

GRANT AWARD AGREEMENT

Fiscal Year 2018 Class B Education Incentive Grant Project

THIS AGREEMENT, made and entered into on the 5th day of December, 2017, by and between the **LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT (LFUCG)**, an urban county government of the Commonwealth of Kentucky, pursuant to KRS Chapter 67A (hereinafter "Government"), on behalf of its Division of Water Quality, and **THE EPISCOPAL CHURCH IN THE DIOCESE OF LEXINGTON D.B.A. ST. RAPHAEL THE ARCHANGEL CHURCH**, 1891 Parkers Mill Road, Lexington, Kentucky 40504 (hereinafter "Grantee").

WITNESSETH:

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

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

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

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

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

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

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

- (1) Government hereby grants the Grantee the sum of **\$12,000** (hereinafter "the Grant"), for use in implementing the project elements as listed in Attachment A which is incorporated herein by reference as if fully set out herein.
- (2) The Grantee shall provide equal opportunity in employment for all qualified persons; prohibit discrimination in employment because of race, color, creed, national origin, sex, age between 40 and 70 or disability; promote equal employment through a positive, continuing program of equal employment; and cause each of its subcontractors to do so. This program of equal employment opportunity shall apply to every aspect of its employment policies and practices.
- (3) The Grantee agrees to match the Grant above the first \$2,500.00, with contributions, labor and other services equal to or greater than 50% of the total project costs.
- (4) The Grantee agrees to use the Grant only for the activities set forth in Attachment A.

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


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

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

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

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

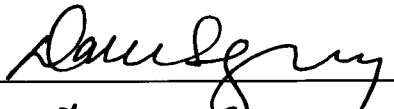
**LEXINGTON-FAYETTE URBAN COUNTY
GOVERNMENT**

BY: 
JIM GRAY, MAYOR

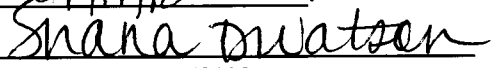
ATTEST:

CLERK, URBAN COUNTY COUNCIL

**Grantee Organization: THE EPISCOPAL CHURCH IN THE DIOCESE OF
LEXINGTON
d.b.a. ST. RAPHAEL THE ARCHANGEL CHURCH
1891 PARKERS MILL ROAD
LEXINGTON, KENTUCKY 40504**

BY: 
NAME: DAVE SEVIGNY
TITLE: Treasurer, Diocese of Lex.

The foregoing Agreement was subscribed, sworn to and acknowledged before me by
DAVE SEVIGNY, as the duly authorized representative for and on behalf of
Diocese of Lexington, on this the 18 day of October, 2017.
My commission expires: 04/14/18.


NOTARY PUBLIC

ATTACHMENT A
to the GRANT AWARD AGREEMENT
between Lexington-Fayette Urban County Government (LFUCG) and
The Episcopal Church in the Diocese of Lexington *d.b.a.* St. Raphael the Archangel Church

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

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

PROJECT TEAM AND CONTACT INFORMATION

Grantee Organization: The Episcopal Church in the Diocese of Lexington
d.b.a. St. Raphael the Archangel Church
1891 Parkers Mill Road
Lexington, Kentucky 40504
KY Organization #: 0215136

DGS

Primary Project Contact and Project Manager: Dave Sevigny
859-312-5157 (phone)
thekydude@gmail.com (email)

Secondary Project Contact: Roger Kirk, Grant Administrator
502-682-4415 (phone)
biscuit7g@gmail.com (email)

Project Team Members: Ken Cook and Friends of Wolf Run, *grant consultants*
Ryan Koch, *Seedleaf native fruit/nut plantings*;
Russ Turpin, *Ecogro invasive removal and education consulting*;
Amy Smereck, *DMD Data Systems Inc., webmaster.*

TARGET AUDIENCE

- 1) ***Community-at-large:*** Specifically reaching the population of roughly 25,000 people in the SW quadrant of Lexington from Versailles Road to Harrodsburg Road, outside of Forbes/Red Mile Road.
- 2) ***Members of Episcopal Diocese of Lexington:*** Thousands of members from the denomination can utilize this feature as part of their curriculum for "Care of Creation".

PROJECT PLAN ELEMENTS

- 1) ***Installation of a Permeable Trail, "Tobit Trace":*** Along the rear of St. Raphael's property, is a park-like setting that will lend itself as a walking and learning opportunity for the public. The installation of a 500-foot section of trail will meander down the bank towards the ongoing stormwater stream project which features native Kentucky plants and trees and will incorporate the eco-educational experience also proposed in this grant. The church is in an easily accessible location and offers ample parking for community access.
- 2) ***Eco Education Experience:*** Dedicated sites along "Tobit Trace" trail will be marked with signage featuring icons that correspond to stormwater and stream water content listed on the www.sreclx.org website. The educational website will include short video snippets of experts in the fields of stormwater and stream water ecology, recorded in infotainment style to engage the audience about specific features of the stream in their locations. Information and videos clips will be retrieved by using a smart phone, tablet or other electronic media with internet access as the individual walks through the trail. A few topics to be presented include: improving stream quality, sharing best management practices the public can use in their own homes, and the natural filter technique of invasive plant management. The Church also plan to gather email addresses to better inform users of interesting programs/children's camps/lecture series taking place throughout the year.

PROJECT SUSTAINABILITY

- 1) By using web-based education it can very easily be kept up to date, and as each section of trail is completed a new educational experience will emerge on the website.
- 2) The staff and volunteers of St. Raphael's church and the Episcopal Diocese of Lexington will support the ongoing mission of the project on their property.
- 3) Future funding of the project can be acquired by applying for future grants through the Diocese of Lexington and the United Thank Offering funding.

PROJECT SUCCESS MEASURES

- 1) Number of hits on the www.srelex.org/tobittrace website.
- 2) Quantity of email addresses provided by registered users.
- 3) Total number of downloads for each lesson or video from the website.

REPORTING REQUIREMENTS

In addition to the reporting requirements outlined in the Grant Award Agreement, the following special items are noted for this project:

- 1) Photographs, videos and records documenting events, programs, trainings, workshops, et cetera shall be provided to LFUCG Grant Manager in electronic format with Project Final Report.
- 2) All attachments to Request for Funds & Project Status Reports shall reference the associated line Table 2 – Eligible Expenses
- 3) Organization proposes a larger cost share beyond that required by the grant program. Budget shall reflect the 52.5% cost share (beyond the first \$2,500) offered in the application (Approximately \$10,492.00).
- 4) All attachments to Request for Funds & Project Status Reports shall reference the associated line Table 2 – Eligible Expenses

EQUIPMENT

Any equipment purchased with the Grant shall remain the property of the Organization.

GRANT PERIOD & PROJECT SCHEDULE

The grant period starts on the date of execution by the Mayor and extends for the time period as listed in the Grant Award Agreement. Any time extensions must be approved in writing by the LFUCG Grant Manager. The project schedule shown in Table 1 is preliminary. Proposed changes to the project which alter this schedule significantly shall be discussed with the LFUCG Grant Manager prior to implementation.

TABLE 1 - PROJECT SCHEDULE

Activity	Anticipated Date
Approval of Grant Contract	February 2018
Convening of project steering committees	February 2018
Create work plan and bid by property managers	Within 30 days of grant award notification
Install approximately 600' of trail	April 2018
Create content-rich media for the stormwater and healthy stream features	May 2018-June 2018
Signage created and installed	May 2018
Website go live	July 2018
PR and grant opening	August 2018
Provide Project Final Report to LFUCG	30 days after project completion (October 2018)

PROJECT BUDGET – GRANT ELIGIBLE EXPENSES & ORGANIZATION COST SHARE

Table 2 lists the Eligible Expenses for this project. Only properly invoiced items shall be reimbursed with grant monies or counted toward the Organization’s cost share.

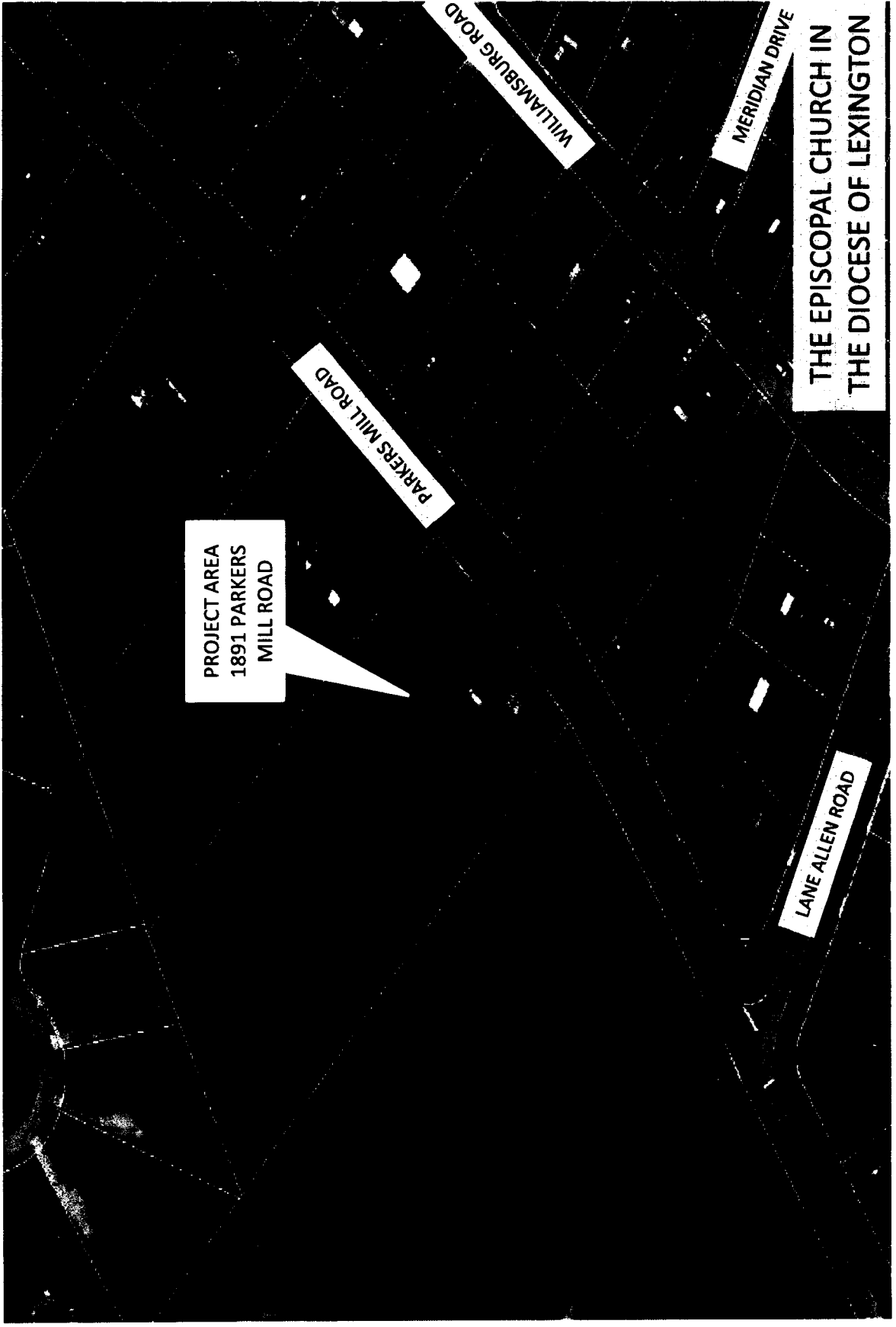
Any work performed on this project prior to grant award by Urban County Council and Notice to Proceed from the LFUCG Grant Administrator is not an eligible expense and shall not be reimbursed or counted toward the cost share with the following exception:

- None.

TABLE 2 - ELIGIBLE EXPENSES

ELIGIBLE EXPENSES								
	Type of Expense	Participants	Item	Unit Price	Quantity	Funded by Organization	Funded by Grant	Total Expense
1	Project Website Initial Development & Removal of Website from Previous Project							
2	Trail	Bid	Material & Installation 4' wide trail	\$ 30.00 per Ft. of trail	100	\$3,000.00		\$3,000.00
3	Trail	Bid	Material & Installation 4' wide trail	\$ 30.00 per Ft. of trail	400		\$12,000.00	\$12,000.00
4	Signage	SRELEX	Markers for educational elements, permanent sign	\$ 1,500.00 per each	1	\$1,500.00	\$0.00	\$1,500.00
5	Website and content	SRELEX/DMD	Build Website & create educational videos and content	\$ 300.00 per educational feature	15	\$4,500.00	\$0.00	\$4,500.00
6	Program Development	SRELEX/Friends of Wolf Run	Develop and plan experience	\$ 13.56 per hour	80	\$1,084.80	\$0.00	\$1,084.80
7	Project Management	Roger L. Kirk/Dave Svirsky	Grant Accounting, Purchasing, Financial Administration	\$ 13.56 per hour	20	\$271.20	\$0.00	\$271.20
8	Project Management	Ken Cooke/Friends of Wolf Run	Key Steward Event Coordination, volunteer organization and planning	\$ 13.56 per hour	10	\$135.60	\$0.00	\$135.60
9								
10								
11	COST SHARE % AFTER FIRST \$2,500 = 52.5% OK							
12	MUST BE > 50%							

Stormwater Quality Projects Incentive Grant Program



PROJECT AREA
1891 PARKERS
MILL ROAD

PARKERS MILL ROAD

WILLIAMSBURG ROAD


MERIDIAN DRIVE

LANE ALLEN ROAD

THE EPISCOPAL CHURCH IN
THE DIOCESE OF LEXINGTON



TO: Mayor Jim Gray
Urban County Council

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

DATE: October 31, 2017

SUBJECT: Recommendation for a FY18 (Class B Education) Stormwater Quality Projects Incentive Grant for The Episcopal Church in the Diocese of Lexington d.b.a. St. Raphael the Archangel Church.

Request

The purpose of this memorandum is to request approval of a FY18 (Class B Education) Stormwater Quality Projects Incentive Grant for The Episcopal Church in the Diocese of Lexington d.b.a. St. Raphael the Archangel Church, in the amount of \$12,000.00.

Purpose of Request

The purpose of the project is to educate the community by developing "Torbit Trace", a nature trail at the rear of St. Raphael the Archangel Church. Stormwater education will combine signage, in the form of way-finder markers along the trail, and a website that will be developed to incorporate educational videos on stormwater management, improving stream quality, best management practices, natural filter techniques, and invasive plant management.

Project Cost in FY18 and in Future Budget Years

The grant has been approved by the Water Quality Fees Board in the amount of \$12,000.00 and will be fully spent by FY19.

Are Funds Budgeted

Funds are budgeted in: 4052 – 303204 – 3373 – 78112 – WQINCENTIVE_18 – WQ_GRANT

Martin/Hoskins-Squier





TO: Mayor Jim Gray
Urban County Council

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

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Martin/Hoskins-Squier

