

# Environmental Education Coordination and Administration



Proposal for Bid Number: RFP-37-2024

*Submitted to the Lexington Fayette Urban County Government  
by the Kentucky Association for Environmental Education (KAEE)*

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## Summary

The Kentucky Association for Environmental Education (KAEE) is the state affiliate of the North American Association for Environmental Education and part of a national network of environmental education (EE) associations with the sole purpose of promoting and supporting high quality environmental education across the continent. With extensive experience on this and similar initiatives at the state, regional, and national level, KAEE is ideally and uniquely suited to advance the deliverables and opportunities highlighted in this proposal. We look forward to the opportunity to continue assisting Lexington Fayette Urban County Government (LFUCG) in its efforts to help students understand how they impact related systems (natural and built); the local government's role in these systems; and how individuals can reduce the negative impacts of their actions to these systems.

KAEE worked in partnership with the Kentucky Environmental Education Council to complete the Fayette County Needs Assessment and subsequent final report from 2020 listed in the bid opportunity and upon which these deliverables were built. We are intimately familiar with the recommendations of the report and the data behind it and are well suited to implement these deliverables going forward. The following proposal, based on those report recommendations, is designed to assist LFUCG and its partners in effectively and equitably increasing the environmental literacy of Lexington residents and supporting the goals of Lexington's Department of Environmental Quality and Public Works (EQPW). Our recommendations are based on the overarching themes found throughout our research, model program inventory, teacher survey, and focus groups.

KAEE is a professional, membership-based nonprofit whose primary role is to serve as the conduit that connects environmental educators throughout Kentucky. KAEE's mission is to increase environmental knowledge and community engagement in Kentucky through the power of environmental education.

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## Scope of Work

KAEE will dedicate a full time Environmental Education (EE) Manager to be based out of the EQPW offices. This person will be solely dedicated to this project and meeting the deliverables outlined in the following sections. In addition, KAEE will dedicate 2-3 Educator positions, a Transportation Outreach Specialist, and a Workforce Development Specialist/Coordinator who will each report to the Environmental Education Manager and also be based out of the EQPW offices. As future positions are hired, KAEE's Executive Director will work with the EE Manager to develop a matrix to determine how starting salaries are determined. KAEE's Executive Director, Deputy Director, and Operations Coordinator will work in partnership with the Environmental Education Manager to ensure all reporting

requirements, reimbursements, invoices, and deliverables of this project are met or achieved, as well as assisting with assessment deliverables (detailed in the assessment section below). The Executive Director will also assist EQPW with hiring and overseeing staff positions for this project as needed. We estimate this project will take between 5-7.5% of their time, but this rate is included under the administrative fee rather than as a separate line item in the salary.

This project will focus on advancing environmental education efforts for K-12 public and private schools within Lexington-Fayette County. Specifically, KAEE will work with a variety of city and community partners to:

- Update and utilize the curriculum for K-12 classrooms.
- Develop and utilize protocols, scripts and signage for field trip sites.
- Assist in the development of hands-on materials and activities for classrooms and tabling.
- Develop and execute programming in collaboration with community partners that serve youth outside of school time.
- Evaluate educators, lessons, field trips and units of study through observation, surveys and other assessment tools; make adjustments based on assessment results; cooperate with EQPW and outside agencies working on longitudinal studies related to the impact of the EE program.
- Develop and lead professional development for classroom teachers, including but not limited to the Teachers' Environmental Academy; develop ongoing engagement opportunities for teachers who participate in EQPW-sponsored PD.
- Purchase supplies for EE efforts and distribute them appropriately; reimburse schools for appropriate expenses such as buses and substitute teachers (subs) related to field trips.
- Connect K-12 units to careers, especially careers related to city jobs; coordinate career panels for middle and high school students; work with Fayette County Public Schools on career days and similar opportunities; partner with FCPS to facilitate EQPW-related job training, shadowships and internships; collaborate with city staff members to develop and implement successful job shadowing and internship programs for students that provide connections to the full spectrum of jobs within the city.

Budget: KAEE will spend money and time in a way that reflects the funding: 20% sustainability; 15% transportation; 25% waste management; 15% water quality, sanitary; and 25% water quality, stormwater. The proposal budget is based on a single year, July 1, 2024 through June 30, 2025.

Invoicing: KAEE will invoice the city on a monthly basis, along with activity reports. Travel logs will be kept and receipts for supplies will be submitted with invoices. All materials (activity supplies, displays, technology, etc.) purchased with DES funds will be returned to the city at the end of the contract period unless the items are distributed through a program covered by this scope.

### ***K-12 School-based Outreach***

Under the leadership of the EE Manager, KAEE will develop, update and lead units for K-12 students in public and private schools throughout Lexington-Fayette County. Lessons will align with state education standards and utilize content from existing environmental education curricula and programs (e.g., Project Learning Tree, Project WET) when appropriate. KAEE will aim to maximize the program reach and effectiveness given the resources available. Participating teachers will be strongly

encouraged to complete the units rather than engage in one-off lessons. Priority will be given to teachers who schedule the full series and to teachers in Title I schools. Teachers with multiple classes of the same grade (e.g., STEM lab teachers) may be asked to lead the lesson themselves after an educator has demonstrated the lesson by teaching a class. Materials will be left with classroom teachers for that purpose. The EE Manager and the core educators will manage the lesson and field trip schedule. Where possible, the same educator will be assigned to the same classroom (or even school) for efficiency and relationship building. The EE Manager will ensure that all educators and classroom teachers get the supplies they need for the lessons in a timely manner.

Units of Study: KAEE will develop, update and utilize at least one unit per topic for grades K-5. Units will focus on sanitary sewers/wastewater treatment, stormwater, sustainability, transportation and waste management. Sanitary and stormwater topics may be combined into one unit depending on the grade and associated educational standards. Middle schools and high school units will be developed to maximize interest among teachers in those settings. Topics will likely be combined or modified to better meet the needs of courses taught at that level. EQPW outcomes will still be met. A lesson may be modified to fit in multiple units. Lessons may touch on other environmental topics, but the focus of the lessons will be sanitary sewers/wastewater treatment, stormwater, sustainability, transportation or waste management. Each unit will include a field trip with pre- and post-field trip lessons. Only one field trip will be available per unit. Virtual field trips will be offered as an option if circumstances require it. Units will all include a career component, especially those at the upper elementary, middle and high school levels.

Elementary units will consist of a minimum of four lessons plus a field experience. Middle and high school units will consist of a minimum of four lessons plus a field trip and a career panel or similar activity. Career panels or similar will also be encouraged for upper elementary units. Under the discretion of the EE Manager, KAEE may choose to use or modify units that currently exist at [LexingtonKY.gov/EE](http://LexingtonKY.gov/EE). Units will have accompanying supply kits of reusable and/or consumable materials that KAEE will purchase, organize and distribute. These will be stored in storage space provided by the city and costs are included in the lesson supply budget of this contract. The EE Manager will evaluate the classroom performance of the educators through surveys and observation.

Field Experiences: The EE Manager and KAEE will work with EQPW to identify field experiences appropriate for the units of study. The EE Manager will create protocols, scripts and (if applicable) signage for these sites in cooperation with the city. Experiences may take place at the school or at another site and will be paid for through this contract. An estimated cost for this is included in the proposed budget. KAEE will lead the field trips that take place on city property, including but not necessarily limited to the Recycle Center and the wastewater treatment plants. Other field trips sites we might use include: Haley Pike Waste Management Facility – mulching pad and closed landfill; McConnell Springs; Raven Run; and Cane Run, along the Legacy Trail in Coldstream Park. The EE Manager will coordinate field experiences and will lead many of them. The EE Manager will train the educators on the tours – scripts and protocols. The EE Manager will evaluate the field trip performance of the educators through surveys and observation. The cost of transportation and subs for field trips is built into this contract. All public schools that are set to complete a unit will qualify for this funding. The schools will invoice KAEE, who will reimburse them in a timely manner.

Recognition Program: KAEE will track classroom participation in the units. Qualifying classrooms/teachers will be recognized. The EE Manager will create the recognition program structure in cooperation with the city's contract manager. KAEE will work with EQPW staff to develop appropriate awards for teachers/classrooms/schools that qualify for the recognition program. The EE Manager will work with other members of the Public Information and Engagement (PIE) team to identify works of art from the Art by Nature program to have professionally printed as awards. Award levels would be identified as follows:

- Platinum: Schools that engage every single student in a completed unit will be recognized at the platinum level.
- Gold: Schools that have multiple grade levels involved in completing multiple units will be recognized at the gold level.
- Silver: Schools where multiple grades only complete units from the same theme or one grade complete multiple units from different themes will be recognized at the silver level.
- Bronze: Schools that complete a single unit with a single grade will be recognized at the bronze level.
- Honor: Schools that do not complete one of our Waste, Water, or Sustainability Thematic Units, but complete our Transportation Unit will be recognized at the partner level.

The recognition program budget is included in the school-based EE budget in the budget proposal.

Timeline and Promotion: The EE Manager will work with EQPW staff to promote the units to classroom teachers and will be responsible for scheduling lessons and field experiences as they see fit to meet the targets outlined in this RFP. Lessons will be offered at no cost to classrooms. The units for the upcoming school year will be submitted to the city's contract manager for approval by August 1. The units will be finalized before the first day of school for FCPS. The units will be amended as needed with notification to and approval from the city's contract manager. If this contract is renewed for additional years, the units will be reviewed and updated each July/early August. Protocols and scripts for unit-related field experiences will be submitted to the city's contract manager for approval by mid-August and finalized no later than September 15. The field experiences, along with the associated protocols and scripts, will be reviewed and updated each year. The recognition program is based on the academic year and awards will be distributed before the end of the school year.

Targets: For schools, priority will be given to classrooms who are willing to complete the full unit, not one-off lessons. The goal will be to have at least 100 classrooms complete a unit, including the corresponding field experience, each academic year.

Budget and Invoicing: KAEE will account for all expenses related to school-based outreach. These expenses include, but are not necessarily limited to:

1. Contractor staff time
  - a. Developing, updating and teaching classroom-based lessons
  - b. Developing, updating field trip protocols and scripts; leading field trips
  - c. Promotion of units of study to schools and teachers
  - d. Scheduling lessons and field trips
  - e. Assessing lessons, units and educators

- f. Purchasing supplies and reimbursing schools for approved expenses (e.g., buses and subs for field trips)
- g. Planning and carrying out the recognition program
- 2. Contractor staff transportation
- 3. Lesson supplies
- 4. Teacher/classroom/school recognition program expenses
- 5. Reimbursement to schools for buses and subs related to field trips

All costs except contractor staff time and travel are included in the \$30,000 school-based EE and the \$15,000 field experience lines included in the proposed budget.

Reporting: KAEE will track the following and provide it to the city with each invoice:

- 1. Documentation of lessons taught
  - a. School
  - b. Teacher (or contact)
  - c. Grade(s)
  - d. # of students in class (full attendance)
  - e. Which lessons were taught and by whom
  - f. Documentation of which lessons were teacher-led (i.e., materials were left with the teacher and they used with a group(s) of students)
- 2. Photographs and short videos will be provided when possible/appropriate.
- 3. Tracking will be provided for each invoice and organized in such a way to produce both calendar- and school-year reports.

### ***Teacher Professional Development***

KAEE's EE Manager shall develop, promote and facilitate professional development opportunities for K-12 educators who work in public and private schools in Lexington-Fayette County. Trainings will align with state education standards. Use of content and materials from existing environmental education curricula and programs (e.g., Project Learning Tree, Project WET, etc.) will be prioritized.

The primary teacher PD will be the Teachers' Environmental Academy (TEA), a week-long program offered in the summer. The goal will be to complete two workshops per summer, one for elementary educators and the other for middle and high school educators. The academies will each focus on the contract topics: sanitary sewers/wastewater treatment, stormwater, sustainability, transportation and waste management. The final day of each academy will focus on integrating that information into classrooms.

The EE Manager will develop and implement a plan for ongoing engagement with teachers who complete an academy. This plan may include additional PD opportunities, support of classroom projects related to the academy, a mentorship and/or recognition program and any other activities that are useful to the educators while furthering goals of the department. In addition to the TEA, KAEE will develop relationships with district and school leadership and seek opportunities to host additional professional development in partnership with those official entities. Presently, KAEE staff have made the necessary connections to join the Fayette County Public Schools Office of Sustainability to discuss

best practices for sustainable education in the classroom during the annual beginning of school PD event required of all Fayette County Public School teachers.

Promotion: KAEE will work with EQPW to promote teacher trainings. Promotional materials will be shared with the city's contract manager for pre-approval. Promotion conducted through social media will originate on a city-managed social media site (@LiveGreenLex).

Participant Guidelines and Targets: Training sessions will be free for all educators from public and private schools in Lexington-Fayette County. Teacher stipends, along with food, charter buses, workshop supplies and materials, are included in the Teacher Training Budget in the proposed budget. Workshops will have a minimum of 10 registered Lexington-Fayette County teachers or the workshop will be canceled. Workshops will be capped at 25. Recruitment will focus on teachers from Title I schools. As stated above, the goal will be to conduct two Teachers' Environmental Academy workshops per summer, one for elementary educators and the other for middle and high school educators, with an ongoing engagement plan in place throughout the contract period to maintain ongoing connection with teachers who have participated. PD participants will be strongly encouraged to assess their experience and offer suggestions for future trainings. They will also be encouraged to make use of city resources (e.g., lesson kits) to lead EQPW-related lessons on their own in their classrooms. There will be a plan for other PD at the school and/or district level by the end of year three with implementation beginning in years four and five so long as necessary funding is made available.

Budgeting and Invoicing: KAEE will account for all expenses directly related to carrying out the workshops. These expenses might include, but are not necessarily limited to:

1. Contractor staff time
  - a. Workshop development, planning, assessment
  - b. Promotion and registration
  - c. Facilitation
2. Contractor staff transportation
3. Food and drink as appropriate for the training timeframe
4. Workshop/training supplies
5. Take-home support materials (i.e., books, guides, activity supplies)
6. Workshop transportation costs, including bus rentals
7. Substitute teachers/stipends for teachers
  - a. If a training requires a teacher to miss school, a substitute teacher will be offered
  - b. If a training occurs outside of school hours, teachers who attend the entire training will earn an appropriate stipend

All costs except contractor staff time and travel are included in the \$50,000 PD budget line included in the proposal budget.

Reporting: KAEE will provide the following information for each training:

1. Participant information:
  - a. Current school
  - b. Current grade(s) and subject(s) taught

- c. Number of years teaching
- d. Number of students taught in the past school-year
2. Copy of the training sign-in sheets
3. Copies of presented and distributed materials, including the agenda
4. List of give-away items
5. Copies of participant evaluations
6. Photographs or video clips of the training

### ***Out of School Time (OST)***

Under the leadership of the EE Manager, lessons included in units will be modified for use in OST programs or a series of activities consistent with the contract topics (sanitary sewers/wastewater treatment, stormwater, sustainability, transportation and waste management) will be created to meet the interests and abilities of students in and structure of a given program. If classroom units are adapted for youth in the OST program, the EE Manager will ensure that students are not getting the same lesson multiple times in the same year. When possible, there will be a regular educator(s) assigned to each OST program so the students become familiar with the person(s).

Out of School Time Programs: The EE Manager will draft a partner agreement for these organizations to manage expectations around the resources, structure, time, etc. This agreement will be customized for each ongoing OST partnership and will be reviewed and signed by the EE Manager, the city's contract manager and the community partner representative. The city's contract manager will be asked to pre-approve it before it is presented to the community partner. Amendments to the agreement will be made in writing after being discussed in person. The agreement will not be overly prescriptive or specific; it is simply intended to ensure that good communication occurs before and throughout the program so both entities are able to fulfill their goals.

Requests from youth organizations (such as Boy or Girl Scouts) will be handled in a manner similar to OST programs. A lesson from a unit or an OST activity might be used. As with the classroom lessons, these services will be free for participants. Supplies will be provided and field experience costs for programs serving low- to moderate-income students will be fully funded through the proposed budget. One-off lessons or activities will be a lower priority than working with a partner for a series. Student and program partner assessments will be conducted by the EE Manager at both the activity/lesson and unit-levels. The EE Manager will manage the schedule for these efforts.

Summer Camps: KAEE will develop summer camp programming. These camps will focus on the work done by EQPW and related careers. KAEE will focus on small groups of middle school students who are involved with community partners that we work with throughout the year (e.g., 21st Century programs, community college programs, community centers, libraries, and so on). These camps would be carried out in conjunction with the community partner and other partners like the Division of Parks and Recreation. Camps would include activities that foster a connection to nature both in the neighborhoods where the students reside and in the broader Fayette County community. Career connections, service learning, educational activities and fun will all be incorporated into the schedule. The camp will culminate in an event to which the students' families are invited to share a meal and where the students will have a "show and tell" opportunity to highlight a favorite part of their week.

Activities for camp participants and their families will continue throughout the year. These camps will be free for participating students. The contracted EE staff will serve as the primary staff for the camps, along with city employees and interns where possible. The goal will eventually be to have students who participated in the camp serve as paid camp counselors in the future.

The 2022 Youth Environmental Academy (YEA) was a partnership between LFUCG (through KAEE staff), the North American Association for Environmental Education (NAAEE), ee360, the Cedar Tree Foundation, and the National Sierra Club. Without the funding that was offered at that time through those many partners, this program needs to be adjusted to offer a similar, yet equally rewarding program for the high school students that attend.

At the current budget amount suggested by the LFUCG, a summer camp for middle school students and a YEA are feasible, but final details would need to be worked out between the EE Manager, the OST Coordinator, and the LFUCG Contract manager to determine budget priorities within the given fiscal year.

Timeline and Targets: For OST programs, the EE Manager and team will work with the PIE Community Team to develop relationships with appropriate community partners for this contract. The first six months of the contract will focus on identifying partners and developing relationships, getting to know the partner's needs and limitations as well as the needs of the youth and families they service. During this time, current OST programs will continue. Plans for a robust series of summer programs in 2025 will be in place by the end of calendar year 2024. Early 2025 will focus on the after-school component – building partnerships for programs that will be implemented during the 2025-2026 academic year.

A pilot version of the camp(s) will be carried out in the summer of 2026, assuming the contract is renewed and funding is made available. Once we debrief from that experience, KAEE will develop a plan for the following summer. Assessment of these programs will be ongoing once they are established. Adjustments will be made each semester/summer as appropriate based on feedback and outcomes.

Budgeting and Invoicing: KAEE will account for all expenses related to youth outreach. These expenses include, but are not necessarily limited to:

1. Contractor time
  - a. Developing, updating and leading OST lessons and activities
  - b. Relationship building with potential partners
  - c. Scheduling lessons and activities, including possible field trips
  - d. Training others, including interns, in lessons and activities
  - e. Assessing and revamping OST efforts
  - f. Purchasing supplies and paying for services (e.g., transportation)
2. Contractor staff transportation
3. Lesson/activity supplies and expenses
4. Field trip transportation
5. Food and drink as appropriate for the context

All costs except contractor staff time and travel are included in the \$30,000 shown on the proposed budget. Most of these funds will be used for summer programming. Many of the OST activity supplies will overlap with classroom-based lesson supplies.

Reporting: KAEE will track the following and provide it to the city:

1. Documentation of lessons taught/activities led for the year, highlighting the appropriate invoice period, along with group details
  - a. School or community partner
  - b. Program contact
  - c. Grade(s) of students
  - d. # of students in a group (range may be appropriate for these situations)
  - e. Which lessons have been taught and by whom
  - f. Which lessons are scheduled and when, if staffing plan confirmed
2. Photographs and short videos will be shared when possible/appropriate.
3. Tracking will be provided for each invoice and organized in such a way to produce both calendar- and school-year reports.

### ***District and School Support Services***

The EE Manager will be responsible for developing relationships at the district-level, though they may bring the city's contract manager into the conversations as appropriate. These higher-level relationships will facilitate: connections with school staff – not just teachers but also child nutrition specialists, custodial staff, principals, etc.; connections with students who may be a good fit for some of our programming; large-scale professional development opportunities; insights into and opportunities for input related to career pathways; and access to information on district-wide needs and opportunities. Having district-level connections will provide insights that will allow us to better serve the students of Fayette County while achieving EQPW goals.

Additionally, KAEE will provide a limited menu of support services related to waste management at schools. Specifically, we will:

1. Build relationships with and provide recycling information and support to cafeteria, custodial and administrative staff at the district-level and at schools participating in the city's recycling program.
2. Facilitate communication between schools and the city related to the collection of recycling.
3. Assist interested schools in improving their recycling efforts, particularly in relation to the reduction of contamination and the improved collection of cartons. This assistance may take the form of:
  - a. Informal waste audits\*
  - b. Provision of recycling prompts and outreach materials
  - c. Development of a recycling plan to facilitate proper recycling

- d. Development of protocols for recycling at special events/games aimed at encouraging participation while decreasing contamination
- e. Development of a program to collect cartons from the cafeteria

\*Depending on the circumstance, informal waste audits may count as a lesson or support services. The audits are referred to as informal since we are not conducting in-depth analyses, as would be done for full waste characterization studies.

This task category is anticipated to represent a relatively small portion of our time.

Guidelines and Timeline: The EE Manager will continue work on establishing relationships at the district and school levels and work on building/maintaining those relationships throughout the contract period. They will also immediately work on identifying a school(s) to pilot a carton recycling program to implement in the second half of the 2024-2025 school year. Future efforts will be determined based on the results.

Other recycling assistance may take place anytime and could be initiated by any of the following: a request from the school; a request from the city's contract manager (most likely resulting from a recycling issue identified by Waste Management); or an informal waste audit conducted as a lesson revealing a high contamination rate.

KAEE will prioritize reduced contamination over increased volume of recycling when working with schools on recycling plans and event-based recycling protocols.

Targets: By the end of the contract period (including renewals), EQPW will have an array of relationships at the district-level of FCPS. These relationships will be associated with specific programs and program outcomes. The nature of these outcomes will evolve over time and will be discussed with the city's contract manager throughout the contract period to help determine next steps.

Ultimately, our goal is to have no contamination in school recycling streams with all schools having an established carton recycling program. Currently, schools are considered to have a critical issue if 20% or more (by weight) of the material they send for recycling is contaminated.

Budgets and Invoicing: KAEE will account for all expenses related to support services except for the prompts and outreach materials mentioned above. Expenses might include, but are not necessarily limited to:

1. Contractor staff time
2. Contractor staff transportation
3. Materials to support the carton recycling effort

There is \$3,000 budgeted annually for this effort in the proposed budget.

Reporting: KAEE will provide information on who we met with, the purpose of the meetings and the outcomes. Results of (pilot) carton recycling programs will be shared and discussed with the city's

contract manager, along with results of the informal waste audits when conducted – especially if critical levels of contamination are found.

### ***Workforce Development:***

A Workforce Development Coordinator (WDC) will be part of the Environmental Education Team assigned to this contract. The WDC will work closely not only with the EE Team but also the Community Outreach Team made up of city employees. KAEE will integrate career connections in units, especially for upper elementary, middle and high school students, for both classroom-based and OST programming. The WDC will be the primary coordinator of the career panels for the related units, in close collaboration with the city's contract manager. (All requests for staff to participate in a career panel will have to be approved by the appropriate division director, likely with that request going through the city's contract manager.) Additionally, the WDC will work with Fayette County Public Schools on career days and similar opportunities, highlighting the broad spectrum of jobs related to the work of EQPW.

The WDC will collaborate with city staff to develop and implement a successful job training, shadowing and internship program for high school students that provides connections to the full spectrum of jobs within EQPW. The WDC will work with Fayette County Public Schools, Bluegrass Community Technical College, the University of Kentucky, Transylvania University and other regional institutions to identify interns, career pathways leading to EQPW jobs and job training opportunities for current or potential staff. The WDC will work with other government entities, job training and placement agencies, and other appropriate partners to identify funding sources that can support potential and current employees in acquiring the skills they need to succeed in their desired EQPW job.

The WDC will work with the Community Outreach Team and others (councilmembers, libraries, community centers, etc.) to offer opportunities that will benefit EQPW-related workforce development efforts for adults across Fayette County, such as offering a career booth at city-sponsored events like Truck-a-Palooza or at community-based events like an apartment outreach day. These career connections and opportunities will have a strong emphasis on diversity, equity and inclusion.

Timeline and Targets: Many of the workforce development objectives will be integrated in other aspects of this contract and will be promoted and timed accordingly. Each upper elementary, middle and high school unit will have a corresponding career component. Similarly, career highlights will be central to the OST programming as it is developed.

KAEE will work with city staff to ensure EQPW is well-represented at career fairs offered by FCPS, BCTC and other community partners as they are offered. A pilot version of the high school jobs program will be ready for rollout in the 2025-2026 school year. The framework of the program will be established by October 2024. There will be concrete and measurable progress on this front by the end of the full contract timeframe (including renewals). Examples of progress and outcomes include programs with community partners that have resulted in employee placement, students who have gone through the jobs program and are working for EQPW and students actively in the process of completing training that would qualify them for an EQPW job.

Budget and Invoicing: KAEE will account for all expenses related to the workforce development program. These expenses include, but are not necessarily limited to:

1. Contractor time
2. Contractor staff transportation
3. Materials for career fairs and other job-related outreach
4. Stipends for students in the job training program (intern pay would come from city budgets)

Costs, except for KAEE staff time and travel, are covered by the \$35,000 budget with only \$5,000 available the first fiscal year and \$15,000 available the second fiscal year. The first year will be for planning. The second year will be a pilot. Beyond that, the program will be capped at 30 students unless there is demand and funding. The proposed budget assumes \$500 stipends for each semester of the program. Summer internship payments are not paid for through this contract. Aspects of this program may be dependent on additional funding being made available through the city budget.

Reporting: Career panels will be reported with the classroom or youth outreach activities. A list of participating panelists will be maintained. Participation at career fairs – both city staff and students – will be noted for each fair with an estimated number of attendees. Additionally, notes on interest and engagement will be made to help with planning for future fairs. Participation in the high school job training program will be tracked and documented accordingly. Details will be determined as the program is developed and piloted. A system for identifying applicants and new hires will be established to demonstrate justification for the position and related programs.

### ***Transportation Outreach:***

A Transportation Outreach Specialist (TOS) will be part of the Environmental Education Team assigned to this contract. The TOS will work closely not only with the EE Team, but also the Community Outreach Team made up of city employees, as well as staff employed by the Lexington Area Metropolitan Planning Organization (LexArea MPO) who are based in the Division of Planning.

The TOS will develop transportation-focused units, for both classrooms and OST contexts. These units may focus specifically on cycling, pedestrian and/or scooting safety. There may also be a unit(s) developed with a broader focus on planning, which could focus on several contract topics including stormwater, transportation, waste management, etc. The TOS will be the primary educator for transportation-related units, though the OST Coordinator and Educators may also lead these units once trained.

The TOS will collaborate with city staff to develop and implement events that promote behavior change in relation to transportation safety and mode. Key decisions (dates, locations, etc.) will be made in coordination with the Community Outreach Team and the LexArea MPO. Examples of such events include: Glow Ride; Bike Month and other related events (Bike to Work Week, Streetfest, guided rides, etc.); Cycle September and related events; and stand-alone Safe Cycling courses.

The TOS will be responsible for maintaining the bikes in the city's bike library. The TOS will coordinate with city staff to transport the trailer, since contractors cannot drive city vehicles or otherwise transport city-owned trailers. We will explore opportunities to expand the bike library through additional grants. The transportation outreach will focus primarily on Fayette County, though the transportation curriculum and bike library loan program will be made available to Jessamine County schools and other residents in the MPO service area as capacity allows.

Timeline and Targets The K-12 transportation outreach timing and targets will be consistent with and integrated in the timelines and targets stated in those sections above. The event-based timelines are stated above. Targets include maintaining or growing participation in transportation-related events.

Budget and Invoicing: KAEE will account for all expenses related to the K-12 transportation outreach program. These expenses include, but are not necessarily limited to:

1. Contractor time\*
  - a. Developing, updating and leading transportation outreach lessons and activities
  - b. Coordinating transportation outreach events
  - c. Relationship building with potential partners
  - d. Scheduling lessons, activities, field trips and events
  - e. Training others in lessons and activities
  - f. Assessing and revamping transportation outreach efforts
  - g. Purchasing supplies and paying for services
  - h. Maintaining the bike library
2. Contractor staff transportation
3. Lesson/activity supplies and expenses
4. Field trip transportation
5. Food and drink as appropriate for the context

All K-12 (classroom and OST) costs except KAEE staff time and transportation are included in the respective sections of the proposed budget. An additional \$8,000 of funds are included for the bike library, bike maintenance and allowable event-related expenses. Additional funds such as grants may become available for transportation efforts and will be made available accordingly. KAEE will serve as the fiscal agent for the city's applications as needed.

*\*The suggested LFUCG grade is presently 514. KAEE would like to elevate this position to 516 to be in line with similar positions of direct engagement and higher level planning as is found in Parks & Recreation in the position of Recreation Specialist.*

Reporting: Classroom and OST reporting for transportation outreach will be consistent with other reporting in those categories. The TOS will use the city's event tracking system to document event outcomes.

### **Outreach Trailers:**

KAEE will work alongside city staff to develop materials, activities and lessons that can be

conducted from the city's outreach trailers in K-12 and OST settings and modified for other settings and audiences as needed. The EE Team will be responsible for coordinating with city staff to schedule the use and transportation of the trailer since city staff will be required to transport the trailer.

Timeline and Target: Developing materials for the trailer will be an ongoing effort. Its integration in classroom-based units and OST will be consistent with the timelines stated above. Related targets are embedded in the K-12 and OST targets.

Budget and Invoicing: KAEE will account for all expenses related to the use of the outreach trailers. These expenses include, but are not necessarily limited to:

1. Contractor time
2. Contractor staff transportation
3. Lesson and activity supplies related to classroom-based and OST outreach

KAEE-related expenses for the trailer are accounted for in the classroom and OST budgets. KAEE will only be responsible for supplies and activities that are central to our efforts. Other trailer-related expenses will be paid for directly by the city.

Reporting: Reporting will be consistent with reporting for K-12 classroom and OST reporting.

### ***Assessment:***

KAEE will be responsible for providing multi-level assessment for all aspects of this Scope of Work. Assessment will focus on participant satisfaction and educational outcomes as well as knowledge, attitudes, beliefs, and behaviors related to EQPW goals. KAEE will gather feedback from teachers/partners after each lesson/activity and again after the unit is complete. Similarly, students will be assessed at the lesson/activity and unit levels. Additionally, the EE Manager will be responsible for evaluating each member of the EE Team and providing constructive feedback for improvement. The PIE Section Manager and the EE Team will assess the EE Manager.

Assuming city funds are available, KAEE will support DES efforts to hire an outside consultant to assess the long-term impact of these programs.

Assessment will be integrated into all aspects of this Scope, with an eye on constant improvement – increased effectiveness from a department perspective, increased reach, improved educational outcomes and/or reduced burden on teachers and community partners. All programs and assessments will be grounded in research-based best practices.

Timeline and Promotion: Assessment plans will be fully implemented by the spring semester of the 2024-2025 academic year.

Targets: Our goal will be to have 100% of teachers/partners complete the assessments. Several reminders will be sent to encourage completion of the surveys, and care will be taken to make the assessments easy and quick to complete. KAEE will track participation to help us target follow up requests and understand the reliability of the data.

Ultimately, completion of the post-lesson/post-unit assessments may be a requirement for receiving the free service moving forward, though that is not how the evaluation program will be rolled out. This requirement will only become necessary if demand for lessons exceeds our ability to provide them with the resources available.

All core contract staff will be assessed once a year.

Budget: There will not be expenses related to this portion of the Scope of Work outside of staff time.

Reporting: All assessment raw data will be provided to the city. An end of year report summarizing the data, coupled with related recommendations, will be presented to the city each June. At the beginning of each school year, classroom-based and OST partners will receive information on programmatic updates and a summary of how (when applicable) their feedback and student assessments contributed to those changes.

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## *Specialized Experience and Past Performance*

The following details are provided to demonstrate KAEE's specialized experience in a contract such as this, as well as our competence and flexibility in accomplishing contract objectives:

### ***Understanding of Environmental Issues***

Since 1976, KAEE has existed to increase environmental literacy levels of Kentuckians. Our organizational vision is a sustainable world where environmental and social responsibility drive individual and institutional choices. Being environmentally literate means having the knowledge and critical thinking skills necessary to make educated decisions about complex environmental issues. In particular, we have provided curricula focused on all aspects of water conservation and solid waste management (the focus of this contract) for a number of years. KAEE coordinates Project WET curriculum trainings for the state in partnership with the Kentucky Division of Water. Project WET is the premier curriculum for advancing water education nationwide. KAEE was also the lead organization on a regional EPA grant called "Don't Waste It" that has designed state specific waste curriculum guides for the southeast states.

### ***Developing Curriculum Aligned with State and National Standards***

KAEE Education Director Brittany Wray is a certified formal educator who previously taught as a middle school science teacher. Her formal background includes a strong foundation in curriculum design and standards correlations. Due to her reputation at the national level and the work we have done in Kentucky with the development of a progression of environmental education units for K-12 educators, KAEE was contracted by both National Project Learning Tree and National Project WILD to develop Next Generation Science Standards (NGSS) correlations for all of their K-8 and K-12 science activities. Brittany led that effort, spending several months diligently reviewing the 58 PLT activities and 65 WILD activities and developing a companion document detailing each activity's correlation to the three dimensions of science: Disciplinary Core Ideas, Science & Engineering Practices, and Crosscutting Concepts. These correlations also provide educators with the Performance Expectation

each activity supports. Brittany also led efforts to maintain standards correlations for National Project WET and correlate new programs as they are developed. Brittany worked with KAEE Consultant Dr. Melinda Wilder to launch an online course on K-12 Standards and Environmental Education. This course was designed to help educators understand academic standards from different content areas and apply those standards when planning environmental education experiences and curricula for school age audiences.

Danny Woolums, the existing Environmental Education Coordinator, has been working with the Kentucky Academic Standards since 2016. He first attended a workshop hosted by KAEE in tandem with Kentucky education experts in the Next Generation Science Standards and then through continued tutelage under Brittany Wray and Dr. Melinda Wilder. Since working on the LFUCG contract, he has taken extra care over the years to get better acquainted with not just science standards, but also the English-Language Arts (ELA) standards, Social Studies standards, and many more. Danny has connected an existing lesson about recycling to 2nd grade Physical Education standards (Recycle Relay) and developed a different recycling lesson for 5th grade Social Studies standards (I Made Some Money). He takes a broad approach to understanding how Environmental Education is *not* just a science topic in the classroom.

Learning environmental education within the context of the City of Lexington, Danny has also become a unique expert on connecting municipal environmental education in the field. Named a Civic and Environmental Education (CEE)-Change Fellow by the North American Association for Environmental Education, Danny has become a national resource on how local governments can benefit from environmental education. EarthForce, a national organization focused on connecting environmental educators with civic government, has connected with Danny on several occasions to have him present on panels and, most recently, become a part of a select group of individuals who help welcome new civically-minded environmental educators into the work. In 2023, Danny was also recruited to return and help mentor the incoming class of CEE-Change educators and continue helping NAAEE develop how the program continues further. The Northern Kentucky University Chase College of Law also specifically invited Danny to come and moderate a panel on Environmental Restorative Justice because of his unique understanding of how education helps heal the environmental wounds left by past policies.

Dr. Sagan Goodpaster has her PhD in STEM Education from the University of Kentucky and has spent years teaching pre-service teachers best practices for their classrooms. While working on her PhD, Dr. Goodpaster worked closely with UK Faculty to develop a curriculum focused specifically on testing wastewater during the COVID-19 pandemic. This unique connection between best practices in education and an understanding of municipal infrastructure makes Dr. Goodpaster an expert in tying the goals of LFUCG's messaging on sewer infrastructure to the needs of classroom teachers in Kentucky. Additionally, Dr. Goodpaster is a former faculty member at Maysville Community and Technical College, teaching the next generation of healthcare professionals different principles in Biology. Drawing on her MS in Biology also helps her explain the natural world around us all to the youngest students - demonstrated during her time as a parent-teacher at Redwood Cooperative School in Lexington, KY.

While still new to the field, Ryelle Browning took her senior year at the University of Chicago to understand Lexington's Comprehensive Plan and wrote her senior thesis specifically on the nature of the City's future development. After spending summers teaching youth about marine biology in Seattle, WA, Ryelle has been able to bring that knowledge, with her education experience, to youth in Lexington and is uniquely specialized to help develop large-vision lessons as they connect to the everyday choices of our youth and the future of the city they will inherit.

### ***Conducting Assessments at the Educator, Lesson, Curriculum and Programmatic Level***

KAEE has conducted numerous assessments and evaluations for our lessons, programs, curricula, and organization both in Kentucky and as part of the numerous projects we are part of regionally and nationally. We include pre- and post-assessments and post-evaluations for all of our professional development events. We were contracted by LFUCG to conduct a needs assessment of 468 Lexington area educators. The results of that study were included in the bid for this project and provided the basis for this proposal. KAEE also led efforts to conduct a regional landscape analysis of environmental education providers, teachers, and administrators across the 8 southeast states. This project is a huge undertaking and the data has allowed us to better understand how EE is funded, staffing levels and benefits, equity and inclusion initiatives, gaps and barriers facing schools and classroom teachers, demographics of the field and audiences reached and how that compares to the overall population, etc. It has also enabled us to provide a map of EE providers for the entire region and a final report from the data analysis that provided a baseline for determining next steps necessary to advance the field of environmental education. The findings from these studies can be found at [www.southeastee.org/landscape](http://www.southeastee.org/landscape).

### ***Leading Professional Development for Nonformal and Classroom Teachers***

KAEE hosts a number of professional development events for both formal and nonformal educators each year. In addition to providing direct professional development, we also run train-the-trainer programs that provide facilitator training to educators who wish to provide professional development opportunities to other educators. We have an active facilitator network of over 70 individuals who host workshops annually across the state. In 2023, KAEE and its facilitators hosted 32 professional development workshops, reaching 521 educators. Most recently, KAEE launched our eeCredentials program, composed of eeCourses, providing ongoing professional development opportunities to the environmental education community. Examples of some of our courses include: Community Engagement; K-12 Standards and EE; Justice, Equity, Diversity, and Inclusion in EE, Appalachian Mountain Ecology, Foundations of Teaching EE, Sound EE Principles, KAEE Facilitator Basics, and Core Curriculum Program Training. Several of these courses are also available for college credit through Eastern Kentucky University.

### ***Commitment to Cultivating Diversity and Equity in Environmental Education***

One of the five primary goals of the Kentucky Association for Environmental Education's [Strategic Plan](#), adopted in 2023, is to "foster an equitable, just, inclusive, and accessible environmental education community". For KAEE, this means not only building stronger relationships and partnerships with organizations representing audiences and sectors not currently engaged with KAEE, but also transforming KAEE into a more diverse and inclusive organization with increased cultural competency levels for the board, staff, and members, as well as more inclusive policies and practices. We want to create an environment where all Kentuckians feel welcome and encouraged to engage in the work of environmental education. To achieve this goal, our (crucial) first step was reevaluating our internal culture and policies and weaving equity and inclusion throughout our strategic plan. Realizing that we can never truly achieve the mission and vision of our organization if we do not shape it into one that is fully inclusive and equitable, we hired the Center for Diversity and the Environment who led our Board of Directors and our staff through a weeklong training to lay a strong foundation for this work. KAEE also put together a database of [Equity and Inclusion resources](#) for environmental educators.

In addition, KAEE hosts a 12 hour online course for environmental educators twice a year titled "Justice, Equity, Diversity, and Inclusion in Environmental Education." This course was developed

through a partnership between the [Center for Diversity and the Environment](#), [EcolInclusive](#), [Youth Outside](#), Environmental Educators of North Carolina, Kansas Association for Conservation and Environmental Education, and the Kentucky Association for Environmental Education. This course is designed to provide a strong foundation in the language, concepts and principles of equity work. It is meant to be an introductory course for environmental educators and spark interest in further learning around justice, equity, diversity and inclusion. Most recently, we launched a JEDI Community of Practice for environmental educators in Kentucky, which serves to hold the space for educators interested in advancing their own learning in this area.

We are most hopeful about the opportunity to work more closely with all the groups and individuals already doing amazing work in our communities, especially those we do not currently know well. Our role as a backbone organization is to support the “boots on the ground” who are actively doing environmental education each day. Our board recognizes that we are not the only ones doing noteworthy work in the field, and we see this as an ideal opportunity to be part of a larger, more cohesive movement in Kentucky. We are also hopeful that our work will enable us to help educators feel more aware and prepared to teach and reach all communities.

### ***Best Practices in Youth Education and Development***

KAEE is the state host for the NAAEE Guidelines for Excellence, which provide a basis for best practices in environmental education. KAEE trains facilitators to lead educator workshops in the guidelines. These publications provide guidance for the development of high-quality environmental education for all audiences. Included in this set are Guidelines for Excellence for Early Learners and for K-12 Learners, which include key characteristics for what high-quality learning in these age groups looks like. Through these Guidelines workshops, KAEE has extensive experience providing professional development around best practices in environmental education for youth.

### **Staff Capacity**

KAEE's EE Manager will continue to dedicate 100% of their time to the LFUCG contract and be based out of the EQPW offices. This person is solely dedicated to this project and meeting the deliverables outlined in this proposal. This staff person has a high level of professionalism, a valid driver's license, and a proven track record in environmental education. In addition, KAEE has an outstanding team that would continue to work out of the EQPW offices under the leadership of the EE Manager. Resumes for the EE Manager and team members are included below.

KAEE's Executive Director, Deputy Director, and Operations Coordinator will work in partnership with the Environmental Education Manager to oversee all reporting requirements, invoices, reimbursements, and deliverables of this project are achieved, as well as assisting with the assessment deliverables. The Executive Director will also assist EQPW with hiring and overseeing various positions as vacancies arise. This project will count for approximately 5-7.5% of their time. Their time is included under the administrative fee in the budget rather than as a salary line item.

### **Consultant Profile:**

#### **Kentucky Association for Environmental Education (KAEE)**

Established in 1976  
PO Box 2739  
Elizabethtown, KY 42702  
[www.kaee.org](http://www.kaee.org)

**Mission:** Increase environmental knowledge and community engagement in Kentucky through the power of environmental education

**Vision:** A sustainable world where environmental and social responsibility drive individual and institutional choices

**Current Employees:**

Ashley Hoffman, Executive Director (estimated 5% of time)  
Salary: \$66,866  
14 years of experience (*resume attached*)  
[director@kaee.org](mailto:director@kaee.org)  
Work Location: Magnolia, KY

Brittany Wray, Deputy Director (up to 5% of time)  
Salary: \$54,000  
12 years of experience (*resume attached*)  
[brittany@kaee.org](mailto:brittany@kaee.org)  
Work Location: Richmond, KY

Michelle Wilson, Operations Coordinator (up to 7.5% of time)  
Salary: \$44,260  
10 years of experience (*resume attached*)  
[michelle@kaee.org](mailto:michelle@kaee.org)  
Work Location: Richmond, KY

Danny Woolums, EE Manager (100% of time)  
Salary: \$53,216  
3 years in current position (*resume attached*)  
[dwoolu@lexingtonky.gov](mailto:dwoolu@lexingtonky.gov)  
Work Location: Richmond, KY

Dawn Bailey (100% of time)  
Salary: \$44,100  
10 months in current position (*resume attached*)  
[dbailey@lexingtonky.gov](mailto:dbailey@lexingtonky.gov)  
Work Location: Lexington, KY

Sagan Goodpaster (100% of time)  
Salary: \$46,308  
9 months in current position (*resume attached*)  
[sgoodpaster@lexingtonky.gov](mailto:sgoodpaster@lexingtonky.gov)  
Work Location: Lexington, KY

Christie Hoskins (100% of time)  
Salary: \$47,570  
1 year in current position (*resume attached*)

[choskins@lexingtonky.gov](mailto:choskins@lexingtonky.gov)  
Work Location: Lexington, KY

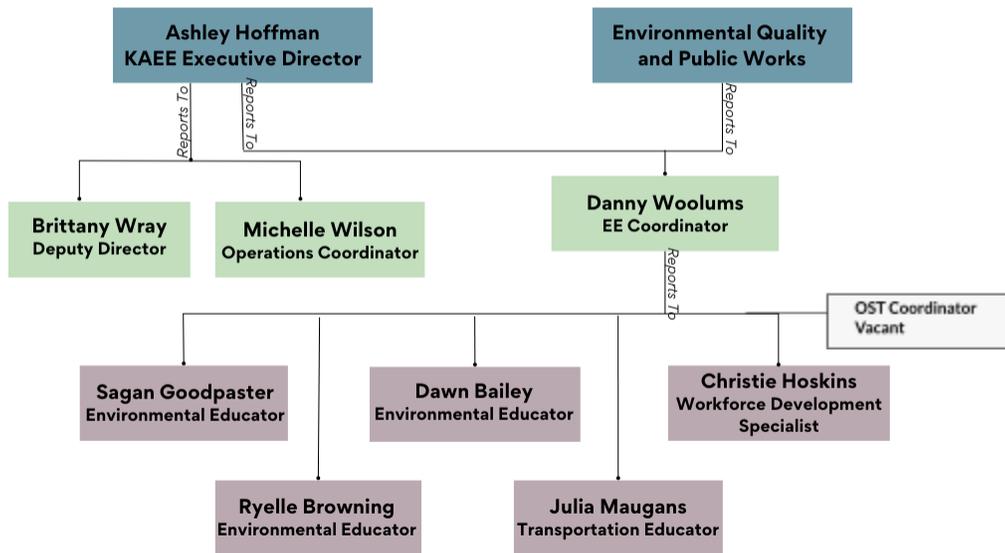
Ryelle Browning (100% of time)  
Salary: \$43,050  
9 months in current position (*resume attached*)  
[rbrowning@lexingtonky.gov](mailto:rbrowning@lexingtonky.gov)  
Work Location: Lexington, KY

Julia Maugans (100% of time)  
Salary: \$42,050  
9 months in current position (*resume attached*)  
[jmaugans@lexingtonky.gov](mailto:jmaugans@lexingtonky.gov)  
Work Location: Lexington, KY

### Organizational Chart

The following organizational chart highlights employees assigned to this project by name and title:

## KAEE & EQPW Employee Organization



### Staff Benefits:

KAEE believes in work-life balance and a flexible, family-friendly schedule and therefore offers compensatory time up to 120 hours for additional hours worked for all exempt employees, 15 days of vacation time (increasing incrementally up to 20 days after 5 years), 12 days of sick leave, and 13.5 paid holidays per year. Non-exempt employees are eligible for pre-approved overtime pay at time and a half for hours worked over 40 hours per week. KAEE provides a SIMPLE IRA plan with a 3% employer match, healthcare with 75% coverage of employee's premium OR a health reimbursement account for up to \$150/month in qualified healthcare expenses and premiums. Cost of these benefits

are included in the fringe rate included in the financial proposal. The 32% rate is based on an average of the fringe calculation for each staff member, which includes:

Workers Comp: .20% of salary

FICA: 0.0765 x salary

Unemployment: currently \$277 per staff member

Retirement Match: 3% of salary

Healthcare (75% of employee premium): varies by employee; ranges between \$1980-\$6306

Health and Wellness Stipend: \$750/yr

Vacation Leave: 15 days for staff under 2 years service; 17 days for 2+ years, 20 days for 5+ years

Holiday Leave: 13.5 days

### **Required Insurance Coverage:**

KAEE has an existing General Liability Insurance policy, Umbrella Liability, Directors' and Officers' Insurance, and Workers' Compensation that would meet coverage requirements for this bid. In addition, KAEE received an estimate from Energy Insurance for the additional Professional Liability and Commercial Automobile Liability Policy and anticipates an additional cost of \$2000 per year. Additional insurance may be necessary pending LFUCG's review of KAEE's existing policies. Due to the set cost structure of the bid, these costs/quotes could not be listed as a separate line item in the budget and instead are included in the overall admin fee.

### **2023-2024 Board of Directors:**

Rae McEntyre, Chair  
*Retired Science Consultant, Kentucky  
Department of Education*

Meg Grivil, Vice Chair  
*Assistant Professor, Child & Family Studies,  
Eastern Kentucky University*

Jackie Lomore, Secretary  
*Lower School Science Teacher, Sayre School*

Vivian Bowles, Treasurer  
*Retired teacher, Kit Carson Elementary*

Dan Pascucci, Past Chair  
*Youth and Family Programs Manager, Bernheim  
Arboretum and Research Forest*

Jennifer Beach, Board Member  
*Children's Librarian, Kenton County Public  
Library*

Jenny Hubbard, Board Member  
*Superintendent of Natural Areas, Lexington  
Parks & Recreation*

Rhonda Lamb, Board Member  
*Four Rivers Basin Coordinator, Jackson  
Purchase RC & D Foundation*

David Logsdon, Board Member  
*Environmental Educator, Pathfinders of Perry  
County*

Pony Meyer, Board Member  
*Park Naturalist, Raven Run Nature Center*

Jason Nally, Board Member  
*Natural Areas Branch Manager, Office of  
Kentucky Nature Preserves*

Louis Ross, Board Member  
*Environmental Education and Research Center  
Manager, Kentucky State University*

Henrietta Sheffel, Board Member  
*Retired*

Terry Wilson, Advisory Board Member  
*Director, Western Kentucky University Center  
for Environmental Education and Sustainability*

## Recent Government EE Grant Funding

- Landscape Analysis for EE in the Southeast - NE-02D46723: This project is currently in progress. All reporting requirements have been met to date. (2023) \$100,000
- Don't Waste It - NE01D14520: This project was successfully completed with adequate and timely reporting. All reporting requirements, including a final technical report, were completed on time and on track, meeting the expected outputs and outcomes. (2020) \$100,000
- Addressing Climate Change Statewide Through Concerted Community-based Initiatives - NE-00D43216-0C: This project was successfully completed with adequate and timely reporting. All reporting requirements, including a final technical report, were completed on time and on track, meeting the expected outputs and outcomes. (2016) \$91,000

## Other Recently Funded Assistance Agreements (similar in size, scope and relevance to the proposed project):

- Accelerating the Impact of Environmental Education Across the Southeast- Pisces Foundation: This project is in progress and focuses on building capacity for affiliates across the southeast (2024) \$300,000
- Environmental Education Leadership Corps-- Kentucky Environmental Education Council: This project places environmental educator AmeriCorps members at host institutions across the state. (2023) \$424,409
- Regional Landscape Analysis of Environmental Education Providers in the Southeast - National Fish and Wildlife Foundation and Pisces Foundation: This project was successfully completed and met all deliverables. (2020) \$100,000
- Building Capacity for Environmental Education at the State Level through Regional Partnerships—Pisces Foundation: This project is in progress and on track to successfully complete all reporting requirements in a timely manner and achieve all deliverables and reporting requirements. (2019) \$100,000

## Past Record of Contracts with Lexington Fayette Urban County Government:

- LFUCG Environmental Education Services: This project is currently in progress and set to close with all reporting requirements and deliverables met by June 30, 2024. 2021-2024 ~\$250,000
- Fayette County EE Needs Assessment - Part 1: This project was extended due to delays from COVID-19 but all reporting requirements and deliverables were completed in a timely manner. \$11,540
- Fayette County EE Needs Assessment - Part 2: All reporting requirements and deliverables were completed in a timely manner. \$3000

## References:

- Wesley Bullock, Kentucky Environmental Education Council, [wesley.bullock@ky.gov](mailto:wesley.bullock@ky.gov), 859-213-3034, *Project: Environmental Education Leadership Corps in Kentucky*
- Jackie Stallard, National Project Learning Tree, [Jaclyn.Stallard@forests.org](mailto:Jaclyn.Stallard@forests.org), *Project: National Project Learning Tree Next Generation Science Standards Correlations for 58 activities in the new K-8 Guide*
- Jason Morris, Pisces Foundation, [jmorris@piscesfoundation.org](mailto:jmorris@piscesfoundation.org), 415-364-3775 *Project: Regional Network and Capacity Building for the Southeast States and Regional Landscape Analysis for the Southeast States*

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## *Attachments:*

- A. Project Portfolio
- B. Resumes of Key Staff
- C. Affidavit, Equal Opportunity Agreement, Affirmative Action Plan, Workforce Analysis Form, MWDBE Participation Form, MWDBE Quote Summary Form, Statement of Good Faith Efforts, General Provisions, and Addendum #1

# Attachment A:

## KAEE Project Portfolio



Proposal for Bid Number: RFP-37-2024

*Submitted to the Lexington Fayette Urban County Government  
by the Kentucky Association for Environmental Education (KAEE)*

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### Similar projects from the last three years:

#### Environmental Education Leadership Corps (EELC) *(2018-present)*

The Kentucky Environmental Education Council (KEEC) contracts KAEE to serve as the fiscal agent for its Environmental Education Leadership Corps program, placing up to 25 AmeriCorps members at various EE centers around the state. This exciting initiative from our state agency helps us to get more “boots on the ground” for environmental education. KAEE pays the living stipend for the members and employs the EELC Program Director, Ashley Mike and the Member Coordinator, Willa Dawn Bayne, who both work full time out of the KEEC offices.



#### Project WET Contract with Kentucky Division of Water *(2015-present)*

KAEE provides the daily operational activities of Project WET through an innovative partnership with the Kentucky Division of Water (KDOW), which serves as the host institution of Project WET and provides essential funding for the program as well as teacher stipends and curriculum guides. Envisioning a world in which “action-oriented education enables every child to understand and value water, ensuring a sustainable future,” Project WET (Water Education for Teachers) is built on the premise that water connects all humankind, is for everyone, must be managed sustainably, and depends on personal responsibility and action. Through a state contract, KAEE manages the Project WET facilitator network and oversees Project WET workshops around the state. These curriculum materials are designed with a broad range of educators in mind, from classroom teachers to nature center staff to zookeepers to parents. The program’s educational activities are designed to seamlessly complement existing curricula, with activities fulfilling objectives and educational standards not only in the sciences but other disciplines, from fine arts to health, as well.

#### Southeast Regional Environmental Education Landscape Analysis *(2020-present)*

Conducted in partnership with the Southeastern Environmental Education Alliance and funded by the National Fish and Wildlife Foundation and Pisces Foundation, we conducted a comprehensive landscape analysis of environmental education in the southeast states. Organizations that responded are listed as part of a state and regional landscape of environmental education programs and services, as well as schools. By better understanding the important work being done in the southeast, we can

now identify gaps and barriers to access, as well as opportunities for service providers to partner with one another to advance our collective efforts toward environmental literacy. The final report provides recommendations and next steps for increasing environmental literacy efforts in the southeast. Learn more at [www.kaee.org/landscape](http://www.kaee.org/landscape).

## Professional EE Certification (2020-present)

KAEE has a state contract with the Kentucky Environmental Education Council to manage hiring of instructors, and purchasing materials and supplies for the Professional Environmental Educator Certification program. In addition, Ashley Hoffman has served as an instructor for the first two weekends of the course for the past few years.

## LFUCG Contract (2020-present)

Lexington Fayette Urban County Government provides significant funding and support for environmental education programs about waste management and water quality, including stormwater and sanitary sewers/wastewater treatment. KAEE was contracted to provide a review of current research on EE best practices, identify successful programs across the United States as potential models, and assess existing efforts. This report serves to share those results and make recommendations for funding priorities in the future, with an emphasis on how LFUCG and its partners can most effectively increase the environmental literacy levels of Lexington residents. In 2021, KAEE began managing a 3 year contract to oversee the environmental education services for the city of Lexington.



## KAEE Annual Conference (1976-present)

Upcoming: Morehead State University, November 13-15, 2024

Still our signature event, the conference brings together attendees from across the state for 3 intensive days of learning, sharing and networking.

## Annual Outdoor Learning Symposium (2017-present)



“Education in the environment. Education about the environment. Education for the environment.” -Dr. Terry Wilson, OLS Keynote Speaker

As we grow into a more technologically advanced society, distractions to learning are plentiful—even, at times, inside the classroom. In this day and age, it is more important than ever to consider the benefits of outdoor education.

Designed for administrators, this event brings together educator and administrator teams from around the state to learn how to extend the classroom outdoors! Teams also

received \$250 grants to implement an outdoor project at their school. This event is held annually. [Watch the video here.](#)

# Attachment B:

## Resumes of Key Staff



Proposal for Bid Number: RFP-4-2021

*Submitted to the Lexington Fayette Urban County Government  
by the Kentucky Association for Environmental Education (KAAEE)*

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*Please find resumes for Ashley Hoffman, Brittany Wray, Michelle Wilson, Danny Woolums and the current LFUCG EE Team attached.*

**Ashley N. Hoffman**  
 2650 Pikeview Rd, Magnolia, KY 42757  
 ashleyn.hoffman@yahoo.com  
 270-214-0587

**EDUCATION**

- **MS**, Nonprofit Administration, North Park University, GPA: 4.0 **2015**  
 Specializations: *Fundraising Management, Nonprofit Governance, and Nonprofit Management*
- **BS**, Wildlife Ecology and Conservation, University of Florida, GPA: 3.54 **2009**

**EMPLOYMENT HISTORY**

**Kentucky Association for Environmental Education, Executive Director** **April 2010-Present**  
**Southeastern Environmental Education Alliance, Executive Director** **January 2016-Present**

Lead strategic and business planning operations for Kentucky and the southeast. Serve as KAEE liaison with community, state, national and international organizations. Coordinate donor cultivation and management, grant writing, annual appeals, soliciting sponsorships, and other fundraising and development events for KAEE. Oversee and manage KAEE staff and volunteers.

**PROFESSIONAL MEMBERSHIPS**

Sustainable Forestry Initiative Board Member	<b>2020-Present</b>
Southeastern Environmental Education Alliance President	<b>2013-2015</b>
Four Rivers Watershed Watch Steering Committee Member	<b>2012-2015</b>
North American Association for Environmental Education (NAAEE) Affiliate Network Working Group	<b>2012-Present</b>
North American Association for Environmental Education Advisory Council	<b>2015-Present</b>
The Wildlife Society	<b>2006-2009</b>
Society for Conservation Biology	<b>2006-2007</b>

**RECENT MAJOR GRANTS & CONTRACTS**

Pisces Foundation	\$300,000	2024
Inflation Reduction Act Urban Forestry	\$526,500	2024
Environmental Education Leadership Corps	\$2,000,000	2024
Professional Environmental Education Certification	\$51,750	2024
Pisces Foundation	\$150,000	2023
Environmental Protection Agency	\$100,000	2023
Kentucky Division of Water - Project WET	\$80,000	2022

**CERTIFICATIONS**

- Professional Environmental Educator Certification, Kentucky Environmental Education Council 2012
- Master Environmental Educator Certification, Kentucky Environmental Education Council 2018
- Certified Facilitator in Project Learning Tree, Project WET, Project WILD, Leopold Education Project, Project Underground

# Brittany Wray

Education Director, Kentucky Association for Environmental Education

208 Anthony Way  
Richmond, KY 40475  
(502) 234-1492  
brittany@kaee.org

## EXPERIENCE

### **Kentucky Association for Environmental Education, KY — Education Director**

May 2016 - PRESENT

Developed and maintains eeCredential program, Developed and designed EE curriculum correlations to academic standards, managed environmental education curriculum programs and facilitators; planned and implemented professional development events for educators: Annual Conference, Outdoor Learning Symposium, Facilitator Training, and EE Curriculum Workshops; Designed marketing materials; Web development and communications

### **Model Laboratory School, Richmond, KY — Middle Grades Instructor, 6th Grade Math & 7th Grade Science**

August 2013 - May 2016

Designed lessons and units of instruction for math and science; implemented curriculum and provided daily instructional experiences for students

## EDUCATION

### **Eastern Kentucky University, Richmond, KY — Master's Degree, Middle Grades Education with P-12 EE Endorsement**

January 2014 - July 2016

### **Eastern Kentucky University, Richmond, KY — Bachelor's Degree, Middle Grades Education Math and Science**

August 2010 - May 2013

## PROJECTS

### **eeCredentials — Online professional learning courses for environmental educators**

Led the development and design of a series of online courses with the goal of providing virtual, easy to access, professional development opportunities for environmental educators across the state of Kentucky. Continues to manage and oversee the implementation of the program.

### **Standards Correlations — EE curriculum correlations for Next Generation Science Standards**

Led the development and design of national EE curriculum programs to the Next Generation Science Standards and three-dimensions of science.

## SKILLS

Planning and delivering high-quality professional development

Developing and designing curriculum

Graphic design and video editing: Adobe suite of products, Canva

Software: Google Suite, MailChimp, Web development programs, learning management systems: Moodle, Google Classroom

Highly organized

Self-motivated

## CERTIFICATIONS

**Environmental Education Endorsement** from Eastern Kentucky University's NAAEE and NCATE accredited program

**Certified Educator and Facilitator** for Project Learning Tree, Project WET, Project WILD, Leopold Education Project, Project Underground, and NAAEE Guidelines for Excellence

# Michelle Wilson

Results-driven operations specialist with a decade of experience in non-profit work and a proven track record in streamlining operational processes, enhancing efficiency, and driving organizational success.

## PROFESSIONAL EXPERIENCE

### Kentucky Association For Environmental Education (KAEE)

#### Operations Coordinator

MAY 2023—PRESENT

- Oversees bookkeeping, payments, invoices, and receipt tracking.
- Coordinates contracts with other organizations—like Lexington Fayette Urban County Government and Kentucky Environmental Education Council—by tracking transactions and receipts, filing and coordinating invoices, and sending and tracking payments to vendors and other organizations.
- Administers payroll for KAEE staff and contractors as well as coordinates benefit enrollments for staff.
- Provides data entry and manages datasets for databases including grants, project management systems, and multi-state surveys and projects.
- Collaborates with other staff to manage timelines and tasks for grant deliverables and reporting.
- Assists in coordinating KAEE email marketing, social media, and other communication for the organization.
- Coordinates enrollment for KAEE hosted workshops, eeCredential courses, and events.

#### Administrative Specialist

NOV 2021—MAY 2023

- Provides data entry and manages datasets for databases including grants, project management systems, and multi-state surveys and projects.
- Oversees bookkeeping, receipt tracking, and payroll for organization.
- Maintains the organization's website, email marketing, and other relevant software platforms.
- Coordinates enrollment for KAEE hosted workshops, eeCredential courses, and events.

#### Administrative Assistant

MAY 2021—NOV 2021

- Coordinates enrollment for KAEE hosted workshops, eeCredential courses, and events.
- Oversees transaction and receipt tracking for organization.
- Assists in processing curriculum guide orders for KAEE programs and facilitators.

### Tulip Poplar Publications

#### Founder and Owner

JUNE 2017—PRESENT

- Manages day-to-day operations and all administrative work of writing business.
- Produces content for communications and writing projects.
- Collaborates with clients and customers to create content and products.

#### Freelance Copywriter

JUNE 2017—PRESENT

- Writes short and long form articles for clients in a variety of industries.
- Creates branded content to drive engagement for target audiences.
- Collaborates with team to produce consistent marketing copy across products.

Richmond, KY 40475

(606) 369-1343

[michelle@kaee.org](mailto:michelle@kaee.org)

## SKILLS

Bookkeeping  
Financial Compliance  
Grant Management  
Budgeting  
Copywriting  
Strategic Planning  
Project Management  
Public Speaking  
Crisis Intervention  
Email Marketing  
Collaboration

## ADDITIONAL EXPERIENCE

**Unlimited Grace Media—Project Manager—2022-2023**

**VIPKid—ESL Tutor—July 2021–September 2021**

**Madison County Health Department—Health Educator, Preparedness Coordinator—Feb 2017–June 2018**

**QPR Trainer—2015–2020**

**bluegrass.org—Prevention Specialist, Zero Tolerance Program Coordinator—Aug 2015–Feb 2017**

**Behavioral Support Specialist—2013–2016**

**Carnegie Center—Volunteer Tutor—2014**

**UK Comparative Cognition Lab—Student Researcher—2012**

**Lexington Public Library, Village Branch—Tutor—2011**

**Centre International D'Antibes—French Language Studies—July 2011**

## EDUCATION

**University of Kentucky,**

Lexington, KY

**Bachelor of Arts—English & Psychology—2013**

Graduated Cum Laude

# Danny Ray Woolums Jr.

(859) 913-0418

dannyr.woolumsjr@gmail.com

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## Education

*Bachelor of Arts in Philosophy*. Transylvania University, Lexington, KY August 2013

- Political Science and Spanish Minors

## Relevant Experience

### *Environmental Education Coordinator*

Department of Environmental Quality and Public Works,  
Lexington-Fayette Urban County Government, Lexington, KY  
Present

June 2021 -

(Through contract with the Kentucky Association for Environmental Education)

- Interview, hire, train, supervise staff and work to manage schedules to meet needs of programs.
- Hire full and part-time staff, interns, AmeriCorps members, and volunteers
- Train staff on safe use of equipment and chemicals used in the workplace.
- Prepare and administer program budgets, project costs and ensures compliance with funding, managing \$577,000 budget to procure all equipment, materials and supplies as needed
- Make budget and purchasing decisions for programming as best meets Department communication goals
- Respond to public inquires, concerns and complains, maintaining relationships with diverse members of the public
- Represent LFUCG, the Division of Environmental Services and the Environmental Education program at various internal and external meetings, public functions and events
- Develop environmental education curriculum Kindergarten through 12<sup>th</sup> grade students, including related experiences for each curriculum unit, including sites including McConnell Springs Park and Raven Run Nature Sanctuary.
- Build direct relationships with Fayette County Public Schools staff related to curriculum and workforce readiness coordination.
- Develop learning experiences for out of school programs.
- Build relationships with programs providing out of school programs such as William Wells Brown, Dunbar, Kenwick, and Black and Williams Community Centers.
- Develop teacher professional development programs to equip educators with best practices and techniques for engaging their students with their local and urban environment.
- Develop protocols for field trips to sites including McConnell Springs Park and Raven Run Nature Sanctuary and work to reimburse schools for buses and substitutes as appropriate.
- Create and oversee regular programming calendar including summer programs and during school year programs.
- Create (with support of other city staff) signage and write “scripts” for field trip sites such as the Recycle Center, Haley Pike Waste Management Facility (capped landfill and compost pad), Town Branch Wastewater Treatment Plant, West Hickman Wastewater Treatment Plant, watershed sampling sites and other appropriate sites as they are identified.
- Train education team to lead field trips at multiple sites with messaging consistent with program needs.
- Develop, with Workforce Development Specialist, opportunities for middle school camp students (& others, particularly from underserved populations) to intern and shadow within the Department of Environmental Quality and Public Works.
- Attend lessons with staff to provide feedback and assessment on behalf of the Department of Environmental Quality and Public Works.

- Facilitate plans for staff to meet outlined goals in SOW and divide work time accordingly including tracking engagement information.
- Maintain and report on programming engagement as requested.
- Evaluate impact and effectiveness of lessons and programs with team to recommend changes and improvements.
- Create materials and activities for use with outreach trailer in conjunction with the Event Coordinator.
- Staff tabling events during evenings and weekends as required.
- Performs other related work as assigned.

*Environmental Educator,*

Bluegrass Greensource, Lexington, KY

February 2015 –

August 2020

- Facilitated workshops for the public on how to use internationally recognized environmental education curricula so as to meet local, state, and national education standards.
- Developed curriculum for elementary education to meet local, state, and national standards in accordance with the progression as seen in the North American Association for Environmental Education K-12 Environmental Education: Guidelines for Excellence.
- Educated community members on topics, as needed, through interactive workshops (e.g., How to create and install a rain barrel, How to live more sustainably).
- Partnered with community agencies to develop unique programs such as The Teachers' Environmental Academy (a program by the Lexington-Fayette Urban County Government), a \$40,000 program focused on directly connecting Fayette County teachers with their local city infrastructure and equipping them with the resources to teach about it in the classroom.
- Partnered with school Family Resource and Youth Services Center Coordinator to develop all-day summer camp programs in Owen County themed around water conservation and quality.
- Guided (or assistant in guiding) field trips of Fayette County environmental quality locations such as the Lexington Recycling Center (or Materials Recovery Facility – MRF), the Town Branch Wastewater Treatment Center, and McConnell Springs for elementary, middle, and high school aged students to highlight environmental impact and possible career opportunities.
- Exhibited at "Career Days" in elementary and middle schools in Fayette and surrounding counties to highlight the importance of understanding environmental impact and the career opportunities related to that understanding.
- Created "Color Your Watersheds" coloring activity to highlight the nine watersheds in Fayette County at outreach events.
- Wrote responses to Requests for Proposals (RFP) from city governments and develop language for contracts with providers of municipal services and county governments.
- Taught bilingually at schools with Spanish Immersion Programs, including Maxwell Elementary, Liberty Elementary, and Cardinal Valley Elementary in Lexington, KY.
- Managed multiple projects concurrently, such as the Kentucky Energy for Youth (KEY) program (a program by the Kentucky Office for Energy Policy), the Water Warrior's Camp (a program by Kentucky-American Water), and the Georgetown Stormwater Mural Program (a program by the City of Georgetown).
- Collaborated with district superintendents, school principals, teachers, liaisons to municipal services, community partners, volunteers, students, and elected officials.
- Worked outdoors and indoors while also transporting materials by hand or with carts to and from site locations.
- Staffed tabling events during evenings and weekends as required.

*Learning Coach*

Sphinx Academy, Lexington, KY  
December 2014

January 2014 –

- Developed lesson plans and course curriculum for students to learn independently or to be taught by myself.
- Revised student papers/assignments before submission to other core teachers.
- Worked together with other Learning Coaches and Director of Education to find/develop new programs for students.

*Member,*

LFUCG Environmental Commission, Lexington, KY  
Present

February 2017 –

- *Past Chair* (July 1, 2023 – Present); *Chair* (July 1, 2021 – June 30, 2023); *Vice Chair* (January 2021 – July 2021); *Director At-Large* (July 1, 2019 – January 2021)
- Chair Synergies Committee to establish understanding of related commissions, boards, and agencies to ascertain commission relevancy and future direction.
- Collaborate with fellow commissioners to provide outreach to citizens of Lexington regarding environmental issues.
- Re-establish networking and public information events (e.g., Green Drinks Program).
- Represent LFUCG District 4 environmental concerns on the commission.

*Member, Board of Directors,*

Kentucky Association for Environmental Education, Statewide KY  
September 2016

September 2014 –

- As Co-Chair of Education Committee, determined and developed necessary programs for expanding environmental literacy across the state.
- Collaborated with fellow board members to strategize goals and objectives for the upcoming year.
- Reviewed organization budget to determine necessary hiring needs and raises for existing employees. Served as the organization grew from one full-time employee to two full-time and one part-time employee.

*Cashier*

Gordmans, Lexington, KY  
February 2015

November 2013 –

- Greeted and welcome customers and make sure they are properly accommodated.
- Processed new inventory from trucks and ensure it is ready to be put onto the sales floor.
- Displayed new inventory on sales floor according to location charts (flow) and assist section lead in creating displays for featured items.
- Answered incoming calls and direct to requested departments or staff members .
- Received Employee of the Month for excellent customer service.

*Junior Clinic Administrator for Customer Service and Retention,*

Massage Envy Spa, Lexington, KY  
June 2014

September 2012 –

- Managed clinic staff when on duty by resolving customer service concerns, internal disputes, etc.
- Supported senior management by maintaining/analyzing key metrics and data about customer service goals and membership growth.

- Problem-solved with clients as needs for their membership-accounts arose by meeting with them in person or communicating via email or phone.
- Reviewed and revised policy handbook during development. Additionally, reviewed other emails and correspondences as needed by management team.
- Established relationships with regular clients by memorizing key details about their lives and their interests to make them feel more welcome and appreciated.

*Cashier/Cash-Handler,*

Old Navy

July 2023

November 2011 –

- Greeted and welcome customers and make sure they are properly accommodated.
- Assisted managers by providing computer overrides to provide discounts, change, or corrections when needed to cashiers.
- Assuage customer concerns and complaints on behalf of other cashiers as needed.
- Trained new cashiers and provided guidance to fellow associates by directing tasks and managing front end area when management was not present.
- Counted all cash in registers and in safe at the beginning of opening shifts to verify the registers are properly ready to open.
- Counted all cash in registers and in safe at the end of closing shifts and prepare cash deposit for the store.

*Waste and Recycling Coordinator,*

Transylvania University, Lexington, KY

May 2012

August 2010 -

- Managed alternative waste services (Ink Cartridge, Battery and Electronic Recycling; Terracycle) offered through school sustainability office.
- Offered programming to students, staff, and faculty to ensure awareness of waste services on campus (school composting efforts, BMPs for recycling, etc.).
- Assisted Director of Sustainability with data collection/research, poster/sign making, and any additional functions as needed.
- Developed interactive displays to highlight waste and conservation efforts.
- Engaged students, faculty, and staff members at tabling events to discuss needed efforts on campus for sustainability (e.g., eliminating office space heaters, promoting the consumption of local foods, encouraging recycling, etc.)

*Secretary, Board of Directors,*

Bluegrass Greenworks, Inc., Lexington, KY February 2010 - August 2012

- As secretary, recorded minutes of all meetings and distributed to members via email after meetings had ended.
- Collaborated with fellow board members on development of annual Green Expo.

**Relevant Achievements**

- CEE-Change Fellow, North American Association for Environmental Education
- First Aid and CPR/AED Certified, April 2023
- League Cycling Instructor, League of American Bicyclists, November 2021
- Certified Workshop Facilitator for Project WILD, Project Underground, Leopold Education Project, Project Learning Tree, Project WET 2.0, June 2014
- Kentucky State Certified Environmental Educator, May 2015 (Internationally Accredited through North American Association for Environmental Education)

- Graduate, ELEVATE Kentucky, May 2017 (A Program of Leadership Kentucky)
- Certified Workshop Facilitator for Population Education, October 2018 (Nationally certified through Population Connection)
- Graduate, Lexington Citizens' Police Academy, May 2019
- Graduate, Lexington Citizens' Planning Academy, July 2019 (A Program of The Fayette Alliance)

### **Presentations**

- *Healing the Land, Healing the People*; Law Review Symposium on Restorative Justice: Examining Community, Criminal, and Environmental Themes; Northern Kentucky University Chase College of Law; Highland Heights, KY; March 2024
- *Gamifying Environmental Education*; Annual Conference; Kentucky Association for Environmental Education; Cave City, KY; September 2023
- *From Environmental Education to Civic Engagement: Why Government Needs Environmental Education*; CEE-Change Leadership Institute; Shephardstown, WV; August 2023
- *Meaningful Action & Learning: Navigating Stakeholder Partnerships to Promote Civic Engagement & Meaningful Learning*; Annual Conference; North American Association for Environmental Education; Tuscon, AZ; November 2022
- *Engaging Communities through the Academies Model*; Annual Conference; North American Association for Environmental Education; Lexington, KY; November 2019
- *Developing Public-Private Partnerships*; Annual Conference; Kentucky Association for Environmental Education, Jamestown, KY 2016

### **References**

Mrs. Adonya Boyle  
*STEM Lab Teacher*  
 Cardinal Valley Elementary Fayette  
 County Public Schools  
 (859) 699-9359, adonya.boyle@fayette.kyschools.us

Mr. Anthony Jackson  
*Recreation Manager*  
 Lexington-Fayette Urban County Government, Department of General Services, Division of Parks and Recreation  
 (859) 338-0802, ajackson@lexingtonky.gov

Mrs. Julie Moore  
*4th-6th Grade Science Teacher*  
 School for the Creative and Performing Arts (SCAPA) at Bluegrass  
 Fayette County Public Schools  
 (502) 550-9192, julie.moore@fayette.kyschools.us  
 \* 2017 Kentucky Science Teacher Association Elementary Science Teacher of the Year

Mrs. Angela Poe  
*Program Manager, Sr.*  
 Lexington-Fayette Urban County Government, Department of Environmental Quality and Public Works, Division of Environmental Services, Public Information and Engagement Section  
 (859) 285-9130, apoe@lexingtonky.gov

Mrs. Jennifer Reynolds  
*11<sup>th</sup> District Councilmember*

Lexington-Fayette Urban County Council  
(859) 948-3167, jreynolds@lexingtonky.gov

Mrs. Stephanie Sawyer  
*4th Grade Teacher*  
Eastern Elementary  
Scott County Public Schools  
(502) 316-0160, stephanie.sawyer@scott.kyschools.us

**Ryelle Browning**  
[ryellebrowning@gmail.com](mailto:ryellebrowning@gmail.com)  
(859)248-6723  
100 Congleton Lane  
Richmond, KY 40475

## **EDUCATION**

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### **The University of Chicago**

Chicago, IL

*Bachelor of Arts in Environmental and Urban Studies*

Graduated June 2023

GPA: 3.855

**Honors:** Dean's List (2021-2022, 2022-2023)

**Relevant Coursework:** Environmental Justice in Principle and Practice, Human Impact on the Global Environment, Sustainable Urban Development

## **EXPERIENCE**

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### **Lexington-Fayette Urban County Government**

Lexington, KY

*Environmental Educator*

September 2023 – Present

- Lead lessons and field trips for students attending kindergarten through 12<sup>th</sup> grade to improve understanding of waste management, water quality, and sustainability
- Assist with facilitating professional development for Fayette County teachers, introducing them to individuals and resources that can support environmental education in their classrooms
- Communicate with Fayette County residents through outreach events to engage citizens with local environmental goals

### **University of Chicago**

Chicago, IL

*Phoenix Sustainability Initiative Member and Project Group Leader*

October 2020 – June 2023

- Supervised organization members in planning service events and fundraisers to increase community awareness of sustainability
- Taught environmental education lessons at Chicago Public Schools, contributing to green career development

### **Beach Camp at Sunset Bay**

Edmonds, WA

*Teaching Assistant*

June 2022 – September 2022

- Facilitated marine science and outdoor education activities for groups of up to 20 students ages seven to 14, leading students to develop skills in scientific measurement, teamwork, and environmental awareness
- Communicated with clients to develop and maintain organized records of camper information, contributing to smooth facility operations overall

### **Housing and Residence Life - The University of Chicago**

Chicago, IL

*Resident Dean Virtual Assistant*

February 2021 – June 2021

- Researched and communicated with vendors, surveyed participant interest, and supervised in-person and virtual workshops and competitions to enrich the experiences of peers in on-campus housing
- Ordered, received, and distributed deliveries for university programming while following budgeting guidelines

### **Bluegrass Greensource**

Lexington, KY

*Remote Intern*

June 2020 – August 2020

- Created a sustainable home certification program to encourage environmentally friendly behaviors
- Communicated with community leaders and organized flyers, protocols, and litter clean-up supplies for 11 city-wide events leading to broader awareness of environmental causes across the community
- Analyzed the organization's social media analytics and provided recommendations to increase engagement on posts

**Bright Beginnings Childcare***Substitute Teacher*

Berea, KY

July 2019 – September 2019

- Supervised groups of children ages infant to 11 and gained experience working in a fast-paced environment
- Organized classroom, served meals, and discussed behavior management with parents to provide safe learning environment for children

**Cedar, Inc.***Remote Intern*

Morehead, KY

September 2018 – July 2019

- Evaluated an entrepreneurial coal land redevelopment educational program and analyzed survey results that demonstrated an increase in entrepreneurial mindset and work ethic in high school student participants
- Created and presented results of statistical analysis to supervisor, suggesting improvements to increase skill development in students including creativity and collaboration

**Morehead State University***Undergraduate Research Student*

Morehead, KY

August 2018 – May 2019

- Collected imagery of Triplett Creek erosion structures using drone technology and created maps to be used by local organizations to evaluate their effectiveness in preventing erosion, creating riffle habitats, and increasing oxygen levels
- Presented research at Morehead State Celebration of Student Scholarship, earning a Certificate of Merit

**SKILLS**

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**Certifications:** Professional Environmental Educator Certification, First Aid and CPR**Professional Development:** Participated in Climate Education and Don't Waste It! curriculum workshops**Computer:** Proficient in Canva, GeoDa, Google Workspace, Microsoft Office Suite, QGIS, and R**Language:** Conversant in Spanish

# Julia Maugans

109 Hagerman Ct, apt 2, Lexington, KY 405084

juliamaugans@gmail.com

(502) 718-5814

## Education

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**University of Kentucky**, Lexington, KY

May 2022

Bachelor of Science in Natural Resources and Environmental Science

Minor in Wildlife Management

Lewis Honors College

Magna cum Laude

Presidential Scholarship Awardee

## Experience

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**Alternative Transportation Educator**

May 2022-Present

Lexington-Fayette Urban County Government

Lexington, KY

- Created curricula on cycling safety following best practices as outlined by the League of American Bicyclists (LAB) and aligned to Kentucky Academic Standards
- Teach environmental education lessons to students K-8 in alignment with Kentucky Academic Standards for Science
- Lead field trips to McConnell Springs, including water quality testing, land use history, urban forestry, and geology
- Formed and maintain relationships with gym teachers throughout Fayette and Jessamine County to bring content into 2<sup>nd</sup> and 3<sup>rd</sup> grade classes
- Teach lessons on urban forestry, wastewater treatment, stormwater runoff, and alternative transportation to K-12 students and the general public in classroom, natural, and tabling settings
- Plan events for the general public, including Lexington Glow Ride and Lexington Streetfest
- Oversee and coordinates volunteers, employees, and interns during programming and events
- Develops and maintains relationships with internal and external stakeholders including LFUCG employees, businesses, vendors, neighborhood associations, and the general public to create events and programming
- Manage a budget of nearly \$10,000 for cycling education and events
- Facilitate workshops on Projects WET, WILD, and Learning Tree for teachers as needed
- Market and facilitate Safe Cycling courses for adults as a League Cycling Instructor for the LAB
- Manage Americorps team members and high school interns in implementing educational programming
- Train new staff on current lessons

## Professional Development and Certifications

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### Professional Development

- National Association for Interpretation Conference, 2023
- Kentucky Association for Environmental Education Conference, 2023
- National Afterschool Association Conference, 2023
- Kentucky Association for Environmental Education Conference, 2022
- North American Association for Environmental Education Conference, 2022
- Partners in Community Forestry Conference, 2021
- Society of American Foresters Conference, 2020
- Kentucky Academy of Sciences Conference, 2020

**Certifications**

- Project WET, WILD, Aquatic WILD, and Learning Tree Educator
- Project WET, WILD, and Learning Tree Facilitator
- Professional Environmental Educator Certification
- American Red Cross First Aid and CPR/AED
- League of American Bicyclists Certified Instructor

**Skills**

- Proficiency in Microsoft Word, Excel, and PowerPoint
- Proficiency in Adobe Illustrator, Adobe Acrobat, and Adobe InDesign

**Dawn Bailey**  
1164 Bay Meadows Drive, Lexington, KY 40514  
(859) 576-4887  
dmbaileyblue@gmail.com

## **EMPLOYMENT HISTORY:**

### **Environmental Educator at Lexington Fayette Urban County Government**

August 2023 - Present

Supervisor: Danny Woolums

- Scheduled and led curriculum aligned environmental education programming in K-8th grade classes throughout the FCPS system.
- Helped facilitate and lead field trips for students K-12th at the MRF (Recycling Center), local parks, and landfills.
- Wrote and created curriculum aligned environmental education programming
- Created and put together the supplies for programming
- Attended and helped lead activities at outreach events including but not limited to City wide events, neighborhood festivals, and STEM nights.

### **Education Coordinator at The Arboretum, State Botanical Garden of Kentucky**

September 2019 - August 2023

Supervisor: Molly Davis, Director

- Managed the Kentucky Children's Garden
- Researched, developed, and lead daily environmental educational programming based on the mission of The Arboretum
- Created and led environmental educational events for adults and children that aligned with the mission of The Arboretum
- Recruited, trained, and managed a team of 40 plus volunteers each season
- Tracked hours worked by volunteers
- Recruited applicants, interviewed, hired, trained, and managed a seasonal staff of 2-4 people
- Managed the Facebook and Instagram accounts for The Arboretum
- Managed the annual budget for the Kentucky Children's Garden
- Coordinated Spring and Fall field trips for local schools that aligned with state standards
- Wrote and applied for grants; four were funded
- Promoted Arboretum events on radio and live tv interviews
- Created marketing materials for large and small events
- Created promotional materials to advertise Arboretum events
- Developed relationships with community partners
- Created educational videos for events and social media
- Researched, developed, and lead Facebook live lessons for kids during Covid shut down
- Created fundraising materials in the form of videos and post for our annual giving campaign
- Planned and led several large annual events including Arbor Day, Earth Day, and Addie's Day with 700 – 1,500 people in attendance

### **Seasonal Park Guide at Mammoth Cave National Park**

April 2019 - August 2019

Supervisor: Chris McDowell (270) 758-2180, may be contacted

- Researched, developed, and led tours related to the history, geology, and ecology of the cave.
- Staffed the visitor center information desk, educating, and orienting visitors to the resources at Mammoth Cave National Park
- Researched, developed, and led themed 30-minute surface hikes
- Researched, developed, and led themed Junior Ranger activities
- Researched, developed, and led 15-minute porch talks related to the ecology of Mammoth Cave

### **Volunteer at Mammoth Cave National Park**

February 2019 - March 2019 Volunteer: 40 hours a week

Supervisor: Jennifer Shackelford, Environmental Education Manager (270) 758-2180, may be contacted

- Led education programs at local schools about the history and ecology of Mammoth Cave

- Helped coordinate and execute a volunteer project to prevent bats and birds from nesting in a historic building
- Used saw, hammer, nails, electric drill, screws, ladder, staple gun, and knife for volunteer project
- Co-wrote a Job Hazard Analysis for a volunteer project
- Assisted with guided tours

### **Seasonal Ranger at Bering Land Bridge National Preserve**

June 2018-October 2018

Supervisor: Interpretive and Education Program Manager; Kathleen Cullen (800) 471-2352, may be contacted

- Researched, developed, and created themed display tables to engage and educate the public
- Staffed the visitor center front desk, educating, and orienting visitors to the resources at the Bering Land Bridge and surrounding community of Nome, AK
- Researched, developed, and presented 60-90 minute weekly interpretive programs, including Junior Rangers and Tundra Tots
- Lead backcountry hikes educating the public about river crossings, bear safety, and Leave No Trace
- Promoted the organization's mission and programs through weekly informative posts and photography on Facebook and Twitter
- Responded to written inquiries for information on the Bering Land Bridge National Preserve and their Junior Ranger program
- Promoted the Bering Land Bridge's mission and events live on two local independent radio stations
- Incorporated Audience Centered Experience techniques into already written programs
- Developed, researched, and lead 20-minute interpretive talks that incorporated ACE technique and themes of the Bering Land Bridge National Preserve
- Managed and strengthened the partnership with the local Boys and Girls Club and the Preserve.
- Coordinated all programs for the Boys and Girls Club, bringing STEAM and Bering Land Bridge themed programs to students
- Managed and strengthened the partnership with the Nome Juvenile Detention Center. Coordinating all programs so that our staff could regularly bring STEAM and Bering Land Bridge themed programs to students
- Wrote new programs based on the interpretive themes of the Bering Land Bridge
- Handled cash and credit card transactions using square system on iPad
- Coordinated and co-led several programs in a partnership with Fish and Wildlife
- Consulted with biologists, anthropologists, tribal leaders, ecologists, ornithologists, and a marine biologists from the Marine Advisory Program to ensure that the programs I developed were scientifically sound and culturally sensitive

### **Student Conservation Association Intern at Bering Land Bridge National Preserve**

April 2018 - June 2018

Supervisor: Interpretive and Education Program Manager; Kathleen Cullen (800) 471-2352, may be contacted

- Staffed the visitor center front desk educating and orienting visitors to the resources at the Bering Land Bridge and surrounding community of Nome, AK
- Coordinated, planned, and executed a visit to two remote communities of the Bering Strait School District. At each school, I lead educational programs in classrooms seeing 75-100 students in 3 days. Visits consisted of traveling 3 to 4 days, staying in the school libraries, and traveling on small 12 person planes
- Led environmental education programs at a juvenile detention facility

### **Seasonal Ranger at Bering Land Bridge National Preserve**

May 2017 - September 2017

Supervisor: Interpretive and Education Program Manager; Kathleen Cullen (800) 471-2352, may be contacted

- Researched, developed, and presented 60-90 minute weekly interpretive programs, including Junior Rangers and Tundra Tots
- Staffed the visitor center front desk educating and orienting visitors to the resources at the Bering Land Bridge and surrounding community of Nome
- Handled cash and credit card transactions using a cash register
- Lead backcountry hikes educating the public about river crossings, bear safety, and leave no trace
- Promoted organization's mission and programs through weekly informative post and photography on the Bering Land Bridge National Preserve's Facebook and Twitter accounts
- Responded to written inquiries for information on the Bering Land Bridge National Preserve
- Created themed display tables to engage and educate the public

- Developed and led interpretive talks on subjects relating to the Bering Land Bridge National Preserve
- Created and ran Sea Side Saturday; A new program for families with the purpose of educating about the Bering Sea and the creatures that call it home. Earned a Star Award for the execution of Sea Side Saturday

**Kayak and Stand-Up Paddleboard Guide at Adventure Sea Kayak**

February 2015 - September 2015, May 2016 - April 2017

Supervisor: Brian Houston (239) 576-6000, may be contacted

- Confidently led kayak and stand-up paddleboard tours for groups up to 10 people in the Pine Island Sound off Captiva Island
- Lead weekly lessons for elementary student groups
- Monitored weather and made cancelations or rescheduled as needed for the safety of visitors and staff
- Handled large sums of cash and credit card transactions daily
- Trained new guides how to paddle, execute self and T-rescues, properly fit guest in PFDs, use a tow rope, and other safe paddling practices
- Trained new guides about the ecology of the coastal mangroves and local history of Captiva Island
- Served as an information point for visitors about services offered not only by our company but the entire Island
- Provided education regarding the local ecology and history of the Island and surrounding waters
- Delivered instruction and lessons for kayak and SUP users
- Consistently maintained an atmosphere of safety
- Scheduled tours and maintained tour equipment

**Family Support Center Coordinator at Pop Wuj (Guatemalan Run NGO)**

January 2014 - March 2014, November 2015 - April 2016

Supervisor: Amy Scheuren

- Assisted with the "Safe Stove" project, lead construction efforts to build safe stoves for families in nearby villages
- Developed fun activities for a youth that was confined to her bed due to illness
- Developed fun and easy activities that would be engaging and educational for children and the volunteers
- Ensured the students and potential donors visiting the Family Support Center behaved in a culturally sensitive manner.

**Tour Guide and Front Desk Staff at Everglades International Hostel and Tours**

October 2014 - January 2015

Trainer: Caren Tautz-Kopania (*Longtime volunteer for Everglades National Park*)

- Provided full day and half day eco-tour services for groups up to 9 people in the Everglades National Park
- The tours consisted of "wet walks" in a cypress dome and kayaking or canoeing in 9-mile Pond
- Demonstrated my ability to do a self and assisted rescue in both a kayak and canoe
- Drove a 15-passenger van-with a trailer
- Served as the first information point for visitors to The Everglades
- Organized and arranged accommodation for guests.
- Provided supervision and management of front desk activities and duties

**EDUCATION:**

**University of Kentucky, May 2011**

B.A. Degree, Anthropology; Minor in History

**LANGUAGES:**

Conversational Spanish

## Sagan Brianne Goodpaster, Ph.D.

2051 Kiddville Rd.  
Winchester, KY 40391

(859) 595-4357  
sagan.goodpaster@gmail.com

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### Summary

Science educator with more than ten years of experience in the field. Dedicated to promoting the inclusion of environmental education and outdoor learning experiences in K-12 education.

### Education

Ph.D. Educational Sciences - STEM Education, University of Kentucky, Lexington, KY (August 2022)

Overall GPA: 4.0

M.S. Biology, Eastern Kentucky University, Richmond, KY (August 2013)

Overall GPA: 4.0

B.S. Biology, Morehead State University, Morehead, KY (May 2011)

Overall GPA: 3.8; Dean's List, *Magna cum laude*

### Professional Experience

***Environmental Educator***, Lexington-Fayette Urban County Government and Kentucky Association for Environmental Education (September 2023-present)

- Taught environmental education lessons related to solid waste management, stormwater management, sanitary sewer systems, and sustainability in K-8 classrooms
- Designed NGSS-aligned environmental education lessons for K-8 classrooms
- Developed lesson-level and unit-level assessments
- Assisted with community outreach events
- Planned and facilitated field trips and other related experiences with education team
- Assisted with planning and facilitation of the Teachers' Environmental Academy

***Part-time Instructor and University Supervisor***, University of Kentucky Department of STEM Education (January-May 2023)

- Instructor of record for SEM 421 STEM Education Methods I
- Supervised seven student teachers. This included four field observations for each student, one-on-one meetings after each observation, and evaluating lesson plans and class materials.

***Science Content Writer***, STEMGen, LLC and Alef Education (July 2022-February 2023)

- Designed NGSS-aligned, digital science lessons and assessments for English language learner classrooms in UAE charter schools, grades 5-9
- Peer-reviewed lessons written by other science content writers
- Reviewed development of interactive science lessons in the digital platform
- Assisted with organizing workflow and managing deadlines

***Graduate Research Assistant***, University of Kentucky Department of STEM Education (May 2021-August 2022)

- Assisted with developing an NGSS-aligned, six-lesson unit for middle and high school science classes through the NIH-funded WACKIEST project: Wastewater Assessment for Coronavirus in Kentucky, Implementing Enhanced Surveillance Technology
- Facilitated in-service middle and high school teachers' review of the curriculum using the EQuIP rubric
- Solicited administrator support for piloting the curriculum at middle and high schools in eight eastern Kentucky counties associated with the wastewater testing sector of the WACKIEST project

- Recruited science teachers from these participating school districts to pilot the curriculum

**Graduate Teaching Assistant**, University of Kentucky Department of STEM Education (August 2019-May 2021)

- Instructor of record for SEM 110 Introduction to STEM Education (Spring 2020)
- Instructor of record for SEM 328 Elementary Science Methods (Fall 2019)
- Assisted faculty with preparation of class materials, curriculum development, and creation of assessments
- Assisted SEM 328 faculty in managing Zoom during virtual class sessions
- Supervised seven pre-service teachers throughout their 8-week practicum experience
- Conducted prospective student interviews for the elementary education program

**Academic Coordinator**, University of Kentucky Agricultural Education Program (July 2018-June 2019)

- Advised 80+ currently enrolled students
- Recruited prospective students at various events, including State and National FFA Conventions
- Organized prospective student visits by coordinating with students' families, College of Agriculture Center for Student Success staff, and Ag Ed faculty
- Created and maintained databases with contact information for current and prospective students
- Managed annual budget for all recruitment materials
- Instructor of record for GEN 109 Problems in Career and Technical Education (CTE)
- Facilitated two lab sections of AED 586, Methods of Teaching in CTE.
- Served as co-advisor for Ag Ed Society

**Assistant Professor – Biology**, Maysville Community and Technical College (Aug. 2013-July 2018)

- Taught Introductory Biology, Human Ecology, Basic Anatomy and Physiology, Anatomy and Physiology I and II
- Designed and implemented first online Basic Anatomy and Physiology course offered by MCTC
- Served as academic advisor to 70+ currently enrolled students
- Appointed to chair of the Montgomery Campus Advising Team
- Served as the Phi Theta Kappa Honor Society Faculty Advisor
- Contributed to the work of the Sustainability Committee, Medical Assisting Advisory Board, Physical Therapy Assistant Program Development Team, Enrollment Management Team, and Human Resources Effectiveness Council as an active member
- Represented MCTC as Senator-at-Large in the KCTCS Faculty Senate, and as a member of the KCTCS Kinesiology and Health Promotion Curriculum Review Committee

### **Publications**

**Goodpaster, S.** (2022). Development of the elementary teachers' commitment to outdoor education survey: A mixed methods study. *Theses and Dissertations-Education Sciences*, 109.

Xiang, L, **Goodpaster, S.**, & Mitchell, A. (2022). Supporting three-dimensional learning on ecosystems using an agent-based computer model. *Journal of Science Education and Technology*, 31, 473-489.

**Goodpaster, S.**, & Alameh, S. (in press). Tracking clouds in the cloud. In F. S. Allaire & J. E. Killham (Eds.), *Teaching and Learning Online: Science for Early Childhood and Elementary Grade Levels*. Information Age Publishing.

Alameh, S., **Goodpaster, S.**, & Preece, C. (in press). Implementing the five essential features of student-centered inquiry in the online elementary science classroom. In F. S. Allaire & J. E. Killham (Eds.), *Teaching and Learning Online: Science for Early Childhood and Elementary Grade Levels*. Information Age Publishing.

**Goodpaster, S.**, & Krall, R. (2022). Engineering like a bird. *Science and Children*, 59(3), 79-83.

**Goodpaster, S.** & Ritchison, G. (2014), Facultative adjustment of pre-fledging mass recession by nestling chimney swifts *Chaetura pelagica*. *Journal of Avian Biology*, 45: 247–252. doi: 10.1111/jav.00326

**Goodpaster, S. B.** (2013). Facultative adjustment of pre-fledging mass recession by nestling Chimney Swifts (*Chaetura pelagica*). Online Theses and Dissertations. Paper 172.

#### **Professional Certifications**

- Project Learning Tree, certified educator and facilitator
- PLT Southeastern Forests and Climate Change, certified educator and facilitator
- Project WILD, certified educator and facilitator
- Project Flying WILD, certified educator and facilitator
- Urban Ecology Achievement Certificate, Cornell University
- Outcomes in Environmental Education Achievement Certificate, Cornell University

#### **Professional Service and Affiliations**

2021-present North American Association for Environmental Education  
2021-2023 National Association for Research in Science Teaching  
2021-2023 American Educational Research Association  
2021-present Kentucky Science Teacher Association  
2019-present National Science Teacher Association  
2014-present Kentucky Association for Environmental Education  
2013-present Kentucky Academy of Science

#### **Grants Received**

Kentucky University Partnership for Environmental Education (KUPEE) Climate Literacy Mini-Grant, Fall 2017

- Received \$3,000 to design and install an interpretive sign trail at Herb Botts Nature Park in Mt. Sterling, KY.
- Students in Human Ecology (BIO 120) partnered with students at Mount Sterling Elementary School to design six signs related to key principles of climate literacy as defined by the National Oceanic and Atmospheric Administration. Signs were installed in late summer of 2018.

# Christie Hoskins

Workforce Specialist – Career Coach – Marketing Coordinator – Fundraising/Event Coordinator

***Summary:** Experienced Workforce Development/Educator professional with over 15 years of progressive workforce development & training experience. Highly effective professional with an emphasis on workforce-related activities to include recruitment, career coaching, placement, case management, and retention with diverse populations that include youth, military, displaced workers, and transitional re-entry populations*

*I have a strong history of working with non-profit organizations and community services in the pursuit of career advancement and poverty reduction for my clients. Simply put, I greatly enjoy being able to create a matrix of individuals that mutually benefit from shared experience, information, and/or services.*

***Skills:** Microsoft Office, Data Entry, Organizational, Strong Written/Verbal, CRM, Networking and Marketing.*

***Interpersonal Skills:** Analytical Skills, Critical Thinking, Detail-Oriented, Teamwork, Organizational, and Strong Written/Verbal.*

## EXPERIENCE

**Lexington-Fayette Urban County Government (LFUCG)**

Lexington, KY

**Kentucky Association for Environmental Education (KAEE)**

*Workforce Development Specialist*

March 2023 –

Present

- Establishing and maintains effective relationships with managers, vendors, customers, and peers at all levels providing advice and guidance concerning workforce activities to include human-related issues.
- Assessing suitability related to occupational training, on- the -job training and/ or other professional development services. Make recommendations regarding the planning and managing of programs services in order to enhance the quality of services and accomplishments and performances of the department.
- Strong knowledge of full-cycle recruitment and selection plans using best practices to attract and retain diverse, experienced candidates. Collaborate and advise on talent and recruitment strategies in order to enhance employer’s workforce.
- Actively source customers for the purpose of locating and selecting individuals based on set criteria.
- Managing the business of strategy planning to include workforce analysis, talent acquisition, skills gap analysis, and other business processes, interpreting policies and standards and soundness of judgement.

**Fayette County Public Schools (FCPS):**

- Partners with the Kentucky Association for Environmental Education (KAEE) and the Lexington-Fayette Urban County Government (LFUCG) Dept of Environmental Quality and Public Works (EQPW) on their K-12 environmental education program.

- Works closely with the Environmental Education & Community Outreach Coordinators to facilitate youth civic engagement opportunities & to build/coordinate a K-12 shadowship, apprenticeship, & internship program for the Lexington-Fayette County Dept of EQPW.
- Facilitate outreach to students & school district workforce development professionals.
- Work with EE staff to connect K-12 units to careers (with a focus on middle/high school); work with EE staff to coordinate career panels for middle/high school students; work with Fayette County Public Schools on career days & similar opportunities
- Build relationships with FCPS, local colleges and local universities to facilitate the connection of students to EQPW-related careers; build relationships within EQPW to deeply understand the work done, skills needed, workforce development opportunities, and advancement paths available
- Promote student engagement with city government; work with Middle/High Environmental Educator and Environmental Education Coordinator on the Youth Environmental Academy program; assist educators in facilitating community-based learning efforts
- Develop intern opportunities for high school/college students to within the department; recruit & train other city staff members as partners in the internship program, providing connections to the full spectrum of jobs within the EQPW; develop & implement guidelines for student & staff participants; oversee intern training and regular check-ins
- Provide feedback opportunities for both students & host site staff; make program adjustments accordingly

**Bluegrass Community & Technical College (BCTC) & Fayette County Public Schools (FCPS):**

- In conjunction with BCTC staff, develop Department of Labor apprenticeship opportunities for high school graduates and college students within the LFUCG Department of Environmental Services
- Develop and implement guidelines for each type of apprenticeship pathway

**Bluegrass Community & Technical College (BCTC) & Veterans/DOD SkillBridge:**

- Develop apprenticeship opportunities for military personnel transitioning into the civilian workforce
- Conduct one-on-one interviews to assess education and transferable skillset
- Utilize Traitify and O-NET to assess aptitudes and job interests
- Coordinate with BCTC staff to ensure smooth transition from active service to a DOL apprenticeship program with the city of Lexington.

**Transitional Re-Entry Workforce:**

- Work with community partners and re-entry programs to create career pathways within the LFUCG Department of Environmental Services
- Coordinate with local career centers for testing services to assess educational level/capacity and transferable skillsets
- Utilize Traitify and O-NET to assess aptitudes and job interests
- Coordinate with division directors to identify staffing needs/options; both seasonal/temporary and permanent

**EDUCATION**

**Missouri Baptist University**

MBA, Business Administration  
2007

January 2007 - December

**Maryville University of Saint Louis**

Dual Bachelor of Arts, Psychology/Sociology  
2006

January 2003 - December

**Activities & Societies:**

Maryville University's Young Alumni Committee  
Global Citizenship Organization  
Peer Mentorship Program

**Eastern Kentucky University**

Psychology  
2002

January 1998 - December

**Activities & Societies:**

International Culture & Diversity Council of Eastern Kentucky University (Representative/  
Speaker)  
Student Council (Representative)  
The Eastern Progress (Staff)

**PROFESSIONAL DEVELOPMENT**

**Bev Browning LLC**

Grant Writing  
2023

January 2023 - December

- 1) A to Z Grant Writing
- 2) Advanced Grant Proposal Writing
- 3) Becoming a Grant Writing Consultant

**Center for Credentialing and Education (CCE)**

Global Career Development Facilitator (GCDF)  
2023

January 2022 - December

Global Career Development Facilitator (GCDF) is a certification from the Center for Credentialing and Education (CCE), a Certification Entity, for persons working in career development and advisory fields.

# Attachment C:

## Additional Requirements



Proposal for Bid Number: RFP-37-2024

*Submitted to the Lexington Fayette Urban County Government  
by the Kentucky Association for Environmental Education (KAAEE)*

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Please find attached the following items: Affidavit, Equal Opportunity Agreement, Affirmative Action Plan, Workforce Analysis Form, MWDBE Participation Form, MWDBE Quote Summary Form, Statement of Good Faith Efforts, General Provisions, and Addendum #1.

# KAEE Affirmative Action Plan

Proposal for Bid Number: RFP-37-2024

*Submitted to the Lexington Fayette Urban County Government  
by the Kentucky Association for Environmental Education (KAEE)*

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KAEE is an equal opportunity employer. It is KAEE's policy to select, develop and promote employees based on individual ability and job performance. It has been and shall continue to be the policy of this organization to provide equal employment opportunity to all people in all aspects of employer-employee relations without discrimination because of race, color, religious creed, gender, national origin, ancestry, marital status, age, sexual orientation or disability. This policy affects decisions including, but not limited to, an employee's compensation, benefits, terms and conditions of employment, opportunity for promotions, professional development and other privileges of employment. It has been and shall continue to be, the organization's policy to maintain a working environment that is free of sexual harassment and intimidation. It is further the policy of this organization to comply with the letter and the spirit of local, state and federal statutes concerning equal employment opportunity.

# KAEE MWDBE and Veteran Good Faith Efforts



Proposal for Bid Number: RFP-37-2024

*Submitted to the Lexington Fayette Urban County Government  
by the Kentucky Association for Environmental Education (KAEE)*

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*As noted during the pre-proposal meeting for this bid opportunity, the structure of this proposal does not allow for subcontracting. However, KAEE is committed to seeking MBE, WBE, DBE and/or Veteran-Owned business quotes for catering and other costs that might arise during the contract, with a goal of 10% for MWDBE participation and 3% for Veteran-Owned participation.*

**Environmental Education Coordination and Administration Budget Proposal**  
**RFP #37-2024**

Add extra rows as needed for additional staff. Green fields will auto calculate or auto populate.

#s presented in this section should be based on actual pay and benefits; management fee/administrative costs will be reflected below

**Personnel**

Staff Name (leave blank, if unfilled)	Staff Title (if different than contract position)	Contract Position	# of hours/week, average (total NOT just contract)	% of time dedicated to contract		Annual Salary	Benefit Costs (show work in proposal)	Total Compensation	Total Personnel Cost Dedicated to Contract
Danny Woolums		Environmental Education Manager	40	100.00%	40	\$65,771.00	\$21,046.72	\$86,817.72	\$86,817.72
Sagan Goodpaster		Educator (Grade 2)	40	100.00%	40	\$55,000.00	\$17,600.00	\$72,600.00	\$72,600.00
Dawn Bailey		Educator (Grade 2)	40	100.00%	40	\$55,000.00	\$17,600.00	\$72,600.00	\$72,600.00
Ryelle Browning		(optional) Educator (Grade 1)	40	100.00%	40	\$47,083.00	\$15,066.56	\$62,149.56	\$62,149.56
Julia Maugans		Transportation Outreach Specialist/Coord	40	100.00%	40	\$49,078.00	\$15,704.96	\$64,782.96	\$64,782.96
Christie Hoskins		Workforce Development Specialist/Coord	40	100.00%	40	\$55,000.00	\$17,600.00	\$72,600.00	\$72,600.00
<b>TOTAL</b>					<b>240</b>	<b>\$326,932.00</b>			<b>\$431,550.24</b>

**Set Program Costs**

Expense Category		Budget
professional development	\$2,500 x 7 core staff	\$17,500.00
school-based EE		\$30,000.00
PD		\$60,000.00
OST		\$40,000.00
school/district support		\$3,000.00
WFD*		\$5,000.00
transportation		\$8,000.00
other (scope modifications)		\$0.00
<b>TOTAL</b>		<b>\$163,500.00</b>

\* planned increases in years 2 & 3, budget/Council permitting

	# of Miles	Rate/Mile	Total Cost
staff travel	10,000	0.43	\$4,300.00

	Base Costs**	fee %	Total Cost
management/	\$431,550.24	12.00%	\$51,786.03

\*\* Base costs can be personnel base or personnel total or personnel (either) + set costs. The expectation is that admin percentage would be lower if it's based on full contract costs. Please note that the contract may be partially funded, and admin fees will be paid out proportionate to actual costs invoiced. Please enter the formula in E39 accordingly. G20 = base personnel costs, J20 = salary plus benefits, C33 = set program costs, H24 = staff travel

Contract Cost Summary	
Personnel	\$431,550.24
Set Costs	\$163,500.00
Travel	\$4,300.00
Mgmt/Admin Fee	\$51,786.03
<b>TOTAL</b>	<b>\$651,136.27</b>

## AMERICAN RESCUE PLAN ACT

### AMENDMENT 1 — CERTIFICATION OF COMPLIANCE FOR EXPENDITURES USING FEDERAL FUNDS, INCLUDING THE AMERICAN RESCUE PLAN ACT

The Lexington-Fayette Urban County Government ("LFUCG") may use Federal funding to pay for the goods and/or services that are the subject matter of this bid. That Federal funding may include funds received by LFUCG under the American Rescue Plan Act of 2021. Expenditures using Federal funds require evidence of the contractor's compliance with Federal law. Therefore, by the signature below of an authorized company representative, you certify that the information below is understood, agreed, and correct. Any misrepresentations may result in the termination of the contract and/or prosecution under applicable Federal and State laws concerning false statements and false claims.

**The bidder (hereafter "bidder," or "contractor") agrees and understands that in addition to all conditions stated within the attached bid documents, the following conditions will also apply to any Agreement entered between bidder and LFUCG, if LFUCG uses Federal funds, including but not limited to funding received by LFUCG under the American Rescue Plan Act ("ARPA"), toward payment of goods and/or services referenced in this bid. The bidder also agrees and understands that if there is a conflict between the terms included elsewhere in this Request for Proposal and the terms of this Amendment 1, then the terms of Amendment 1 shall control. The bidder further certifies that it can and will comply with these conditions, if this bid is accepted and an Agreement is executed:**

1. Any Agreement executed as a result of acceptance of this bid may be governed in accordance with 2 CFR Part 200 and all other applicable Federal law and regulations and guidance issued by the U.S. Department of the Treasury.
2. Pursuant to 24 CFR § 85.43, any Agreement executed as a result of acceptance of this bid can be terminated if the contractor fails to comply with any term of the award. This Agreement may be terminated for convenience in accordance with 24 CFR § 85.44 upon written notice by LFUCG. Either party may terminate this Agreement with thirty (30) days written notice to the other party, in which case the Agreement shall terminate on the thirtieth day. In the event of termination, the contractor shall be entitled to that portion of total compensation due under this Agreement as the services rendered bears to the services required. However, if LFUCG suspects a breach of the terms of the Agreement and/or that the contractor is violating the terms of any applicable law governing the use of Federal funds, LFUCG may suspend the contractor's ability to receive payment by giving thirty (30) days' advance written notice. Further, either party may terminate this Agreement for cause shown with thirty (30) days written notice, which shall explain the party's cause for the termination. If the parties do not reach a settlement before the end of the 30 days, then the Agreement shall terminate on the thirtieth day. In the event of a breach, LFUCG reserves the right to pursue any and all applicable legal, equitable, and/or administrative remedies against the contractor.
3. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:
  - (1) Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and

applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- (3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
- (4) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders; this contract may be canceled, terminated, or suspended in whole or in part, and the contractor may be declared ineligible for further government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance.

Provided, however, that in the event a contractor becomes involved in or is threatened with litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

4. If fulfillment of the contract requires the contractor to employ mechanic's or laborers, the contractor further agrees that it can and will comply with the following:

- (1) *Overtime requirements: No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such a workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such a workweek.*

- (2) *Violation: liability for unpaid wages; liquidated damages.* In the event of any violation of the clause set forth in paragraph (1) of this section, the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory) for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.
- (3) *Withholding for unpaid wages and liquidated damages.* LFUCG shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.
- (4) *Subcontracts.* The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower-tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower-tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.

5. *The contractor shall comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.*

6. *The contractor shall report each violation to LFUCG and understands and agrees that LFUCG will, in turn, report each violation as required to assure notification to the Treasury Department and the appropriate Environmental Protection Agency Regional Office.*

7. *The contractor shall include these requirements in numerical paragraphs 5 and 6 in each subcontract exceeding \$100,000 financed in whole or in part with Federal funding.*

8. *The contractor shall comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. § 1251 et seq.*

9. *The contractor shall report each violation to LFUCG and understands and agrees that LFUCG will, in turn, report each violation as required to assure notification to the Treasury Department and the appropriate Environmental Protection Agency Regional Office.*

10. *The contractor shall include these requirements in numerical paragraphs 8 and 9 in each subcontract exceeding \$100,000 financed in whole or in part with Federal funds.*

11. *The contractor shall comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. § 1251 et seq.*

12. *The contractor shall report each violation to LFUCG and understands and agrees that LFUCG will, in turn, report each violation as required to assure notification to the Treasury Department and the appropriate Environmental Protection Agency regional office.*

13. *The contractor shall include these requirements in numerical paragraphs 11 and 12 in each subcontract exceeding \$100,000 financed in whole or in part with American Rescue Plan Act funds.*

14. The contractor shall include this language in any subcontract it executes to fulfill the terms of this bid: "the sub-grantee, contractor, subcontractor, successor, transferee, and assignee shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this contract (or agreement). Title VI also includes protection to persons with 'Limited English Proficiency' in any program or activity receiving federal financial assistance, 42 U.S.C. § 2000d et seq., as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of this contract or agreement."

15. *Contractors who apply or bid for an award of \$100,000 or more shall file the required certification that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier, up to the recipient. The required certification is included here:*

- a. The undersigned certifies, to the best of his or her knowledge and belief, that:
  - (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
  - (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
  - (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
- b. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

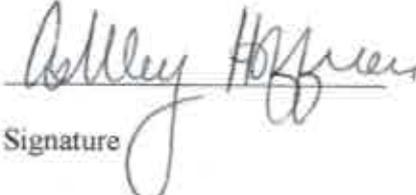
16. The contractor acknowledges and certifies that it has not been debarred or suspended and further acknowledges and agrees that it must comply with regulations regarding debarred or suspended entities in accordance with 24 CFR § 570.489(l). Funds may not be provided to excluded or disqualified persons.

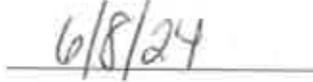
17. The contractor agrees and certifies that to the greatest extent practicable, it will prefer the purchase, acquisition, and use of all applicable goods, products or materials produced in the United States, in

conformity with 2 CFR 200.322 and/or section 70914 of Public Law No. 117-58, §§ 70901-52, also known as the Infrastructure Investment and Jobs Act, whichever is applicable.

18. The contractor agrees and certifies that all activities performed pursuant to any Agreement entered as a result of the contractor's bid, and all goods and services procured under that Agreement, shall comply with 2 C.F.R. § 200.216 (Prohibition on certain telecommunications and video surveillance services and equipment) and 2 C.F.R. 200 § 200.323 (Procurement of recovered materials), to the extent either section is applicable.

19. If this bid involves construction work for a project totaling \$10 million or more, then the contractor further agrees that all laborers and mechanics, etc., employed in the construction of the public facility project assisted with funds provided under this Agreement, whether employed by contractor, or contractor's contractors, or subcontractors, shall be paid wages complying with the Davis-Bacon Act (40 U.S.C. 3141-3144). Contractor agrees that all of contractor's contractors and subcontractors will pay laborers and mechanics the prevailing wage as determined by the Secretary of Labor and that said laborers and mechanics will be paid not less than once a week. The contractor agrees to comply with the Copeland Anti- Kick Back Act (18 U.S.C. § 874) and its implementing regulations of the U.S. Department of Labor at 29 CFR part 3 and part 5. The contractor further agrees to comply with the applicable provisions of the Contract Work Hours and Safety Standards Act (40 U.S.C. Section 327-333), and the applicable provisions of the Fair Labor Standards Act of 1938, as amended (29 U.S.C. et seq.). Contractor further agrees that it will report all suspected or reported violations of any of the laws identified in this paragraph to LFUCG.

  
Signature

  
Date

**AFFIDAVIT**

Comes the Affiant, Kentucky Association for Environmental Education and after being first duly sworn, states under penalty of perjury as follows:

1. His/her name is Ashley Hoffman and he/she is the individual submitting the proposal or is the authorized representative of Kentucky Association for Environmental Education, the entity submitting the proposal (hereinafter referred to as "Proposer").

2. Proposer will pay all taxes and fees, which are owed to the Lexington-Fayette Urban County Government at the time the proposal is submitted, prior to award of the contract and will maintain a "current" status in regard to those taxes and fees during the life of the contract.

3. Proposer will obtain a Lexington-Fayette Urban County Government business license, if applicable, prior to award of the contract.

4. Proposer has authorized the Division of Procurement to verify the above-mentioned information with the Division of Revenue and to disclose to the Urban County Council that taxes and/or fees are delinquent or that a business license has not been obtained.

5. Proposer has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky within the past five (5) years and the award of a contract to the Proposer will not violate any provision of the campaign finance laws of the Commonwealth.

6. Proposer has not knowingly violated any provision of Chapter 25 of the Lexington-Fayette Urban County Government Code of Ordinances, known as "Ethics Act."

**Continued on next page**

7. Proposer acknowledges that "knowingly" for purposes of this Affidavit means, with respect to conduct or to circumstances described by a statute or ordinance defining an offense, that a person is aware or should have been aware that his conduct is of that nature or that the circumstance exists.

Further, Affiant sayeth naught.

Ashley Hoffman, Executive Director

STATE OF Kentucky

COUNTY OF Hardin

The foregoing instrument was subscribed, sworn to and acknowledged before me

by Ashley Hoffman on this the 8 day

of June, 2024.

My Commission expires: 04/07/2025

[Signature]  
NOTARY PUBLIC, STATE AT LARGE



## EQUAL OPPORTUNITY AGREEMENT

### Standard Title VI Assurance

The Lexington Fayette-Urban County Government, (hereinafter referred to as the "Recipient") hereby agrees that as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78Stat.252, 42 U.S.C. 2000d-4 (hereinafter referred to as the "Act"), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, (49 CFR, Part 21) Nondiscrimination in Federally Assisted Program of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the "Regulations") and other pertinent directives; no person in the United States shall, on the grounds of race, color, national origin, sex, age (over 40), religion, sexual orientation, gender identity, veteran status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the U.S. Department of Transportation, including the Federal Highway Administration, and hereby gives assurance that will promptly take any necessary measures to effectuate this agreement. This assurance is required by subsection 21.7(a) (1) of the Regulations.

### The Law

- Title VII of the Civil Rights Act of 1964 (amended 1972) states that it is unlawful for an employer to discriminate in employment because of race, color, religion, sex, age (40-70 years) or national origin.
- Executive Order No. 11246 on Nondiscrimination under Federal contract prohibits employment discrimination by contractor and sub-contractor doing business with the Federal Government or recipients of Federal funds. This order was later amended by Executive Order No. 11375 to prohibit discrimination on the basis of sex.
- Section 503 of the Rehabilitation Act of 1973 states:

*The Contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap.*

- Section 2012 of the Vietnam Era Veterans Readjustment Act of 1973 requires Affirmative Action on behalf of disabled veterans and veterans of the Vietnam Era by contractors having Federal contracts.
- Section 206(A) of Executive Order 12086, Consolidation of Contract Compliance Functions for Equal Employment Opportunity, states:

*The Secretary of Labor may investigate the employment practices of any Government contractor or sub-contractor to determine whether or not the contractual provisions specified in Section 202 of this order have been violated.*

\*\*\*\*\*

The Lexington-Fayette Urban County Government practices Equal Opportunity in recruiting, hiring and promoting. It is the Government's intent to affirmatively provide employment opportunities for those individuals who have previously not been allowed to enter into the mainstream of society. Because of its importance to the local Government, this policy carries the full endorsement of the Mayor, Commissioners, Directors and all supervisory personnel. In following this commitment to Equal Employment Opportunity and because the Government is the benefactor of the Federal funds, it is both against the Urban County Government policy and illegal for the Government to let contracts to companies which knowingly or unknowingly practice discrimination in their employment practices. Violation of the above mentioned ordinances may cause a contract to be canceled and the contractors may be declared ineligible for future consideration.

Please sign this statement in the appropriate space acknowledging that you have read and understand the provisions contained herein. Return this document as part of your application packet.

Bidders

*I/We agree to comply with the Civil Rights Laws listed above that govern employment rights of minorities, women, Vietnam veterans, handicapped and aged persons.*

Ashley Hoffman  
Signature

Kentucky Association for Environmental Education  
Name of Business

**WORKFORCE ANALYSIS FORM**

Name of Organization: Kentucky Association for Environmental Education

Categories	Total	White (Not Hispanic or Latino)		Hispanic or Latino		Black or African-American (Not Hispanic or Latino)		Native Hawaiian and Other Pacific Islander (Not Hispanic or Latino)		Asian (Not Hispanic or Latino)		American Indian or Alaskan Native (not Hispanic or Latino)		Two or more races (Not Hispanic or Latino)		Total	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Administrators	1		1													0	1
Professionals	9*		8														8
Superintendents																	
Supervisors	2	3	1	1												1	1
Foremen																	
Technicians																	
Protective																	
Para-																	
Office/Clerical																	
Skilled Craft																	
Service/Maintena																	
<b>Total:</b>	<b>12</b>		<b>10</b>	<b>1</b>												<b>1</b>	<b>10</b>

Prepared by: Alleey Hoffman, Executive Director Date: 6/8/21

*(Name and Title)*

*Revised 2015-Dec-15*

\* KAEI employs an individual who identifies as nonbinary and therefore does not fit onto this form. As a city with a fairness ordinance that promotes inclusion of the LGBTQ+ community, we hope this form can be restructured in the future.

Firm Submitting Proposal: Kentucky Association for Environmental Education

Complete Address: PO Box 2739 Elizabethtown, KY 42702  
Street City Zip

Contact Name: Ashley Hoffman Title: Executive Director

Telephone Number: (270) 214-0587 Fax Number: \_\_\_\_\_

Email address: director@kaee.org



**LFUCG MWDBE PARTICIPATION FORM**

Bid/RFP/Quote Reference # RFP-37-2024

The MWDBE and/or veteran subcontractors listed have agreed to participate on this Bid/RFP/Quote. If any substitution is made or the total value of the work is changed prior to or after the job is in progress, it is understood that those substitutions must be submitted to Procurement for approval immediately. **Failure to submit a completed form may cause rejection of the bid.**

MWDBE Company, Name, Address, Phone, Email	MBE WBE or DBE	Work to be Performed	Total Dollar Value of the Work	% Value of Total Contract
1. N/A - this proposal does not allow for subcontracting				
2.				
3.				
4.				

The undersigned company representative submits the above list of MWDBE firms to be used in accomplishing the work contained in this Bid/RFP/Quote. Any misrepresentation may result in the termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and false claims.

Kentucky Association for Environmental Education  
Company

6/8/24  
Date

Adleey Hoffman  
Company Representative

Executive Director  
Title



**MWDBE QUOTE SUMMARY FORM**  
 Bid/RFP/Quote Reference # RFP-37-2024

The undersigned acknowledges that the minority and/or veteran subcontractors listed on this form did submit a quote to participate on this project. Failure to submit this form may cause rejection of the bid.

Company Name <u>Kentucky Association for Environmental Education</u>	Contact Person <u>Ashley Hoffman</u>
Address/Phone/Email <u>PO Box 2739 (270)214-0587 Elizabethtown, KY 42702 director@kaee.org</u>	Bid Package / Bid Date <u>RFP-37-2024 June 8, 2024</u>

MWDBE Company Address	Contact Person	Contact Information (work phone, Email, cell)	Date Contacted	Services to be performed	Method of Communication (email, phone meeting, ad, event etc)	Total dollars \$\$ Do Not Leave Blank (Attach Documentation)	MBE * AA HA AS NA Female	Veteran
<u>N/A - this proposal does not allow for subcontracting</u>								

(MBE designation / AA=African American / HA= Hispanic American/AS = Asian American/Pacific Islander/ NA= Native American)

The undersigned acknowledges that all information is accurate. Any misrepresentation may result in termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and claims.

Kentucky Association for Environmental Education  
 Company  
6/8/24  
 Date

Ashley Hoffman  
 Company Representative  
Executive Director  
 Title

## LFUCG STATEMENT OF GOOD FAITH EFFORTS

Bid/RFP/Quote # \_\_\_\_\_

By the signature below of an authorized company representative, we certify that we have utilized the following Good Faith Efforts to obtain the maximum participation by MWDBE and Veteran-Owned business enterprises on the project and can supply the appropriate documentation.

N/A Advertised opportunities to participate in the contract in at least two (2) publications of general circulation media, trade and professional association publications; small and minority business or trade publications; and publications or trades targeting minority, women and disadvantaged businesses not less than fifteen (15) days prior to the deadline for submission of bids to allow MWDBE firms and Veteran-Owned businesses to participate.

N/A Included documentation of advertising in the above publications with the bidders good faith efforts package

N/A Attended LFUCG Procurement Economic Inclusion Outreach event

N/A Attended pre-bid meetings that were scheduled by LFUCG to inform MWDBEs and/or Veteran-Owned Businesses of subcontracting opportunities

N/A Sponsored Economic Inclusion event to provide networking opportunities for prime contractors and MWDBE firms and Veteran-Owned businesses

N/A Requested a list of MWDBE and/or Veteran subcontractors or suppliers from LFUCG and showed evidence of contacting the companies on the list(s).

N/A Contacted organizations that work with MWDBE companies for assistance in finding certified MWDBE firms and Veteran-Owned businesses to work on this project. Those contacted and their responses should be a part of the bidder's good faith efforts documentation.

N/A Sent written notices, by certified mail, email or facsimile, to qualified, certified MWDBEs soliciting their participation in the contract not less than seven (7) days prior to the deadline for submission of bids to allow them to participate effectively.

N/A Followed up initial solicitations by contacting MWDBEs and Veteran-Owned businesses to determine their level of interest.

N/A Provided the interested MWDBE firm and/or Veteran-Owned business with adequate and timely information about the plans, specifications, and requirements of the contract.

N/A Selected portions of the work to be performed by MWDBE firms and/or Veteran-Owned businesses in order to increase the likelihood of meeting the contract goals. This includes, where appropriate, breaking out contract work items

into economically feasible units to facilitate MWDBE and Veteran participation, even when the prime contractor may otherwise perform these work items with its own workforce

N/A Negotiated in good faith with interested MWDBE firms and Veteran-Owned businesses not rejecting them as unqualified without sound reasons based on a thorough investigation of their capabilities. Any rejection should be so noted in writing with a description as to why an agreement could not be reached.

N/A Included documentation of quotations received from interested MWDBE firms and Veteran-Owned businesses which were not used due to uncompetitive pricing or were rejected as unacceptable and/or copies of responses from firms indicating that they would not be submitting a bid.

N/A Bidder has to submit sound reasons why the quotations were considered unacceptable. The fact that the bidder has the ability and/or desire to perform the contract work with its own forces will not be considered a sound reason for rejecting a MWDBE and/or Veteran-Owned business's quote. Nothing in this provision shall be construed to require the bidder to accept unreasonable quotes in order to satisfy MWDBE and Veteran goals.

N/A Made an effort to offer assistance to or refer interested MWDBE firms and Veteran-Owned businesses to obtain the necessary equipment, supplies, materials, insurance and/or bonding to satisfy the work requirements of the bid proposal

N/A Made efforts to expand the search for MWBE firms and Veteran-Owned businesses beyond the usual geographic boundaries.

Other--any other evidence that the bidder submits which may show that the bidder has made reasonable good faith efforts to include MWDBE and Veteran participation.

**NOTE:** Failure to submit any of the documentation requested in this section may be cause for rejection of bid. Bidders may include any other documentation deemed relevant to this requirement which is subject to approval by the MBE Liaison. Documentation of Good Faith Efforts must be submitted with the Bid, if the participation Goal is not met.

The undersigned acknowledges that all information is accurate. Any misrepresentations may result in termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and claims.

Kentucky Association for Environmental Education  
Company

6/8/24  
Date

Ashley Hoffman Ashley Hoffman  
Company Representative  
Executive Director  
Title

## GENERAL PROVISIONS

1. Each Respondent shall comply with all Federal, State & Local regulations concerning this type of service or good.

The Respondent agrees to comply with all statutes, rules, and regulations governing safe and healthful working conditions, including the Occupational Health and Safety Act of 1970, 29 U.S.C. 650 *et. seq.*, as amended, and KRS Chapter 338. The Respondent also agrees to notify the LFUCG in writing immediately upon detection of any unsafe and/or unhealthful working conditions at the job site. The Respondent agrees to indemnify, defend and hold the LFUCG harmless from all penalties, fines or other expenses arising out of the alleged violation of said laws.

2. Failure to submit ALL forms and information required in this RFP may be grounds for disqualification.
3. Addenda: All addenda and IonWave Q&A, if any, shall be considered in making the proposal, and such addenda shall be made a part of this RFP. Before submitting a proposal, it is incumbent upon each proposer to be informed as to whether any addenda have been issued, and the failure to cover in the bid any such addenda may result in disqualification of that proposal.
4. Proposal Reservations: LFUCG reserves the right to reject any or all proposals, to award in whole or part, and to waive minor immaterial defects in proposals. LFUCG may consider any alternative proposal that meets its basic needs.
5. Liability: LFUCG is not responsible for any cost incurred by a Respondent in the preparation of proposals.
6. Changes/Alterations: Respondent may change or withdraw a proposal at any time prior to the opening; however, no oral modifications will be allowed. Only letters, or other formal written requests for modifications or corrections of a previously submitted proposal which is addressed in the same manner as the proposal, and received by LFUCG prior to the scheduled closing time for receipt of proposals, will be accepted. The proposal, when opened, will then be corrected in accordance with such written request(s), provided that the written request is contained in a sealed envelope which is plainly marked "modifications of proposal".
7. Clarification of Submittal: LFUCG reserves the right to obtain clarification of any point in a bid or to obtain additional information from a Respondent.
8. Bribery Clause: By his/her signature on the bid, Respondent certifies that no employee of his/hers, any affiliate or Subcontractor, has bribed or attempted to bribe an officer or employee of the LFUCG.

9. Additional Information: While not necessary, the Respondent may include any product brochures, software documentation, sample reports, or other documentation that may assist LFUCG in better understanding and evaluating the Respondent's response. Additional documentation shall not serve as a substitute for other documentation which is required by this RFP to be submitted with the proposal.
10. Ambiguity, Conflict or other Errors in RFP: If a Respondent discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, it shall immediately notify LFUCG of such error in writing and request modification or clarification of the document if allowable by the LFUCG.
11. Agreement to Bid Terms: In submitting this proposal, the Respondent agrees that it has carefully examined the specifications and all provisions relating to the work to be done attached hereto and made part of this proposal. By acceptance of a Contract under this RFP, proposer states that it understands the meaning, intent and requirements of the RFP and agrees to the same. The successful Respondent shall warrant that it is familiar with and understands all provisions herein and shall warrant that it can comply with them. No additional compensation to Respondent shall be authorized for services or expenses reasonably covered under these provisions that the proposer omits from its Proposal.
12. Cancellation: If the services to be performed hereunder by the Respondent are not performed in an acceptable manner to the LFUCG, the LFUCG may cancel this contract for cause by providing written notice to the proposer, giving at least thirty (30) days notice of the proposed cancellation and the reasons for same. During that time period, the proposer may seek to bring the performance of services hereunder to a level that is acceptable to the LFUCG, and the LFUCG may rescind the cancellation if such action is in its best interest.

#### A. Termination for Cause

- (1) LFUCG may terminate a contract because of the contractor's failure to perform its contractual duties
- (2) If a contractor is determined to be in default, LFUCG shall notify the contractor of the determination in writing, and may include a specified date by which the contractor shall cure the identified deficiencies. LFUCG may proceed with termination if the contractor fails to cure the deficiencies within the specified time.
- (3) A default in performance by a contractor for which a contract may be terminated shall include, but shall not necessarily be limited to:
  - (a) Failure to perform the contract according to its terms, conditions and specifications;
  - (b) Failure to make delivery within the time specified or according

- to a delivery schedule fixed by the contract;
- (c) Late payment or nonpayment of bills for labor, materials, supplies, or equipment furnished in connection with a contract for construction services as evidenced by mechanics' liens filed pursuant to the provisions of KRS Chapter 376, or letters of indebtedness received from creditors by the purchasing agency;
  - (d) Failure to diligently advance the work under a contract for construction services;
  - (e) The filing of a bankruptcy petition by or against the contractor; or
  - (f) Actions that endanger the health, safety or welfare of the LFUCG or its citizens.

#### B. At Will Termination

Notwithstanding the above provisions, the LFUCG may terminate this contract at will in accordance with the law upon providing thirty (30) days written notice of that intent. Payment for services or goods received prior to termination shall be made by the LFUCG provided these goods or services were provided in a manner acceptable to the LFUCG. Payment for those goods and services shall not be unreasonably withheld.

13. **Assignment of Contract:** The contractor shall not assign or subcontract any portion of the Contract without the express written consent of LFUCG. Any purported assignment or subcontract in violation hereof shall be void. It is expressly acknowledged that LFUCG shall never be required or obligated to consent to any request for assignment or subcontract, and further that such refusal to consent can be for any or no reason, fully within the sole discretion of LFUCG.
14. **No Waiver:** No failure or delay by LFUCG in exercising any right, remedy, power or privilege hereunder, nor any single or partial exercise thereof, nor the exercise of any other right, remedy, power or privilege shall operate as a waiver hereof or thereof. No failure or delay by LFUCG in exercising any right, remedy, power or privilege under or in respect of this Contract shall affect the rights, remedies, powers or privileges of LFUCG hereunder or shall operate as a waiver thereof.
15. **Authority to do Business:** The Respondent must be a duly organized and authorized to do business under the laws of Kentucky. Respondent must be in good standing and have full legal capacity to provide the services specified under this Contract. The Respondent must have all necessary right and lawful authority to enter into this Contract for the full term hereof and that proper corporate or other action has been duly taken authorizing the Respondent to enter into this Contract. The Respondent will provide LFUCG with a copy of a corporate resolution authorizing this action and a letter from an attorney confirming that the proposer is authorized to do business in the State of Kentucky if requested. All proposals must

be signed by a duly authorized officer, agent or employee of the Respondent.

16. **Governing Law:** This Contract shall be governed by and construed in accordance with the laws of the Commonwealth of Kentucky. In the event of any proceedings regarding this Contract, the Parties agree that the venue shall be the Fayette County Circuit Court or the U.S. District Court for the Eastern District of Kentucky, Lexington Division. All parties expressly consent to personal jurisdiction and venue in such Court for the limited and sole purpose of proceedings relating to this Contract or any rights or obligations arising thereunder. Service of process may be accomplished by following the procedures prescribed by law.
17. **Ability to Meet Obligations:** Respondent affirmatively states that there are no actions, suits or proceedings of any kind pending against Respondent or, to the knowledge of the Respondent, threatened against the Respondent before or by any court, governmental body or agency or other tribunal or authority which would, if adversely determined, have a materially adverse effect on the authority or ability of Respondent to perform its obligations under this Contract, or which question the legality, validity or enforceability hereof or thereof.
18. Contractor understands and agrees that its employees, agents, or subcontractors are not employees of LFUCG for any purpose whatsoever. Contractor is an independent contractor at all times during the performance of the services specified.
19. If any term or provision of this Contract shall be found to be illegal or unenforceable, the remainder of the contract shall remain in full force and such term or provision shall be deemed stricken.
20. Contractor [or Vendor or Vendor's Employees] will not appropriate or make use of the Lexington-Fayette Urban County Government (LFUCG) name or any of its trade or service marks or property (including but not limited to any logo or seal), in any promotion, endorsement, advertisement, testimonial or similar use without the prior written consent of the government. If such consent is granted LFUCG reserves the unilateral right, in its sole discretion, to immediately terminate and revoke such use for any reason whatsoever. Contractor agrees that it shall cease and desist from any unauthorized use immediately upon being notified by LFUCG.

  
Signature \_\_\_\_\_

6/8/24  
Date \_\_\_\_\_