
Partner Agency Facility Usage Questionnaire

Note: All sections must be completed in order to process request.

Entity Information:

Official Name: Kentucky Career Center - Bluegrass

Address: 1055 Industry Road Lexington, KY 40505

Non-profit? YES No

If yes, please provide details (type of organization, date, certification,..):

Federal Tax ID Number: _____

Overview (list ALL services provided):

See attached

Entity Authorized Contact Name: Jennifer Compton

Entity Contact Number(s) (Office) 269-8021 (Cell) 519-7199 E-mail: jcompton@bgadd.org

The following support documents must be attached to GS-101:

- Current annual report filed with the Kentucky Secretary of State
- Mission Statement
- Organizational chart
- Source, amount & duration of funding (*private, state or Federal, loan, Grants, ...*)
- Business plan
- Anticipated organizational budget identifying the proposed amount for lease and operational expenses.
- Annual cash flow report (*if an existing entity*). If new, a projected annual CF report must be submitted.

Please submit the questionnaire and all required attachments to the department responsible for conducting the initial evaluation.

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LFUCG Internal Evaluation:

Requesting Department / Division: SOCIAL SERVICES

Proposed initial length of agreement: 54 Months

* 6 MONTH INITIAL TERM
* 4 ADD EXTENSIONS @ 1 YR EA.

Note: All lease agreements to expire by June 30th.

Requested By: Beth K. Mills

Name: BETH MILLS Title: COMMISSIONER Date: 1/17/14

Approval () initials Title: Director / Deputy Director Date: / /

Approval () initials Title: Commissioner Date: / /

Comment: Recommend lease at fair market value

Entity Evaluation & Overview:

Entity meets Urban County need YES NO

Please provide detail:

PARTNERSHIP OBLIGATION CLASSIFICATION:

Entity and LFUCG are parties to an agreement whereas facility funding is required by ordinance, contract or resolution (other than a PSA) YES NO

Provide detail:

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PROPOSED LEASE & SPACE ALLOCATION:

Number of Employees: 6 (FT), 6 (PT)

Requested Space: 2,264 (Sft.)

Proposed Location Address: 1055 Industry Road Lexington, KY 40505

O&M Expenses (\$/Sft./Yr.): (\$) 1,984.77 (Determined by Real Estate/Properties Section)

Note: Tenant may be required to submit Space Needs Analysis form provided by Department of General Services

RENT ANALYSIS:

I) Calculated Fair Market Rent: \$10.5238 \$/Sft./Yr. (Determined by Real Estate/Properties Section)

Note: Tenant to pay its prorata share of all direct & indirect operating and maintenance expenses plus base rent.

II) Calculated O&M Costs: \$3.10 \$/Sft./Yr. (Determined by Real Estate/Properties Section)

III) Calculated Base Rent (I-II): \$7.4238 \$/Sft./Yr.

IV) Proposed adjustments/subsidies/assistance applied toward base rent (III) only: (By Others)

Reduction %: 0 (\$/Sft./Yr.): 0 (\$/Year): 0

V) Final Adjusted Rent (I-IV): \$10.5238 \$/Sft./Yr.

Please identify the source of funding to offset any proposed adjustments/reductions:

OCCUPANT to PAY FAIR MARKET VALUE for use of the space. No reduction is recommended.

Approved by:

Beth K. Triles

Date: 1/17/14

Commissioner of Requesting Department

Paul Brown

Date: 1/21/14

Director of Facilities & Fleet Management

Geoff Reed

Date: 1/21/14

Commissioner of General Services

Date: / /

CAO

Note:

The Department of General Services will initiate the Blue Sheet process for Council's review and final approval once all of the appropriate signatures have been secured.