



**Kentucky Bicycle and Bikeway Commission**

250 W. Main St., Suite 2300, Lexington, KY 40507

December 18, 2017

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Angela Poe, Project Manager Sr.  
Lexington-Fayette Urban County Government  
200 East Main Street  
Lexington, KY 40507



RE: 2017 Paula Nye Memorial Grant Award  
KBBC Grant No. 2017-13

Dear Angela,

The Kentucky Bicycle and Bikeway Commission ("KBBC") is very pleased to award the 2017 Paula Nye Memorial Grant in the amount of \$10,000 to the Lexington-Fayette Urban County Government for the proposed Safe Streets Marketing Campaign. I am enclosing the Agreement that formalizes the award and describes your organization's obligations.

Although the Agreement is not lengthy, it does require accountability. Please review and when signed, keep a copy and forward the original to:

Kentucky Bicycle and Bikeway Commission  
c/o Troy Hearn, Statewide Coordinator, Bicycle & Pedestrian Program  
Kentucky Transportation Cabinet, Division of Planning  
200 Mero Street  
Frankfort, KY 40622

Once Troy receives the signed Agreement, KBBC will release the funds. We often deliver the check in person and take some P.R. photos.

One concern of the Commission and state auditors is that recipients meet the reporting requirements under the Agreement. Please diary the dates as a reminder that you must report and account for how the funds are used. Another requirement is that you use the "Share the Road" logo on all printed materials associated with the project in order to continue promoting the message. Please email me at [wgorton@stites.com](mailto:wgorton@stites.com), and we will send you the logo in a .jpg format.

The Kentucky Bicycle and Bikeway Commission looks forward to hearing about the projects and receiving status reports with pictures!

Sincerely,

William T. Gorton III, Chair

WTG/lhr  
cc: Kentucky Bicycle and Bikeway Commission  
Troy Hearn, Kentucky Transportation Cabinet Statewide Coordinator, Bicycle & Pedestrian Program  
Enclosure

**KRS § 174.125**

(a) Representing the interests of bicyclists in advising the Cabinet secretary

(b) Assisting the program in the exercise of its duties within the Cabinet

(c) Promoting the best interests of the bicycling public to governing officials and the public at large



**KENTUCKY BICYCLE AND BIKEWAY COMMISSION  
2017 PAULA NYE MEMORIAL EDUCATIONAL GRANT  
GRANT ACCEPTANCE AND REPORTING AGREEMENT**



Grantee: Lexington Fayette-Urban County Government  
Contact: Angela Poe, Project Manager Sr.

Grant #: 2017-13

Amount of Grant: \$10,000

Purpose of Grant: Safe Streets Marketing Campaign

Congratulations on being awarded Grant No. 2017-13 in support of your project. By signing below, you recognize and acknowledge the obligations and conditions that accompany the Grant. By complying with these requirements, the KBBC can monitor the success of the Paula Nye Grant Program.

**General Conditions:**

1. This Grant is to be used only for the purpose described in your proposal which is hereby incorporated into this Agreement by reference.
2. The Grant is subject to modification only with the KBBC's prior approval; however, the KBBC highly recommends that you utilize the funds in a manner that extends or expands the project's purposes and goals.
3. The Grant period shall not exceed two (2) years from receipt of the funds, however, the Grantee may request an extension which may be granted by the KBBC with a demonstration of good cause.
4. The Grantee shall use the "Share the Road" logo in all printed materials, displays and promotional materials associated with the project.
5. The Grantee shall return to KBBC any unexpended funds at the end of the Grant period unless a modification to utilize the funds in support of the project is approved by the KBBC.

**Reporting:** The Grantee shall submit Project Progress and Summary Reports ("Reports") to the KBBC as follows:

**Progress Report** – If the project timeframe exceeds six months, the Grantee shall submit a Progress Report by the sixth month anniversary of this Agreement. **Summary Report** – Within 30 days of the proposed project completion, Grantee shall submit a final Summary Report. The Reports should include pictures, copies of community outreach and public relations materials and should address the following:

1. The Report should provide a brief summary of how the Grant was used including a financial synopsis which highlights what was spent against what was proposed in your budget.
2. Receipts for equipment acquired must be maintained by the Grantee along with an accounting of all funds expended on the project. Grantee acknowledges that the use of Grant funds is subject to audit by the KBBC.
3. The Report should address outcomes achieved as a result of the Grant with attention to the community served, how many recipients were involved in the program and benefits to the community.
4. Future plans for the program including plans for any remaining equipment or materials purchased with Grant funds.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return the completed form to:  
Paula Nye Memorial Bicycle-Pedestrian Educational Grant  
Kentucky Bicycle and Bikeway Commission  
c/o Troy Hearn, Bicycle and Pedestrian Program- Statewide Coordinator  
Division of Planning, Kentucky Transportation Cabinet  
200 Mero Street  
Frankfort, KY 40622

