

Partner Agency Facility Usage Questionnaire

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

Entity Information:

Official Name: KCTCS - Bluegrass Community & Technical College  
Address: 470 Cooper Drive Lexington KY 40506  
Non-profit? YES  No

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

Community College

Federal Tax ID Number: \_\_\_\_\_

Services (list ALL services provided):

- Adult Education Classes (GED)
- College Preparation
- NCRCO

Entity Authorized Contact Name: David Sturgill

Entity Contact Number(s) (Office) 246-6896 (Cell) 753-8933 E-mail: David.Sturgill@kctcs.edu

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

- Current annual report filed with the Kentucky Secretary of State
- Mission Statement
- Organizational chart
- Source, amount & duration of funding (private, state or Federal, local; Grants, ...)
- Business plan
- Anticipated organizational budget identifying the proposed amount for lease and operational expenses.
- Annual cash flow report (if an existing entity). If new, a projected annual CP report must be submitted.

Please submit the questionnaire and all required attachments to the department responsible for conducting the initial evaluation.

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LFUCG Internal Evaluation:

Requesting Department /Division: **Department of Social Services**

Proposed initial length of agreement : **4** Year **8** Months

Note: All lease agreements to expire by June 30<sup>th</sup>

Requested By:

Name: **Beth Mills** Title: **Commissioner** Date: **12/04/13**

Approval (    ) initials Title: Director /Deputy Director Date:   /  /  

Approval (    ) initials Title: Commissioner Date:   /  /  

Comment:

BCTS works to provide a skilled workforce and prepare students to further their education by providing general education, technical programs, and skills development. BCTC provides education and training for the GED program at this location.

Entity Evaluation & Overview:

Entity meets Urban County need  YES  NO

Please provide detail:

**BCTC provides education and training to individuals working toward their GED at this location.**

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PARTNERSHIP OBLIGATION CLASSIFICATION:

Entity and LFUCG are parties to an agreement whereas facility funding is required by ordinance, contract or Resolution (other than a PSA) YES  NO

Provide detail.

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PROPOSED LEASE & SPACE ALLOCATION:

Number of Employees: \_\_\_\_\_ (FT). \_\_\_\_\_ (PT)

Requested Space: 825 (Sft.)

Proposed Location Address: 1<sup>ST</sup> Floor – Central KY Job Center (1055 Industry Road)

O&M Expenses (\$/Sft/Yr): (\$)3.094 (Determined by Real Estate Property Section)

Note: Tenant may be required to submit Space Needs Analysis form provided by Department of General Services

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RENT ANALYSIS;

I) Calculated Fair Market Rent: \$10.52 \$/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 O&M Costs: \$3.0949 \$/Sft./Yr. (Determined by Real Estate/Properties Section)

III) Calculated Base Rent (I-II): \$7.42 \$/Sft./Yr.

IV) Proposed adjustments/subsidies/assistance applied toward base rent (III) only (By others)

Reduction %: 100 (\$/Sft./Yr.): \$7.42 (\$/Year): \$6,128.82

V) Final Adjusted Rent (I-IV): \$2,553.36 Yr. or, \$/Sft./Yr. \$3.09490

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

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Approved by:.



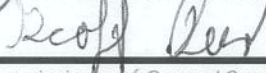
Date: 12/4/13

Commissioner of Requesting Department



Date: 12/5/13

Director of Facilities & Fleet Management



Date: 12/5/13

Commissioner of General Services

Date: \_//\_

CAO

Note:

The Department of General Services will initiate the Blue Sheet process for Council's review and final approval once all of the appropriate signatures have been secured.