

GRANT AWARD AGREEMENT

Fiscal Year 2018 Class B Education Incentive Grant Project

THIS AGREEMENT, made and entered into on the 22 day of March, 2018, by and between the **LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT (LFUCG)**, an urban county government of the Commonwealth of Kentucky, pursuant to KRS Chapter 67A (hereinafter "Government"), on behalf of its Division of Water Quality, and **THE UNIVERSITY OF KENTUCKY RESEARCH FOUNDATION**, 500 South Limestone, 109 Kinkead Hall, Lexington, Kentucky 40526-0001 (hereinafter "Grantee").

WITNESSETH:

WHEREAS, the Grantee is a documented fee-payer of the Government's Water Quality Management Fee; and

WHEREAS, the Grantee has proposed a need for the funds requested to develop and implement a proposed project by submitting a valid grant application; and

WHEREAS, the Grantee's grant application has been reviewed and selected for funding by the LFUCG Water Quality Fees Board in accordance with Sections 16-408 and 16-410 of the LFUCG Code of Ordinances; and

WHEREAS, the Government has funds available through the Stormwater Quality Projects Incentive Grant Program to assist qualified Grantee in the development and implementation of projects that meet the goals of the program; and

WHEREAS, the Grantee desires to implement a specific project that meets one or more Incentive Grant program goals to improve water quality, reduce stormwater runoff, and provide public or private education related to stormwater quality; and

WHEREAS, any such improvements funded by the Government shall benefit the public through installed improvements and/or educational programming;

THAT FOR AND IN CONSIDERATION OF THE MUTUAL PROMISES AND COVENANTS HEREIN EXPRESSED, GOVERNMENT AND GRANTEE AGREE AS FOLLOWS:

- (1) Government hereby grants the Grantee the sum of \$34,954.00 (hereinafter "the Grant"), for use in implementing the project elements as listed in Attachment A which is incorporated herein by reference as if fully set out herein.
- (2) The Grantee shall provide equal opportunity in employment for all qualified persons; prohibit discrimination in employment because of race, color, creed, national origin, sex, age between 40 and 70 or disability; promote equal employment through a positive, continuing program of equal employment; and cause each of its subcontractors to do so. This program of equal employment opportunity shall apply to every aspect of its employment policies and practices.
- (3) The Grantee agrees to match the Grant above the first \$2,500.00, with contributions, labor and other services equal to or greater than 50% of the total project costs.
- (4) The Grantee agrees to use the Grant only for the activities set forth in Attachment A.

- (5) The Grantee agrees to perform periodic reporting as detailed in Paragraph 6 herein below, and produce a Project Final Report within calendar 60 days of the completion of the project elements in digital and hard copy following a standardized format to be provided by the Government summarizing all work completed and detailing the total expenditures, grant reimbursements, and match.
- (6) The Grant to the Grantee shall be disbursed in the following manner:
- (a) The Grantee shall submit at least once every 3 months, if not specified otherwise in Attachment A, a Request for Funds to the Government's Grant Manager designated by the Director of the Division of Water Quality for the project. Each Request for Funds shall include documentation that the Grantee has already expended the requested funds or shall be in a position to expend properly the requested funds within thirty (30) days of receipt of the funds. The Request for Funds shall include full accounting of these eligible grant-related expenses, as listed in Attachment A. Copies of invoices, purchase orders, or receipts showing vendor, date, amount, and items purchased or ordered shall be provided with the Request for Funds. For project specific personnel costs and stipends, documentation of all billed hours shall include copies of employee timesheets, hourly payroll rate, and description of work performed for hours billed
 - (b) Each Request for Funds shall be accompanied by a Project Status Report describing the progress of the project to date, including a description and schedule of all activities completed, and hardcopy or electronic copies of materials completed and/or used to date. For educational events, copies of the class rosters or sign-in sheets documenting the number of attendees and evaluation forms shall be provided.
 - (c) Each Request for Funds shall include documentation of all of the Grantee's Match Costs listed in Attachment A and claimed for the prior period. For cash expenditures this shall include receipts, showing vendor paid, date, amount, and items purchased. For donated project specific personnel costs and stipends, documentation of all billed hours shall include copies of employee timesheets, hourly payroll rate, and description of work performed for hours donated. For in-kind volunteer hours this shall include sign-in sheets describing the events with signatures, name, address, time in, time out, for each participant (volunteers must be 12 years of age or older). For mileage, this shall include driver name, type of vehicle, location to and from, date, and total miles driven
 - (d) The Government's Grant Manager shall review each Request for Funds and supporting documents for compliance with the terms of this Agreement and the guidelines of the Stormwater Quality Projects Incentive Grant Program. If the Grant Manager finds the Grantee's Request for Funds is in compliance with the terms of this Agreement and the guidelines of the Stormwater Quality Projects Incentive Grant Program and that the activity progress and management program of the Grantee satisfy the terms of the grant award, he or she shall approve the Request for Funds and forward it to the Division of Accounting for payment
 - (e) Should the Government's Incentive Grant Program Administrator determine that the Grantee is not in compliance with the terms of this Agreement and/or the Stormwater Quality Projects Incentive Grant Program, including deficiencies in progress and management of the project, the Division of Water Quality shall notify the Mayor's Office and the appropriate district Council person and shall meet with the Grantee on matters that prevent approval of the Request for Funds. Failure to resolve any such matters to the satisfaction of the Government may lead to termination of the Agreement for cause pursuant to Paragraph 11 herein below.
 - (f) The Government shall release payment of the final 5% of the Grant only after receipt and acceptance of the Project Final Report. The Government's Grant Manager shall review the Project Final Report and provide comments to the Grantee within

15 calendar days or, if acceptable, forward approval to the Division of Accounting for payment.

- (7) The Grantee agrees to obtain written approval from the Government's Grant Manager or Program Administrator for any proposed changes to the Project Team or Project Plan as listed in Attachment A prior to implementing the changes. Failure to gain written approval prior to making changes may lead to termination of the Agreement for cause pursuant to Paragraph 11 herein below.
- (8) The term of this Agreement shall be from the date of this Agreement until completion of the project outlined herein. The Grantee agrees to complete the project within **18** months. The Grantee agrees to obtain written approval from the Government's Grant Manager or Program Administrator for any time extensions beyond the schedule. Failure to gain written approval prior to making changes may lead to termination of the Agreement for cause pursuant to Paragraph 11 herein below.
- (9) The Grantee understands that the Grant shown herein in Paragraph 1 is a not-to-exceed amount, and any additional funding needed to complete the project elements listed in Attachment A is the responsibility of the Grantee. If it becomes apparent to the Grantee or the Government that the Grantee will be unable to complete the project either in the manner or for the amount described in this Agreement, then the Grantee must immediately notify the Government's Grant Manager and Program Administrator by providing a complete and detailed written explanation of its inability to comply with the terms of the Agreement. The Grantee must further provide the Government's Grant Manager and Program Administrator with a complete and detailed written explanation of any proposed changes, and the reasons for those changes.
- (10) The Grantee asserts that it is in full compliance with all applicable provisions of the Lexington-Fayette Urban County Government's Code of Ordinances Chapter 5 – Buildings and Building Regulations, Chapter 7 – Finance and Taxation, Chapter 12 – Housing, and Chapter 16 – Sewage, Garbage, Refuse, and Weeds, or in compliance with Kentucky Department of Housing Buildings and Construction rules and requirements as is appropriate for those state institutions, parcels or buildings which are subject to state regulations and oversight as opposed to local ordinances and regulations. If the Grantee becomes out of compliance with any of these provisions, it will contact the Government's Grant Manager and Program Administrator immediately. Failure to resolve any such matters to the satisfaction of the Government may lead to termination of the Agreement for cause pursuant to Paragraph 11 herein below.
- (11) If, through any cause, the Grantee shall fail to fulfill in timely and proper manner its obligations under this Agreement, or if the Grantee shall violate any of the covenants, agreements or stipulations of this Agreement, the government shall provide the Grantee thirty (30) calendar days to address the deficiency or violation. If the Grantee does not, after the thirty (30) days, come into compliance with this Agreement, the Government shall there upon have the right to terminate this Agreement by giving written notice to the Grantee of such termination and specifying the effective date thereof, at least five (5) calendar days before the effective date of such termination. In that event, all finished or unfinished documents, receipts and reports prepared by the Grantee shall, at the option of the Government, become its property and the Grantee shall immediately repay to the Government all monies received pursuant to this Agreement less any amount representing just and equitable compensation for the Government's share of any satisfactory work completed pursuant to the Agreement.
- (12) This Agreement may not be modified except by written agreement of the Government and the Grantee.
- (13) The Grantee agrees to comply with all applicable local, state, and federal rules, regulations, ordinances, and laws in implementation of the project.
- (14) The Grantee agrees to allow the Government access to perform monitoring of the project elements for compliance with this Agreement.

- (15) In any written or oral communications, the Grantee agrees to identify the Lexington-Fayette Urban County Government as the source of the above referenced funds; the Grantee shall not specifically identify any individual or elected official as being responsible for the funds donated by the Government.
- (16) The Grantee agrees to allow the Government to publicize the Grantee's project through the Government's website and other media.
- (17) The Grantee agrees to reference the Lexington-Fayette Urban County Government's Water Quality Management Fee and the Stormwater Quality Projects Incentive Grant Program as a source of funding for the project on any permanent signage or educational brochures, presentations, websites, etc. produced using grant monies.
- (18) The Grantee agrees to prepare class rosters or sign-in sheets and provide evaluation forms to the attendees for any educational event funded by the Grant.
- (19) Equipment purchased or facilities constructed by the Grantee with the Grant for use on this project will remain in service and maintained by the Grantee or its members per the terms listed in Attachment A. Equipment purchased by the Grantee with the Grant for use on this project will remain the property of the Grantee unless otherwise noted in Attachment A.
- (20) The Government assumes no responsibility whatsoever in the Grantee's project activities. Grantee shall, to the extent allowed by Kentucky law, defend, indemnify, and hold harmless Government from and against all liability, claims, losses, actions, costs, expenses, obligations, fines, and assessments of whatever kind, including defense costs and attorney's fees that are in any way incidental to or connected with, or that arise or are alleged to have arisen, directly or indirectly, in whole or in part, from or by Grantee's or its contractor(s), agents, or assigns, negligent acts or misconduct, or errors or omissions, in connection with the activities carried out pursuant to this Agreement, the Grant award or the Stormwater Quality Projects Incentive Grant Program.
- (21) The Grantee is solely responsible for assuring that adequate and appropriate insurance or other necessary coverage is maintained during the term of this Agreement.
- (22) The Grantee's sole remedy for a breach of this Agreement by the Government shall be limited to the amount of the Grant.

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

LEXINGTON-FAYETTE URBAN COUNTY
GOVERNMENT

BY: 
JIM GRAY, MAYOR

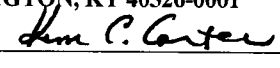
ATTEST:

CLERK, URBAN COUNTY COUNCIL

Grantee Organization: THE UNIVERSITY OF KENTUCKY RESEARCH
FOUNDATION

500 SOUTH LIMESTONE
109 KINKEAD HALL

LEXINGTON, KY 40526-0001

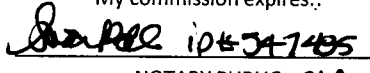
BY:  2/15/2018

NAME: Kim C. Carter

TITLE: Associate Director



The foregoing Agreement was subscribed, sworn to and acknowledged before me by
Kim C. Carter as the duly authorized representative for and on behalf of
UKRF, on this the 15th day of Feb, 2018.
My commission expires:.

 ID# 347405
NOTARY PUBLIC expires: 12/29/2019

ATTACHMENT A
to the GRANT AWARD AGREEMENT
between Lexington-Fayette Urban County Government (LFUCG) and
The University of Kentucky Research Foundation

GRANT PROGRAM: 2018 Stormwater Quality Projects Incentive Grant Program
Class B (Education) Projects

- Funded through the LFUCG Water Quality Management Fee
- Administered by the LFUCG Division of Water Quality in the Department of Environmental Quality & Public Works

PROJECT TEAM AND CONTACT INFORMATION

Grantee Organization: The University of Kentucky Research Foundation
500 South Limestone
109 Kinkead Hall
Lexington, KY 40526-0001
KY Organization #: 0052708

Primary Project Contact Gregory Hatton, Research Administrator, UKRF
859-257-9420 (phone)
Gregory.hatton@uky.edu (email)

Secondary Project Contact(s): Dr. Mary Arthur, Co-Director of Urban Forest Initiative (UFI)
859-257-0156 (phone)
marthur@uky.edu (email)

Dr. Lynne Rieske-Kinney, Co-Director of Urban Forest Initiative
859-257-1167 (phone)
Lynne.rieske-kinney@uky.edu (email)

Project Manager: Nic Williamson, Urban Forest Initiative Coordinator
859-257-7604 (phone)
nwilliamson@uky.edu (email)

Project Team Members: Grace Coy, Event and workshop support
Alicia Landon, Tracy Farmer Institute for Sustainability and Environment (TFISE)

TARGET AUDIENCE

The target audience for this project is expected to reach approximately 500-1000 residents throughout Lexington-Fayette County. There are three (3) groups of residents who will benefit from this grant. The first group includes people who are keenly interested in the role of urban trees in Lexington-Fayette County and are captivated to learn more about leading tree health care workshops as Tree ambassadors in their own neighborhoods. Secondly, it will reach people who are interested in attending tree health and care workshops to learn about the values of urban trees and how to properly maintain them. Finally, this grant aims to reach residents unaware of the value of the urban tree canopy, and who are drawn to large public events, to introduce them to the significance of urban trees and their benefits at a public tree mulching and tree care event. This third component will specifically target the north end of LFUCG, and area that suffers from poor tree health and experiences a lack of access to community support and programming around issues of green infrastructure and environmental quality.

PROJECT PLAN ELEMENTS

- 1) ***Train-the-Trainer workshops:*** It is proposed the Train-the-Trainer workshops will reach 12-20 participants and are scheduled to begin in Spring 2018. Training will consist of five (5) four-hour sessions, meeting on Saturdays in a central location, possibly at the UK Arboretum (location TBD). Each workshop will focus on essential elements the participants will later use when conducting their own urban tree health and care workshops. The topics will include: explaining the knowledge on the ecosystem services provided by a healthy urban tree canopy; processes of tree adoption and emphasizing the linkages between urban trees and stormwater runoff. Upon

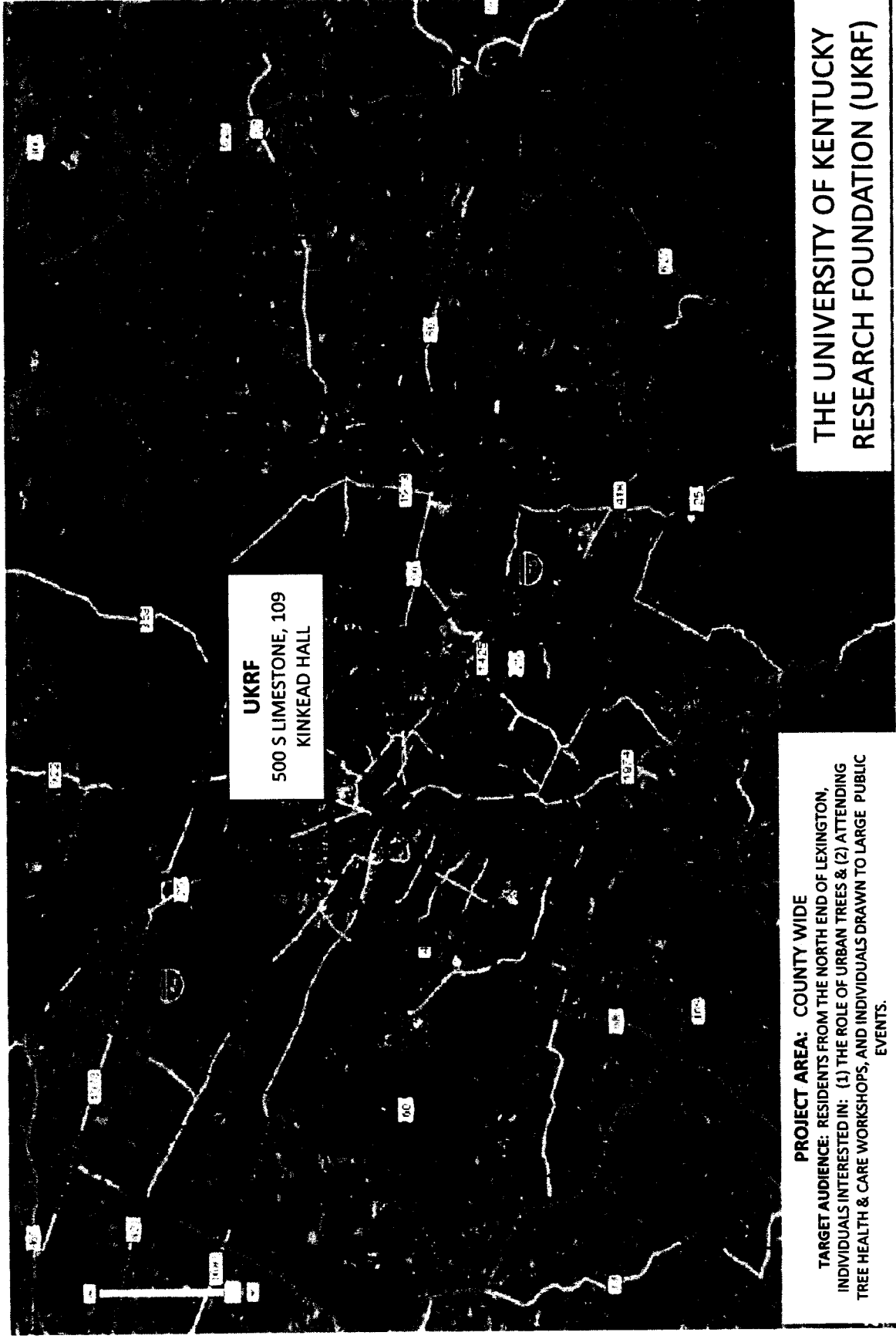
TABLE 2 ELIGIBLE EXPENSES

	Type of Expense	Participants	Item	Unit Price		Quantity	Funded by Organization	Funded by Grant	Total Expense
Project Element 1: Train-the-Trainer Workshops to expand knowledge and skills of Tree Ambassadors									
2	Personnel Hours	Program Manager: Nic Williamson	Organizing events/workshops: Project Manager hours at current payroll rate	\$ 30.33	per hour	250	\$ -	\$ 7,582.50	\$ 7,582.50
3	Personnel Hours	UFI Staff support: Grace Coy	Workshop support, organization: staff hours at current payroll rate	\$ 19.48	per hour	200	\$ -	\$ 3,896.00	\$ 3,896.00
4	Workshop Equipment	Organization	Soil penetrometer	\$ 220.00	per item	1	\$ -	\$ 220.00	\$ 220.00
5	Workshop Supplies	Organization	Tree ID books	\$ 5.00	per book	40	\$ -	\$ 200.00	\$ 200.00
6	Workshop Supplies	Organization	Work gloves	\$ 5.00	per pair	20	\$ -	\$ 100.00	\$ 100.00
7	Workshop Supplies	Organization	Tape measures	\$ 1.00	per unit	250	\$ -	\$ 250.00	\$ 250.00
8	Workshop Supplies	Organization	Printed worksheets	\$ 0.20	per unit	100	\$ -	\$ 20.00	\$ 20.00
9	Volunteer Hours	Interested residents	Volunteer hours for Train-the-Trainer workshop	\$ 7.25	per hour	200	\$ 1,450.00	\$ -	\$ 1,450.00
10	Volunteer Hours	Interested residents	Volunteer hours for workshops led by Tree Ambassador volunteers	\$ 7.25	per hour	100	\$ 725.00	\$ -	\$ 725.00
Project Element 2: Adopt-a-Tree program to raise awareness about stormwater interception									
12	Personnel Hours	Program Manager: Nic Williamson	Organizing events/workshops: Project Manager hours at current payroll rate	\$ 30.33	per hour	162	\$ -	\$ 4,913.46	\$ 4,913.46
13	Personnel Hours	UFI Staff support: Grace Coy		\$ 19.48	per hour	167	\$ -	\$ 3,253.16	\$ 3,253.16
14	Adopt-a-Tree Supplies	Organization	Adopt packets-copying	\$ 1.00	per packet	60	\$ -	\$ 60.00	\$ 60.00
Project Element 3: Building community synergies through a public mulching and tree care event									
16	Personnel Hours	Program Manager: Nic Williamson	Organizing events/workshops: Project Manager hours at current payroll rate	\$ 30.33	per hour	170	\$ -	\$ 5,156.10	\$ 5,156.10
17	Personnel Hours	UFI Staff support: Grace Coy		\$ 19.48	per hour	140	\$ -	\$ 2,727.20	\$ 2,727.20
18	Supplies	Organization	Tree signs	\$ 14.00	each	50	\$ -	\$ 700.00	\$ 700.00
19	Supplies	Organization	Paracord for hanging signs	\$ 30.00	per 500 feet	1	\$ -	\$ 30.00	\$ 30.00
20	Advertising	Organization	Fliers	\$ 0.20	per unit	100	\$ -	\$ 20.00	\$ 20.00
21	Volunteer Hours	Interested residents	Volunteer hours for mulching and tree care event	\$ 7.25	per hour	100	\$ 725.00	\$ -	\$ 725.00
22	Materials	Local Arborists	Mulch-donated	\$ 100.00	lump sum	1	\$ 100.00	\$ -	\$ 100.00
Project Management: UK faculty project lead contributions and TFISE support									
24	Personnel Hours	Project Lead: Mary Arthur	Project and budget oversight	\$ 74.15	per hour	208	\$ 15,423.20	\$ -	\$ 15,423.20
25	Personnel Hours	Project Lead: Lynne Rieske-Kinney	Project and budget oversight	\$ 70.46	per hour	167	\$ 11,766.82	\$ -	\$ 11,766.82
26	Personnel Hours	Alicia Landon, Tracy Farmer Institute for Sustainability and the Environment	Logistical support and communications	\$ 31.43	per hour	104	\$ 3,268.72	\$ -	\$ 3,268.72
27	Indirect costs	Allowed by LFUCG	20% of total direct costs	\$ 5,826.00	each	1	\$ -	\$ 5,826.00	\$ 5,826.00
28									
29									
30									
31									
32									

COST SHARE % AFTER FIRST \$2,500 = 50.76% OK
MUST BE > 50%

* Note: Organization share must be 50% after the first \$2,500.00. No cost share required for grants T \$2,500.

Stormwater Quality Projects Incentive Grant Program

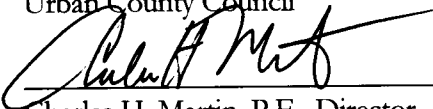


PROJECT AREA: COUNTY WIDE
TARGET AUDIENCE: RESIDENTS FROM THE NORTH END OF LEXINGTON, INDIVIDUALS INTERESTED IN: (1) THE ROLE OF URBAN TREES & (2) ATTENDING TREE HEALTH & CARE WORKSHOPS, AND INDIVIDUALS DRAWN TO LARGE PUBLIC EVENTS.

**THE UNIVERSITY OF KENTUCKY
RESEARCH FOUNDATION (UKRF)**



TO: Mayor Jim Gray
Urban County Council

FROM: 
Charles H. Martin, P.E., Director
Division of Water Quality

DATE: February 23, 2018

SUBJECT: Recommendation for a FY18 (Class B Education) Stormwater Quality Projects Incentive Grant for The University of Kentucky Research Foundation (UKRF).

Request

The purpose of this memorandum is to request approval of a FY18 (Class B Education) Stormwater Quality Projects Incentive Grant for The University of Kentucky Research Foundation (UKRF) in the amount of \$34,954.00.

Purpose of Request

The purpose of this project is to educate the public about how to improve tree health and care and the connections between the tree canopy and stormwater abatement. The project incorporates several initiatives, including, "Train-the-Trainer" workshops, the "Adopt-A-Tree" Program, and mulching and tree care event available to the public.

Project Cost in FY18 and in Future Budget Years

The grant has been approved by the Water Quality Fees Board in the amount of \$34,954.00 and will be fully spent by FY18.

Are Funds Budgeted

Funds are budgeted in: 4052 – 303204 – 3383 – 88112 – WQINCENTIVE_18 – WQ_GRANT

Martin/Hoskins-Squier

