

PURCHASE OF SERVICE AGREEMENT

THIS PURCHASE OF SERVICE AGREEMENT, made and entered into on the 12TH day of June 2024, by and between the **LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT**, an urban county government of the COMMONWEALTH OF KENTUCKY created pursuant to KRS Chapter 67A (“Government”), 200 East Main Street, Lexington, Kentucky 40507, on behalf of the Chief Development Officer (“CDO”) and **JUBILEE JOBS OF LEXINGTON, INC.**, a 501(c)(3) nonprofit organization, (“Organization”) with a mailing address of 535 W Second St., Ste. 205, Lexington, KY 40508.

WITNESSETH

WHEREAS, it is the public policy of the Lexington-Fayette Urban County Government to encourage, promote, and support economic development, new job training, and job placement for the public purposes of providing employment opportunities for its residents and alleviating conditions of unemployment and poverty and it wishes to provide funding related to these purposes to certain qualified entities through the use of contingent funding agreements; and

WHEREAS, the Government utilized criteria related to these purposes and an application and screening process in selecting which entities, including the Organization, would be eligible to receive funding pursuant to an agreement; and

WHEREAS, through this process and additional negotiations with the Organization, the Organization has agreed to commit to assisting a minimum of at least 450 individuals in job training and placement and in finding, obtaining, and keeping gainful employment; and

WHEREAS, the requirements of the Organization's program, including the required number of participants served, is more particularly described herein; and

WHEREAS, it is in the public interest that the Government make a commitment of financial resources in order to encourage and support economic development endeavors, including job training and placement through the use of this type of funding agreement.

NOW THEREFORE, that for and in consideration of the mutual promises and covenants herein expressed, which is acknowledged and agreed to be sufficient consideration, the Government and the Organization agree as follows:

1. The above recitals are incorporated herein as part of this Agreement.

2. Definitions: For the purposes of this Agreement:

“Year One” shall be July 1, 2024, to June 30, 2025.

“Year Two” shall be July 1, 2025, to June 30, 2026.

“Workforce Development Manager” shall be the Workforce Development Manager of the Lexington-Fayette Urban County Government or its equivalent.

3. This Agreement shall consist of the terms herein as well as the following additional documents, which are attached hereto as exhibits and incorporated herein by reference as if fully stated:

a. Exhibit “A” – Scope of Work

b. Exhibit “B” – Workforce Development Grant Policies and Guidelines

c. Exhibit “C” – Program Budget

To the extent that there is any conflict between or among any of these documents, the terms and provisions of this Agreement shall prevail, followed by terms and provisions of Exhibit "A", "B", and "C" in that order.

4. This Agreement is intended to commence on July 1, 2024, and end on June 30, 2025, unless within that period Government gives the Organization thirty (30) days written notice of termination of this Agreement in which case this Agreement shall terminate thirty (30) days from the date notice is provided to the Organization. Subject to the budgeting of funds in future years and the Organization's fulfillment of the requirements of this Agreement for Year One, this Agreement shall be automatically extended for another one-year term through Year Two.

5. In the event of termination of this Agreement by Government as provided for in Section 4 above, Organization shall be entitled to compensation due under this Agreement as the services rendered bears to the services required.

6. Services in Year One

6.1 In return for full performance of the terms of this Agreement by the Organization, which shall include providing the services more fully described in Exhibit A to a minimum of 450 separate individuals, in Year One, Government agrees to pay the Organization an amount not to exceed \$50,000.00 as reimbursement after receipt of a proper invoice in accordance with the provisions of this Agreement.

6.2 The Organization understands and agrees that, as a condition of receiving funds under this Agreement, it will train and place at least 450 individuals into employment in Year One.

7. Services in Year Two

7.1 In return for full performance of the terms of this Agreement by the Organization, which shall include providing the services more fully described in Exhibit A to a minimum of 450 separate individuals, in Year Two, Government agrees to pay the Organization an amount not to exceed \$50,000.00 as reimbursement after receipt of a proper invoice in accordance with the provisions of this Agreement, if this Agreement is extended to Year Two.

7.2 The Organization understands and agrees that, as a condition of receiving funds under this Agreement, it will train and place at least 450 individuals into employment in Year Two.

7.3 If, at the end of Year One, the required number of individuals have not become employed as a result of the employment program described in Exhibit A, the number required to be trained and placed for Year Two provided in Sections 7.1 and 7.2 shall be reduced to the number that became employed in Year One. Any funds described in 7.1 shall be reduced commensurate to the reduction in number of individuals required to be placed into employment on a per capita basis.

7.4 If, at the end of Year Two, the Government receives documentation that less than one hundred percent (100%) of the total number of individuals required to be placed into employment as a result of the training program described

in Exhibit A have been placed into employment within that year, the Organization shall be ineligible for funds in the next grant cycle, at the discretion of the Government.

7.5 Any funds provided by Government for performance of the terms of this Agreement for Year Two shall be contingent on the funds being available and budgeted. If insufficient funds are available and budgeted to provide the total sum stated above for Year Two, the amount provided for Year Two shall be reduced by the Government commensurate with the amount of funds budgeted and available. If this occurs, the number of individuals required to be served with the funds shall be reduced in proportion to the reduction in funding provided by the Government.

8. Invoicing

8.1 The Organization shall invoice the Government on a quarterly basis for reimbursement of actual expenditures incurred and must include the quarterly report described in Sections 15 through 17.

8.2 Eligible Expenses. The Organization may only invoice for those expenses provided in the budget provided in Exhibit C. Notwithstanding the foregoing, a minimum of fifty percent (50%) of funds received under this Agreement must be spent on direct participant training services or direct participant activities/supportive services, such as tuition, transportation costs, testing fees, uniforms, and identification costs. Direct participant training services or direct participant activities/supportive services do not include staff salaries or benefits or other administrative costs. The Workforce Development Manager shall make the

final decision regarding whether an invoiced expense is eligible under this Agreement.

8.3 Proof of Expenditure. Organization's invoice must include documentation indicating the expenditure was incurred and is eligible to be reimbursed pursuant to this Section. The Workforce Development Coordinator, in his or her sole discretion, shall make the final determination regarding adequacy of the documentation and approval of invoices.

9. Organization represents that the services specified in Exhibit A would not have been delivered to these participants without the funds provided in this Agreement and understands that the Government is relying upon this representation as a condition of providing the funds.

10. The Organization agrees to adhere to the program's budget as fully described in Exhibit C, which is attached hereto and incorporated by reference, to provide the required services. Any alteration in the budget for such services constitutes an amendment to this Agreement and must be in writing, via email, and approved by the Economic Development Investment Board and the Urban County Council. The Organization further agrees that any salary increases shall not be derived from the funds provided by this Agreement.

11. Organization understands and agrees that at least seventy-five percent (75%) of those trained and placed into employment shall either be Fayette County residents or work in Fayette County.

12. Organization shall perform all duties and services specified in Exhibit A faithfully and satisfactorily at the time, place, and for the duration prescribed herein. Any alteration in the duties and services provided herein constitutes an amendment to this Agreement and must be in writing, via email, and approved by the Economic Development Investment Board and the Urban County Council.

13. Organization shall keep itself fully informed of all national and state laws and all municipal ordinances and regulations that in any manner would affect the work or performance of this Agreement, and shall at all times observe and comply with such laws, ordinances, and regulations, whether or not such laws, ordinances, or regulations are mentioned herein; and further agrees to indemnify, release, and hold harmless Government, its officers, agents, and employees against any and all claims or liability arising from or based upon Organization's violation of any such laws, ordinances, or regulations. The Organization shall repay the full funds provided in this Agreement if it fails to observe and comply with such laws, ordinances, and regulations during the funding period.

14. The Organization represents that at all times relevant to this Agreement it shall remain in good standing with the Government as to any required registrations or certifications and shall timely pay any taxes, fees, fines, or penalties owed. Organization further represents that it has filed any federal, state or local income tax returns required by law in the legally prescribed time and manner and shall provide copies of the same to Organization upon request.

15. The Organization shall, by the tenth day of October, January, April, and July of each respective term, submit electronically to the CDO, in the form provided by the Workforce Development Manager, a report containing documentation that the duties and services required in Exhibit A are being fulfilled for the previous quarter. Absent extenuating circumstances, failure to electronically submit the quarterly report described herein by the required date shall result in the Organization repaying the full funds received under this Agreement. In addition, Organization may be required to present a progress report as to its activities before the Economic Development Investment Board at the call of the chair, or as otherwise instructed by the Government.

16. In order to determine and evaluate job retention, the Organization shall also, on the quarterly report described in Section 15, track each individual placed into a job by the Organization in a field related to the training until each individual placed into employment by the Organization has been tracked for one (1) year from the date of initial placement. In the event that this one-year job retention tracking requirement extends past the periods required in Section 15 for quarterly reports, the Organization agrees to continue tracking each individual placed into a job by the Organization on a quarterly report provided by the Workforce Development Manager until each individual placed into a job by the Organization has been tracked for one (1) year from the date of initial placement.

17. The Organization agrees to complete the quarterly reports required above in good faith and to the satisfaction of the Workforce Development Manager. Any report deemed deficient by the Workforce Development Manager shall be remedied by the Organization within one month of notice thereof. The Organization further agrees that a representative of the Organization shall attend any quarterly meeting requested by the

Workforce Development Manager. Absent extenuating circumstances, failure to comply with Sections 15, 16, and 17 shall result in repayment of the funds provided in this Agreement by the Organization for the applicable year.

18. Books of accounts shall be kept by the Organization and entries shall be made therein of all money, goods, effects, debts, sales, purchases, receipts, payments and any other transactions of the Organization. The books of accounts, together with all bonds, notes, bills, letters and other writings belonging to the Organization, shall be maintained at the principal place of business of the Organization as set forth in this Agreement. Government shall have free and complete access to the books, papers and affairs of the Organization relating to the LFUCG funds provided hereunder at all reasonable times, and if it desires, it may have said books and papers of the Organization audited and examined by auditors, accountants or attorneys. Any examination shall be at the expense of the Government.

19. Government may designate such persons as may be necessary to monitor and evaluate the services rendered hereunder by the Organization. The Government, its agents and employees, shall, at all times, have access to all places where or in which the services required hereunder are being carried on and conducted. Inspection and monitoring of the work by these authorities shall in no manner be presumed to relieve in any degree the responsibility or obligations of Organization, or to constitute Organization an agent of the Government.

20. Organization shall provide equal opportunity in employment for all qualified persons, shall prohibit discrimination in employment because of race, color, creed, national

origin, sex, age, sexual orientation or gender identity, or handicap, shall promote equal employment through a positive, continuing program of equal employment, and shall cause each of its subcontracting agencies to do so. This program of equal employment opportunity shall apply to every aspect of its employment policies and practices.

21. Organization shall adopt a written sexual harassment policy, which shall, at a minimum, contain a statement of current law; a list of prohibited behaviors; a complaint process; and a procedure which provides for a confidential investigation of all complaints. The policy shall be submitted to the CDO for review within thirty (30) days of the execution of this Agreement.

22. Organization agrees that all revenue and expenditures shall be audited at least annually by independent certified public accountants who shall express an opinion as to whether or not revenue and expenditures during the year audited have conformed to state and local law and regulation. Organization further agrees to submit a copy of its most recent audit before any payment is provided by the Government under this Agreement.

23. The Organization and any of its agents agrees to defend, indemnify and save harmless LFUCG, its employees, volunteers and elected officials, from and against all liabilities, claims, actions, expenses, obligations, losses, fines, and assessments resulting from or arising out of any error or omission, negligence or intentional misconduct, or any other action relating to the provision of the services specified herein. Indemnification will include, in addition to the above, attorney's fees, costs related to investigation and defense and any other expenses related to any such claim, action or proceeding. The Organization will not be liable for such claims, actions, obligations, losses, fines, penalties and

assessments resulting from or arising out of any error or omission, negligence or intentional misconduct of LFUCG, its agents, and employees. This provision shall survive the termination of this Agreement.

24. Failure to comply with any covenant, agreement, condition, representation, or other provision contained or referred to in this Agreement in which a penalty is not otherwise provided herein, shall be a default of this Agreement and shall result in repayment of all grant funds received and the Agreement shall be considered void.

25. This Agreement is non-assignable, and the Organization shall not assign its duties, obligations, or responsibilities under this Agreement to any other person or entity.

26. The parties agree that the Organization is an independent contractor and in no way will it or its employees or agents be viewed or treated as employees of the Government.

27. This Agreement and its enforcement shall be interpreted and subject to the laws of the Commonwealth of Kentucky and any related court action shall only be filed in Fayette County, Kentucky.

28. This instrument contains the entire agreement between the parties, and no statement, promises or inducements made by either party or agent of either party that is not contained in this written Agreement shall be valid and binding; and this Agreement may not be enlarged, modified or altered except in writing signed by the parties and endorsed hereon.

29. Notice – Any written notice required by the Agreement shall be delivered by certified mail, return receipt requested, to the following:

For Organization: Jubilee Jobs of Lexington, Inc.
535 W Second St., Ste. 205,
Lexington, KY 40508
Att: Mason King, CEO (or as otherwise designated in writing by Organization)

For Government: Lexington-Fayette Urban County Gov.
200 East Main Street
Lexington, Kentucky 40507
Att: Kevin Atkins, Chief Development Officer

IN WITNESS WHEREOF, the parties have executed this Agreement at Lexington, Kentucky, the day and year first above written.

LEXINGTON-FAYETTE URBAN
COUNTY GOVERNMENT

BY: 
LINDA GORTON, MAYOR

ATTEST: 
Abigail Allan
Clerk of the Urban County Council

JUBILEE JOBS OF LEXINGTON, INC.

BY: 
MASON KING, CEO


ATTEST: 
WITNESS: CHRISTINE JAMES
DATE: 6/12/2024

EXHIBIT "A"

Lexington/Fayette Urban County Government
Jubilee Jobs of Lexington, Inc.

Scope of Work

The Organization's application, which is attached and incorporated herein, shall serve as its Scope of Work.

Total Number: By the end of each respective year, as defined in the Purchase of Service Agreement, at least 450 individuals will be trained and placed into employment by the Organization as provided in this Scope of Work.

These individuals must be different from those served in previous Purchase of Service Agreements under this government program. Participants served by multiple organizations with money provided under this government program may only be counted by one organization.

A. Agency and Program Information

Case Id: 11763
Name: Jubilee Jobs of Lexington - 2024/2025
Address: *No Address Assigned

Completed by mking@jubileejobsoflexington.org on 3/8/2024 2:02 PM

A. Agency and Program Information

Please provide the following information. [CLICK HERE](#) view the Workforce Development Partnership website or [CLICK HERE](#) to download program guidelines.

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

AGENCY INFORMATION

A.1. Agency Name

Jubilee Jobs of Lexington

A.2. Organizational Structure

501c3

A.3. Mailing Address

1450 North Broadway Lexington, KY 40505

A.4. Program Location Address

1450 North Broadway Lexington, KY 40505

A.5. Do you currently have a Fayette County business license?

Yes

A.6. Does your organization have an office in Lexington?

Yes

A.8. Amount Requested for the Program

\$50,000.00

PRIMARY CONTACT INFORMATION

A.9. Primary Contact First Name

Mason

A.10. Primary Contact Last Name

King

A.11. Primary Contact Title

CEO

A.12. Primary Contact Physical Address

1450 North Broadway Lexington, KY 40505

A.13. Primary Contact Phone Number

(859) 361-6616

A.14. Primary Contact Email

mking@jubileejobsoflexington.org

B. Program Narrative

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11:43 AM

Case Id: 11763

Name: Jubilee Jobs of Lexington - 2024/2025

Address: *No Address Assigned

B. Program Narrative

Please provide the following information.

PROGRAM DESCRIPTION

B.1. Describe the program in detail including: what workforce programming will be provided, how often, and target audience.

Jubilee Jobs offers a comprehensive workforce development program tailored for individuals facing employment barriers, such as criminal records, limited education, or histories of substance use. Our program provides personalized assessments to understand each client's unique situation and employment barriers, followed by tailored job readiness training that includes resume writing, interview preparation, and workplace etiquette. In addition to general job readiness, we offer connections to programs that offer industry-specific skill development in sectors with high demand for workers, enhancing the employability of our participants.

Jubilee Jobs' program encompasses a detailed 7-step process designed to equip individuals facing employment barriers with the skills, confidence, and support needed for successful employment entry or re-entry. Clients participating in our program will benefit from:

- 1. Orientation:** Participants begin with an orientation session where they are introduced to the program's structure, objectives, and the array of services offered. This initial step is crucial for setting expectations and building a foundation of trust and motivation.
- 2. Interview Workshop:** In this step, participants attend a workshop focused on interview techniques and strategies. They learn how to effectively communicate their skills and experiences, handle difficult questions, and present themselves professionally to potential employers.
- 3. Conflict Resolution Workshop:** Recognizing that interpersonal skills are key to workplace success, this workshop teaches participants how to navigate and resolve conflicts constructively. Emphasis is placed on communication skills, emotional intelligence, and problem-solving strategies.
- 4. Resume Writing:** Participants receive guidance on crafting compelling resumes that highlight their skills, experiences, and achievements. This step includes personalized support to ensure that each resume is tailored to the participant's target job market and employment goals.
- 5. Mock Interview:** To build confidence and prepare participants for real-world interviews, they participate in mock interviews. These simulations provide a safe space for practice and feedback, helping participants refine their interview techniques and responses.
- 6. Job Counseling:** This one-on-one counseling focuses on career planning, job search strategies, and addressing any personal barriers to employment. Counselors work closely with participants to identify suitable job opportunities and

to develop a clear, actionable employment plan.

7. Job Retention Support: Once a participant secures employment, Jubilee Jobs offers ongoing support to promote job retention and career advancement. This includes coaching on workplace etiquette, time management, and navigating employer-employee relationships, as well as continued access to resource connection services for addressing any external challenges that may impact job stability.

To support our clients comprehensively, we offer a resource connection program that helps them access community supports for co-occurring needs such as housing insecurity, lack of access to healthy food, and mental health services. This holistic approach ensures that barriers to employment are addressed on multiple fronts.

In conclusion, Jubilee Jobs is committed to breaking down the barriers to employment that many in our community face. Through our comprehensive and personalized approach, we aim to empower individuals with the tools, skills, and confidence necessary to enter or re-enter the workforce successfully. Our program is designed not only to facilitate immediate job placements but also to foster long-term employment stability and career growth. By addressing both the professional development and personal support needs of our participants, we are dedicated to contributing to a more inclusive, equitable, and thriving Lexington.

IMPORTANT: EXPLAIN HOW THE SPECIFIC SERVICES SERVE THE PRIORITIES OF EITHER EMPLOYMENT ENTRY / RE-ENTRY.

IMPORTANT NOTE: EMPLOYMENT ENTRY IS DEFINED AS SOMEONE WHO HAS NOT WORKED AND IS ENTERING THE WORKFORCE AND IS PAYING INTO THE PAYROLL TAX SYSTEM. EMPLOYMENT RE-ENTRY IS DEFINED AS AN INDIVIDUAL WHO IS RE-ENTERING THE WORKFORCE AND IS PAYING INTO THE PAYROLL TAX SYSTEM. AN INDIVIDUAL WHO IS RE-ENTERING THE WORKFORCE IS DEFINED AS ONE WHO HAS NOT BEEN WORKING IN THE PAST SIX (6) CONSECUTIVE MONTHS, AS DEFINED BY WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA).

B.2. Program History & Need:

Show measured outcomes of the program for the past 2 years that directly relate to the outcomes required for this grant. For example: history of training and placing individuals into employment or history how program has impacted the economy in Fayette County. Why is the program needed specifically for Fayette County? Include, in narrative form, any relevant statistics and data to support the premise that the program is needed specifically in Fayette County.

List employment outcome statistics after enrollment in your program, if tracked by your agency.

Over the past two years, our program has demonstrated significant impact and success in workforce development within Fayette County, directly aligning with the outcomes sought by the LFUCG grant. Our focus on training and placing individuals into employment, especially those facing barriers to entry into the workforce, has yielded measurable outcomes that underscore the program's necessity and effectiveness in the region.

In the 2021-2022 period, we successfully placed 274 clients into their first-time employment, with a notable 88% (242 clients) finding work within Fayette County itself. This success was achieved against the backdrop of our comprehensive program regime, which includes workshops on successful interviewing and conflict resolution, enrollment into our Longevity program, personalized resume creation, resource allocations to meet individual needs, and educational assistance through partners like TrainKY and OWL Skill Trade Academy. During this period, the average wage for our clients was \$12.82, reflecting the program's ability to secure meaningful employment opportunities.

The following year, 2022-2023, saw even greater achievements. We placed 450 clients in their first-time employment, with an impressive 97% (438 clients) of these placements occurring within Fayette County. This marked improvement

not only in the number of clients served but also in the local impact of our placements, highlights the growing effectiveness and reach of our program. Furthermore, the average wage for clients increased to \$16.40, indicating a positive trend in the quality of employment opportunities secured by our participants.

These outcomes are particularly significant in Fayette County, where economic growth and workforce development are intertwined with the need to integrate diverse populations into the labor market. Our program's ability to significantly contribute to this integration—evidenced by high placement rates and improved wages—demonstrates its alignment with county needs and the grant's objectives. The increase in average wages and high percentage of placements within the county not only benefit our clients but also contribute to the local economy by increasing the purchasing power and economic participation of residents who were previously facing barriers to employment.

PROGRAM CRITERIA

B.3. What criteria must participants meet in order to be accepted into the program?

Participants must be 18 years of age or older, have authorization to work legally in the United States and be willing & ready to work.

B4. Do participants have to pay for the program?

No

B.5. If yes, what is the cost to enroll in your program?

0

B.6. Will requested LFUCG funding allow for more participants to be served during the funding period?

Yes

B.7. If yes, how many?

450

B.8. Does your program have a waiting list? If yes, please explain.

No waiting list at this time.

C. Grant Goals & Tracking Outcomes

Case Id: 11763

Name: Jubilee Jobs of Lexington - 2024/2025

Address: *No Address Assigned

Completed by mking@jubileejobsoflexington.org on 3/11/2024
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C. Grant Goals & Tracking Outcomes

Please provide the following information.

REMINDER: OUTCOMES WILL BE TRACKED JULY 1, 2024 TO JUNE 30, 2025

SHORT-TERM GRANT GOALS

C.1. How many Fayette County residents do you expect to enroll during the first year with this grant funding?

600

C.2. How many Fayette County residents do you expect to place into employment during the first year with grant funding?

450

LONG-TERM GRANT GOALS

C.3. How will success of this project be judged?

Success of this project will be judged by the effective preparation and placement of disadvantaged jobseekers into dignifying employment. We will assist at least 450 clients with developing critical soft skills and securing employment.

C.4. What does the program hope to achieve in the long run? *These may extend past the year of the grant. State success measures and timeline.*

In the long run, the program aspires to achieve sustained employment and economic stability for individuals facing employment barriers in Fayette County. Key long-term goals include:

1. **Increased Employment Rates:** Maintain or increase the rate of successful job placements, aiming for a consistent 70% or higher employment rate among participants year-over-year.
2. **Higher Wage Earnings:** Achieve a gradual increase in the average wage earnings of participants, indicating successful placement in quality jobs that offer growth opportunities and living wages.
3. **Job Retention and Career Advancement:** Enhance job retention rates and facilitate opportunities for career advancement.
4. **Expansion of Employer Partnerships:** Grow the network of inclusive employers who are committed to hiring and supporting our program participants, thereby increasing the variety and quality of job opportunities available.
5. **Community Impact:** Contribute to the overall economic health of Fayette County by reducing unemployment rates, decreasing dependency on public assistance, and enhancing the local workforce's skill set.

Success Measures:

- **Wage and Career Progression:** Monitor average wage increases and instances of career progression to assess economic impact.
- **Employer Feedback and Partnerships:** Evaluate the growth and quality of employer partnerships as a measure of community engagement and program reputation.
- **Participant Satisfaction:** Gather feedback from participants regarding their satisfaction with the program and its

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impact on their career and life, offering qualitative insights into the program's effectiveness.

Timeline:

- Short-term outcomes will be evaluated annually, within the first year after program completion.
- Long-term success measures, such as sustained employment, wage growth, and career advancement, will be assessed on a rolling basis over a 3- to 5-year period, ensuring a comprehensive understanding of the program's lasting impact.

D. Budget and Financial Sustainability

Case Id: 11763

Name: Jubilee Jobs of Lexington - 2024/2025

Address: *No Address Assigned

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D. Budget and Financial Sustainability

Please provide the following information

D.1. Do you currently receive LFUCG funding from any source?

Yes

D.2. If yes, please describe your funding sources, including dollar amounts and purpose. Please include information and funding from the last 2 years of your budget.

LFUCG WFD (ARPA) -

2022 - \$50,000

2023 - \$68,750

LFUCG Second Chance Academy -

2022 - N/A

2023 - \$75,000

LFUCG BFREE (Driver License and IDs for BFREE / SCA Participants)

2022- N/A

2023 - \$500

LFUCG Neighborhood Development Funds (Richard Moloney)

2022 - \$1,000

2023 - N/A

D.3. Has your agency applied, or intend to apply for additional funds from LFUCG?

No

D.4. If yes, please describe in detail, and include the total dollar amount of LFUCG funding applied for or will be applying for?

D.5. What is the approximate cost per participant in the program during the funding period? (Total participants served by grant divided by total grant request amount. Enter Amount.)

83

D.6. Will the LFUCG Economic Development Grant be used for leveraged or matching funds?

No

D.7. If yes, please state the source of funding, amount of funding, and details regarding the matching grant or leverage arrangement, including the total funds matched or leveraged.

D.8. What percentage of your total agency's revenue comes from LFUCG? Please include the budget revenue from the last 2 years.

2022 - 14% of annual revenue came from LFUCG

2023 - 28% of annual revenue came from LFUCG

D.9. Please describe your Agency's plan for the program after LFUCG funding has ceased. Will this project need ongoing funding and how will this be secured?

Our agency is committed to ensuring the sustainability and impact of the Employment Entry/Re-entry Program beyond the period of LFUCG funding. Recognizing the importance of this program to our community, we have developed a strategic plan to secure ongoing funding and resources, as follows:

1. **Diversification of Funding Sources:** We will actively pursue a mix of funding opportunities, including grants from federal and state agencies, private foundations, and corporate sponsors. By diversifying our funding base, we aim to reduce reliance on any single source and ensure financial stability for the program.
2. **Community Partnerships and Collaborations:** Strengthening partnerships with local businesses, educational institutions, and nonprofit organizations will be crucial. These collaborations can provide additional resources, such as in-kind support, joint funding opportunities, and access to wider networks for fundraising.
3. **Donor Engagement and Fundraising Events:** We plan to engage individual donors and organize fundraising events to raise awareness and generate support for the program. Efforts will include outreach campaigns and community fundraisers, leveraging the success stories and positive impact of the program to attract donations.
4. **Cost-Efficiency Measures:** Implementing cost-saving measures without compromising program quality is essential. This includes optimizing program delivery, utilizing volunteer support, and leveraging technology to reduce operational costs.
5. **Program Impact and Evaluation:** Demonstrating the program's success through program evaluation and sharing impact stories will be key to securing ongoing support. Evidence of the program's effectiveness in improving employment outcomes and contributing to the local economy will underpin our funding applications and appeals to donors.

Our goal is to establish a robust and resilient funding model that supports the program's continuation and expansion, ensuring that we can continue to serve individuals facing employment barriers in our community. This plan for sustainability reflects our commitment to the long-term success and impact of the program, even after the initial LFUCG funding has ceased.

E. Required Documents

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Case Id: 11763

Name: Jubilee Jobs of Lexington - 2024/2025

Address: *No Address Assigned

E. Required Documents

Please provide the following information.

Documentation



Organizational Chart *Required

Jubilee Jobs - Organizational Chart.pdf



Agency Budget *Required

2024 JJ Agency Budget.pdf



Grant Budget *Required

2024 JJ Budget - LFUCG WFD Grant.pdf

F. Submit

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Case Id: 11763
Name: Jubilee Jobs of Lexington - 2024/2025
Address: *No Address Assigned

F. Submit

Please provide the following information.

CERTIFICATION: I hereby certify that the information contained in this application is accurate and that I am authorized to submit the application on behalf of my organization.

Signature

Mason King

Electronically signed by mking@jubileejobsoflexington.org on 3/11/2024 12:14 PM

EXHIBIT “B”

Lexington/Fayette Urban County Government
Jubilee Jobs of Lexington, Inc.

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 Wednesday, February 26, 2024 at 9 a.m., on Lexington-Fayette Urban County Government’s Economic Development website:

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 4th, 2024, from 2:00- 3:00 pm via Zoom at <https://us02web.zoom.us/j/85873026760?pwd=UStzVkZKcjRLU0c2NIZLV20wam1GUT09>
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 or be directed to Amy Glasscock, Director of Business Engagement, by email at 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.

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.

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 or Application

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

2.3 Council Approval

Each grant agreement shall be approved by the 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.

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EXHIBIT "C"

Lexington/Fayette Urban County Government
Jubilee Jobs of Lexington, Inc.

Budget for Services

LFUCG WFD - Grant Budget		
Revenue	2024	2024
	Agency Budget	LFUCG WFD Grant Budget
42000 - Employee Retention Credit	2,552.00	
43000 - Contributions		
43000.2 - Fundraiser - 2024 NCF Credit Card Gifts	8,500.00	
43000.3 - Fundraiser - Sponsors		
43000.4 - Fundraiser - Event	190,000.00	
43000 - Contributions - Other	35,000.00	
	236,052.00	
44000 - Interest Income	23,500.00	
45000.1 Grants restricted**	362,531.00	50,000.00
	-	
45000 - Grants - other		
	386,031.00	

LFUCG WFD Annual Grant Budget

Total Revenue	622,083.00	50,000.00
Cost of Goods Sold		
50500 Contracted Services	-	

Gross Revenue	622,083.00	50,000.00
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Expense		
60000 - Advertising and Promotion	16,000.00	2,500.00
60400 - Bank Service Charges	100.00	
61000 - Business Licenses and Permits	50.00	
61300 - Donations (BGCF Goodgiving Challenge 2024)	500.00	
61700 - Computer and Internet Expenses	16,000.00	1,500.00
61800 - Office Refit (Covered by Insurance)	-	
62000 - Continuing Education	3,000.00	
62500 - Dues and Subscriptions	5,000.00	
Total 60000-62500	40,650.00	4,000.00

Client promo materials, resource fair materials, etc.

Client resource room computers/internet expense

62700.1 - Restricted Grant Expenditures-Client Needs	13,000.00	10,000.00
62800 - Client Transportation Assist. (Restricted)	6,000.00	
Total 62700.1 - 62800	19,000.00	10,000.00

63000.1 - Special Events	5,000.00	
63000.2 - Simulations and Field Trips	3,500.00	
63000 - Fundraiser - Celebration	40,000.00	
Total 63000	48,500.00	-

63300 - Insurance Expense		
63310 - General Liability Insurance	1,800.00	
63350 - Professional Liability	1,000.00	
63360 - Worker's Compensation	600.00	
63300 - Insurance Expense - Other	250.00	
	3,650.00	-

63500 - Legal	-	
64300 - Meals	1,500.00	
64400 - Board Meetings	2,000.00	
64500 - Move Up Meetings	1,600.00	
64900 - Office Supplies	4,500.00	2,000.00
66000 - Payroll Expenses	378,468.00	25,000.00
66100 - Health Insurance	51,732.00	
66150 - Employer HSA/IRA Contribution	5,500.00	
	-	
66500 - Postage and Delivery	600.00	
66700 - Professional Fees	4,000.00	
66900 - Longevity Recognition Program	2,500.00	1,500.00
67100 - Rent Expense	30,990.00	7,500.00
67200 - Repairs and Maintenance	-	
68100 - Telephone Expense (Cell Phone)	4,100.00	
68400 - Travel Expense (Mileage)	11,000.00	
68700 - Flowers and Gifts	4,000.00	
69000 - Taxes	-	-
Total =63500-69000	\$ 502,490.00	\$ 36,000.00

Client use for workshops, resumes, etc.

Client retention program

Client resource / remote work room rent

Total Expense	\$ 614,290.00	\$ 50,000.00
End of year reserve	\$ 7,793.00	\$ -