The Following are Required Attachments’ field.
• It is important to provide the Council with information about other funds expected/provided by Metro during the same fiscal year for this grant request or any other grant request.
• Although not required, we would like to know if your organization has contacted the Better Business Bureau to participate in the Charity Review process and if the organization met the BBB Charity Review Standards.

Section 3, Agency Details – In general, provide information about your organization’s vision, mission and services. This is NOT the section to describe the grant request specifically.

Section 4, Board of Directors and Paid Staff – It is important to know how long people are in power in an organization and how much the organization pays its highest compensated employees.

Section 5, Program/Project Narrative – Part A. describes the program/project in detail to let the Council know how you intend to spend public funds. Start and end dates as well as supporting documentation describing the program/project and applicable data with regards to specific client population the program/project will address are required. Attach flyers, planning minutes, designs, event permits, proposals for services/good, etc. Without the detail, Metro will not know how to approve your expenses.

Part B. describes specifically how the NDF funding will be spent, including identification of “sub-grantees”. A sub-grantee is an organization you intend to give part of the grant funding to and they administer the grant. It is not a vendor you purchase something from. Your organization is responsible for expenses made by a sub-grantee as if you had spent the money yourself. The Council and OMB policies and procedures apply to both grantee and subgrantee; however, the primary grantee is ultimately
responsible and accountable for complying with all grant requirements. **OMB uses Part B. to assist with issuing grant payments to the organization and financially monitoring the NDF grant.**

**Part C.** allows you to document how the proceeds from a fundraiser will be used. The Council policies will not allow supporting a fundraiser or fundraiser event if the proceeds from the fundraiser will be used for programs/projects that could not be funded in accordance with the Metro Council Policies and Procedures directly. For instance, if an organization does a fundraiser and all the proceeds were to be given to a faith based organization to purchase religious materials, the Council would be precluded from supporting any part of the fundraiser.

**Part D.** organizations expending funds prior to the execution of the grant agreement do so at their own risk. Louisville Metro is not liable for NDF related expenses incurred until the grant agreement is executed unless the application specifically requests reimbursements; however, reimbursement should not be made for expenditures prior to the NDF Application date absent demonstration of an emergency by the primary sponsor.

- If the organization checks the **first box in Section 5. Part D.**, then the organization is requesting funding reimbursement for expenditures that will probably be incurred after the application date, but prior to the execution of the grant agreement. If selecting this option, the invoice, receipt and payment documentation should not be available as of the date of the application.

- If the organization checks the **second box in Section 5. Part D.**, then the primary Council sponsor must demonstrate the reimbursement is an emergency to the Appropriations Committee. The organization shall consult with the primary Council sponsor prior to selecting this option. If selecting this option, the organization shall attach a copy of invoices and/or receipts to provide proof of purchase of activities associated with the work plan identified in the application; and a copy of cancelled checks to provide proof of payment of the invoices or receipts associated with the work plan identified in the application.

- If the organization elects **not to check any of the boxes** in Section 5. Part D., then the organization will receive NDF grant payments for expenditures dated after the execution date of the grant agreement.

**Part E.** describes the grant’s benefits to those being serviced (measurable outcomes). By doing this you will help the Council determine if the program/project meets public purpose requirements.

**Part F.** describes collaborative relationships with the other community organizations, and what those partners are bringing to the relationship in general and to the program/project specifically.

**Section 6, Program/Project Budget Summary**

- There are 12 budget categories (3 requiring the completion of a detail list on page 8 of the NDF Application).

- All subtotals and totals in each of the 3 columns must be completed for the entire project/program. Column 1-Proposed Metro Funds **total** must equal the **Total Request** amount recorded in Section 2, on page 1 of the NDF Application.

- If the organization is requesting general operating funds, the budget page will include the organization’s entire operating budget.

- The % of Program budget must be completed in the Proposed Metro Funds and Non-Metro Funds columns.
• The amounts recorded on page 7 of the NDF Application in lines F: Client Assistance; I: Community Events & Festivals; and L: Other Expenses are required to be amortized on page 8 of the NDF Application, detailing the proposed expenses for Proposed Metro Funds, Non-Metro Funds and the Total Funds. Use a separate page 8 for each line detail if needed.

• The “Listing funding sources for total program/project costs in Column 2, Non-Metro Funds:” field shall consist of the revenue/funding sources for the total program/project expenses listed in column 2-Non-Metro Funds.
  ➢ If this is not a fundraiser, the total revenue in this field must equal to the total amount recorded in Column 2-Non-Metro Funds on page 7 of the NDF Application.
  ➢ If this is a fundraiser, the expected revenue should be equal to or greater than the total expenses recorded in Column 2-Non-Metro Funds on page 7 of the NDF Application.

Page 9 describes the detail of in-kind contributions. Metro does not require a specific method for in-kind valuation, but does require disclosure of the amount and method of valuation if in-kind contributions are part of the grant. In-kind numbers are not to be included in any totals on page 7.

The organization’s fiscal year start date is required and should be the same date as recorded on the organization’s tax return. Non-profit organization must submit a copy of its latest Tax Return based on the organization’s fiscal year end date and the IRS required tax filing deadline as determined by the IRS at https://www.irs.gov/charities-non-profits/return-due-dates-for-exempt-organizations. If the organization was granted a tax return filing extension, the organization is required to submit the IRS documentation supporting the tax return file extension and its latest tax returned that was filed with the IRS.

Sections 7 and 8, Certifications and Assurances – There are many certifications and assurances given in Section 7 that the applicant is required to read and certify. Also, the Relationship Disclosure field is required to be completed if applicable. The person signing the application in Section 8 is certifying under the penalty of law that all the information is correct. If any part of Section 7 does not apply to your organization, submit a separate sheet of paper explaining the variance.

**GRANT AGREEMENT**

If your NDF Application is approved in part or in full, a grant agreement will be sent to you within ten days of approval. To receive an NDF grant, a grant recipient will execute a Grant Agreement with Louisville Metro Government after their funding has been approved. In this executed agreement, the NDF grant recipient will agree to the following as well as legal verbiage included in the Grant Agreement:

If the application is only funded in part, the program budget must be revised by the applicant within the original requested budget.

The organization agrees to expend funds by the end of the term of the grant agreement for purpose(s) stated in grant proposal. Extensions for entities awarded funds after April 1 or if the organization cannot
spend all the funds for an extenuating circumstance, an extension may be granted through the Office of Management and Budget.

The organization agrees to return any unexpended funds to Louisville Metro Government.

If the grant agreement is not received by the Metro Clerk within 90 days of initial mailing, the Council approval is automatically revoked without any further action of the Appropriations Committee or full Council.

**Recordkeeping**

Grant recipients are required to:

- Maintain and retain for a minimum of five years after completion of the selected program, complete and accurate records of all the grant recipient’s costs chargeable to Louisville Metro Government as well as all other funding sources for the selected program.

- Grant Louisville Metro Government the right to inspect and audit these records by authorized representatives of its own or any public accounting firm selected by it.

The records to be maintained and retained will include:

- All payroll records
- Invoices for purchases, receiving and issuing documents, and all the inventory records for stores, stock or capital items;
- Paid invoices and cancelled checks for materials purchased and for subcontractors; and any other third party charges; and

**Financial and Progress Reports**

- NDF grant recipients are to submit financial and progress reports as required in the grant agreement, showing all funds received and spent by the NDF grant recipient for the selected program (these reports will be similar to the information provided by the NDF recipient in the “Budget” section of the Metro NDF Application);

- NDF grant recipients are not to deviate from the selected program without the prior written agreement of Metro Government; and

- NDF grant recipients are to spend all NDF grant funds by a time agreed to in the grant agreement (unspent funds must be returned to Louisville Metro Government within 30 days of the grant end date). The final program report is due within 15 days of the end of the grant period.

**Legal Compliance**

- NDF grant recipients are to implement and administer the selected program in compliance with all applicable laws, regulations and codes of the federal, state and local governments (Specific laws and regulations are identified in the “Certifications and Assurances” section of the Metro NDF Application).
o NDF grant recipients are to not unlawfully discriminate against any person by reason of race, religion, color, sex, national origin, because the person is a qualified individual with a disability, age, familial status, sexual orientation, gender identity, is a smoker or non-smoker, or because of the person's Vietnam-era veteran status (Specific discrimination and affirmative action laws and regulations are identified in the “Certifications and Assurances” section of the Metro NDF Application).

Public Acknowledgement

o NDF grant recipients are to publicly acknowledge that Louisville Metro Government has provided funding (partial or in full). Examples of public acknowledgement include but are not limited to:

- Holding a press conference to announce the award of an NDF grant from Louisville Metro Government;
- Sending out a press release that the organization received an NDF grant from Louisville Metro Government;
- Posting a sign in organization that announces such is funded by an NDF grant from Louisville Metro Government;
- Including a story in your organization’s newsletter announcing the receipt of an NDF grant from Louisville Metro Government;
- Mentioning that your organization is a NDF grant recipient during interviews with the media (newspaper, morning shows, etc);
- Acknowledging the NDF award in your organization’s brochures, flyers, and/or other publications.

Indemnification

o NDF grant recipients are to indemnify, hold harmless, and defend the Louisville Metro Government, its elected and appointed officials, employees, agents and successors from all claims, damages, losses and expenses including attorney’s fees, resulting directly or indirectly, from the NDF grant recipient’s (or subcontractors, if any) performance or actions.
FREQUENTLY ASKED QUESTIONS AND ANSWERS

Q: If an Agency receives money from Louisville Metro Council, can the grant be renewed the next year and if approved, will the funding be at the same level?
A: NDF grants are for one fiscal year only with no guarantees of future funding. Funding requests in future years require a new complete application submitted for consideration.

Q: How many NDF Applications can an agency submit in a fiscal year?
A: An agency may submit an unlimited number of applications.

Q: How many NDF Application copies must be submitted?
A: One original with required attachments. Please print the application and attachments one sided. Please do not staple the packet.

Q: Can an Agency submit the NDF Application and required supporting documentation electronically?
A: An Agency can submit the NDF Application and required supporting documentation electronically or manually to the Council District Office.

Q: How does the Agency know what to attach?
A: Attachment requirements are listed on page 1 of the NDF Application within Section 2. Include those items required for your request.

Q: If I still have questions after I review and read the NDF Training Presentation and NDF Application Instructions prior to completing the NDF Application, who can I contact for additional guidance?
A: The Agency shall contact the primary Council member’s office that is sponsoring the NDF Application request for additional guidance.

Q: When will an Agency know if it is approved for funding?
A: After the NDF application has been approved by Metro Council, a grant agreement is mailed to the organization by the Metro Clerk within ten business days of the approval.

Q: When will an Agency receive their check?
A: Within seven days of receipt of the grant agreement, the Metro Clerk sends the grant agreement and application to the Office of Management and Budget for Administration and Monitoring. It will be a minimum of 30 additional days before the first check can be issued. At this point, all
communication concerning the grant is expected to be between the grantee and the Office of Management and Budget.

If the grant agreement is not received by the Metro Clerk within 90 days of initial mailing, the Council approval is automatically revoked without any further action of the Appropriation Committee or full Council. The Agency will not receive a check.

Q: What does 33% of Agency total cash budget mean?
A: Non-capital operating funds requested generally cannot exceed 33% of the NDF applicant’s total operating budget. The operating budget should contain all expenses approved by the non-profit’s board.

Q: If the applicant Agency did not spend all the funds awarded in previous year, can they keep the funds and add to any new award?
A: No, all grant funds must be spent in the grant period as described in the grant agreement unless an extension is granted. Any unexpended funds must be returned to Louisville Metro Government within 15 days of the end of the award period.

Q: What do I do if my Agency was not awarded their entire request?
A: The NDF Application is incorporated into the grant agreement and if the entire amount approved is less than the amount requested, the work plan and budget must be revised to have Metro funds equal the approved amount and the Non-Metro funds revised. The Revised Metro amounts cannot be for items not included in the original application.

Q: Can I get an extension if I have not spent all the funds by the end of the fiscal year?
A: You may request a 90-day extension prior to the end of the grant period.

Q: Can I change my approved budget during the year?
A: Maybe. If the revised expenses are related to the original request and approved by the Council sponsor, you may change your budget. If expenses are not related, your application would have to be reconsidered by the Council.

Q: Who can address post NDF Application financial reporting questions, such as budget amendments, extension, payments and financial reporting?
A: The Office of Management and Budget representatives can address post NDF Application financial reporting questions for the Agencies. The OMB representatives can be contacted by telephone or email:

- Blyden Kennedy, Grants Compliance Supervisor (502) 574-3886
  Blyden.Kennedy@louisvilleky.gov

- Roxanne Steele, NDF Coordinator (502) 574-3865
  Roxanne.Steele@louisvilleky.gov

- Melissa Gatewood, Grant Accountant II (502) 574-3892
  Melissa.Gatewood@louisvilleky.gov

or please refer to the NDF Training Presentation located at