

Partner Agency Facility Usage Questionnaire

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

Entity Information:

Official Name: West End Community Empowerment Project of Lexington, Inc (WCEP)
Address: 493 Georgetown Street, Ste. 206, Lexington, KY 40508
Non-profit? YES No

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

501(c)(3) mission supported, grass roots community service organization
and performing arts emphasis

Federal Tax ID Number: 31-1490216

Overview (list ALL services provided):

work to improve city school systems by providing afterschool programs, after school
enrichment, parent workshops, summer leadership enrichment
for at-risk youth, community economic leadership workshop, Springfield
school and the home to kindergarten retention workshop and a third and subsequent year
in business, and a 2nd year of community garden program in the city of Lexington.

Entity Authorized Contact Name: T. King, Jr. Dir. of Education
Entity Contact Number(s): (Office) 202-1642 (Cell) 502-597-6374 E-mail: T.King@wcep.org

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

- Mission Statement (attached)
- Organizational chart
- Source, amount & duration of funding (private, State, Federal, local Grants) (KY Dept of Education)
- Business plan (if available)
- Anticipated organizational budget identifying the proposed amount for lease and operational expenses
- Annual cash flow report (if an existing entity); if new, an annual CF report must be submitted
- Space need analysis identifying estimated area (Sft.)

Please submit the questioner and all required attachments to the Department responsible for the initial evaluation.

Partner Agency Facility Usage Questionnaire

LFUCG Internal Evaluation:

Requesting Department/Division: DEPT SOCIAL SERVICES

Proposed initial length of agreement: 32 Months

Note: All lease agreements to expire by June 30

Requested By: Beth Mills
Name: Beth Mills Title: Commissioner DSS Date: 9/18/12
Approval: _____ Title: Director, Dep. to Director Date: _____
Approval: _____ Title: Commissioner Date: _____

Comment:
WECEP has been a partner agency at Black & Williams Neighborhood Center for at least 16 years. Due to the total annual revenues of the program being less than \$100,000 per year and serving 42 children in day care, recommend rental rate of O&M only.

Entity Evaluation & Overview:

Entity meets all criteria: YES NO
Provide brief description:
Provides child care, summer camp, and meals to low-income children in The Georgetown Street area.

PARTNERSHIP OBLIGATION CLASSIFICATION:

1. Is the partnership a joint venture? YES NO
2. Is the partnership a joint tenancy? YES NO
3. Is the partnership a tenancy in common? YES NO

Partner Agency Facility Usage Questionnaire

PROPOSED LEASE & SPACE ALLOCATION:

Number of Employees _____ (FT); _____ (PT)

Requested Space: 4,416 (Sft)

Proposed Location Address: 498 Georgetown Street (Gymnasium)

OSM Expenses \$/Sft/Yr: (\$) 2.90 (Determined by Real Estate Properties Section)

Note: Tenant may be required to submit Space Needs Analysis form in accordance with the contract.

RENT ANALYSIS:

(i) Calculated Fair Market Rent: \$4.00 \$/Sft/Yr (Determined by Real Estate Properties Section)

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

(ii) Calculated OSM Costs: \$2.90 \$/Sft/Yr (Determined by Real Estate Properties Section) (\$12,795.42 per year)

(iii) Calculated Base Rent (i-ii): \$1.10 \$/Sft/Yr (\$4,868.58 per year)

(iv) Proposed adjustments/subsidies/assistance applied toward base rent (iii) only: By others

Reduction % 100 \$/Sft/Yr \$1.10 \$/Sft/Yr \$4,868.58

(v) Final Adjusted Rent (i-iv): \$12,795.42 \$/Sft/Yr.

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

Approved by:

Beth K. Mills

Date 9/18/12

Judy Boren
Sally Hamith

Date 9/18/2012

Date 9/18/12

Note:

This document is for informational purposes only. It is not to be used as a contract. All terms, conditions, and other provisions of the contract shall apply to this document.