

Joint Funding Administration

Administrative Handbook

FY 2017



Department for Local Government
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INDEX

Overview	2
MOAs.....	3
Scope of Work Elements.....	4
120 – EDA	4
125 – CDBG	4
140/150 – DLG	5
130 – ARC.....	8
SPGE.....	9
Reporting.....	10
JFA Calendar FY 2017	11
JFA Funding FY 2017	12
Cost Allocation Plan Review	14
Cost Allocation Plan Documentation Form	15
Certification of Funds Form.....	16
ADD Personnel/Contacts Update	17
Form CD-511	18
Quarterly Activity Report Forms	19
Scope of Work: Economic Development.....	19
Scope of Work: Community and Economic Development Grants and Loans.....	20
Scope of Work: Management Assistance	21
Scope of Work: Technical Assistance	22
Scope of Work: Local Government Training.....	23
Scope of Work: Regional Cooperation	24
Scope of Work: ADD Staff Training.....	25
Quarterly Financial Report Form.....	26
Annual Financial Closeout Report Form	27
SEFA 7 Instructions	29
SEFA 7 Worksheet	32

JOINT FUNDING ADMINISTRATION

Overview

The Joint Funding Administration (JFA) was created as a way to unify funding to the Area Development Districts (ADDs) from multiple sources (both state and federal). It originally included federal agencies such as the Economic Development Administration (EDA), Community Development Block Grant (CDBG), the Appalachian Regional Commission (ARC) and state agencies including the Department for Local Government (DLG), the Cabinet for Health and Family Services, and the Justice Cabinet. As the years passed, various agencies have dropped out of JFA. Current participants include DLG, EDA, and CDBG. The state match for federal ARC funds are included in the JFA, but the federal funds are not.

The Kentucky General Assembly allocates a set amount of money every biennium from the General Fund to the JFA, to be distributed by DLG. Similarly, from a federal point of view, the participating agencies allocate a set amount of money every year from their general funds to Kentucky, to be distributed by DLG via the JFA. Historically, DLG applies for this money from all federal agencies in the spring of the year. Upon approval of the federal grants, DLG submits quarterly requests for disbursement and then distributes the money each quarter to the ADDs.

DLG works with the federal agencies to minimize the amount of reporting due from the ADDs, supplying most of the requirements from the ADDs quarterly financial and process reports. Only the Comprehensive Economic Development Strategies (CEDs) are sent directly from the ADDs to the federal agency (EDA).

Memoranda of Agreement (MOA)

Working together with the ADDs, DLG will develop standardized MOAs each year with attached Scope of Work (SOW) defining the services to be performed by each ADD and the dollar amount to be paid by DLG. The MOAs must be signed by both parties and are considered legally binding documents. Amendments to these agreements will be processed according to standard DLG amendment forms, and will become official upon the signature of an authorized representative of each party.

A CD-511 (Certifications Regarding Drug-Free Workplace Requirements and Lobbying) is also required at the time of MOA execution.

Scope of Work Elements

120 - EDA

Develop and implement the Comprehensive Economic Development Strategy (CEDS) for the Economic Development Administration (EDA) as per EDA's Comprehensive Economic Development Strategy guidelines. The ADD will develop a new CEDS every five years with annual updates.

1. Advise DLG and ED Cabinet of community and economic development planning efforts for all projects directly affecting any phase of new job creation and business / industrial investment. Update as changes occur (see Activity Report II).
2. Monitor and report action plans and implementation of objectives and strategies as set forth in the CEDS related to natural resources and physical environment.
3. Provide assistance to the Regional Business Parks and Regional Industrial Authorities including, but not limited to, conducting monthly Regional Authority meetings and maintaining Authority records.

125 - CDBG

Assist DLG in implementing the Kentucky Community Development Block Grant Program (CDBG) by providing technical assistance to local units of government and eligible communities.

1. Provide certified CDBG administrative services to local units of government participating in the CDBG program.
 - a. Meet with communities desiring to participate in the CDBG program to outline the program requirements, including but not limited to, thresholds that must be met, national objectives, competitive nature of the program, and methodology, required to determine LMI beneficiaries.
 - b. Provide direct development services to aide communities in development of CDBG eligible projects.
 - c. Assist local units of government in the preparation of CDBG pre-submission documents and applications after determining eligibility, including the design of a competitive project, and all planning required to meet the goals and objectives of the project.
 - d. Provide technical assistance in advising local units of government in the satisfactory completion of program requirements regarding citizen participation, environmental release, cost estimates and other requirements to the development of the project.

- e. Ensure that ADD Staff are certified CDBG administrators and attend all relative trainings required to meet and maintain certification requirements.

140/150 – DLG

1. Provide technical assistance and coordination in the pursuit of investments designed to provide sustainable community and economic development initiatives that ensure the region's competitiveness.
 - a. Provide technical assistance to divisions of local government and other eligible applicants for State, Local, Federal and Private Investments; loans and grant programs to include, but not limited to, KIA, CDBG, EDA, ARC, Coal Severance, Homeland Security, Renaissance on Main, Recreational Trails Program, Land and Water Conservation Fund Grant Program, Kentucky Rails to Trails Program, and other grants programs targeting recreation and/or conservation both public and private (see Activity Report I).
 - b. Monitor and report number of completed, submitted, and successful loan and/or grant applications submitted on behalf of divisions of local governments and/or other eligible applicants – to be attached to the quarterly report to DLG (see Activity Report I).
2. Assist DLG with community development and community enhancement initiatives/projects that further develop the region's "quality of life" goals for sustainable growth.
 - a. Notify all potential applicants throughout the region (through a uniform, formal, consistent manner), of grant availability and funding cycles for all Federal and State grants programs which specifically include, but are not limited to, Recreational Trails Program, Land and Water Conservation Fund Grant Program, and Kentucky Rails to Trails Program.
 - b. Assist in the monitoring of open projects, provide technical assistance to grants recipients to ensure contracts are met, ensure proper utilization and expenditure of funds, and provide project completion assistance including progress reports and final close out reports.
 - c. Work in conjunction with DLG and the Bluegrass State Games Office to promote and organize the Bluegrass State Games.
3. Assist DLG with coordinating the efforts of divisions of local governments in planning, implementation and procurement of funding for projects and initiatives related to disaster and emergency assistance, preparedness and public safety, which promote safe and secure communities.

- a. Assist divisions of local government and other eligible applicants with planning, development and submission of applications for funding related to emergency management, disaster, and homeland security/public safety.
 - b. Provide technical assistance to local units of government when conducting public meetings, explaining local government & community responsibilities regarding Emergency Resource Management.
 - c. Provide qualified ADD staff as liaison contacts for the Division of Emergency Management and provide documented technical and administrative support to Area Managers.
 - d. Facilitate the implementation of FEMA and NRCS projects within the region.
4. Provide technical assistance to local units of government and special districts in financial administration and general administration.
- a. Provide and maintain inventories of special districts including County location(s), District Name, Statute functioning under, and Contact information.
 - i. Update (electronically) the Division of Financial Management and Administration annually by January 15th.
 - ii. Provide technical assistance as needed to carry out the provision of KRS 65.065-.070 and the sections of KRS 65, 65.900-.925 relating to the Uniform Financial Information Report.
 - b. Assist local governments in establishing sound purchasing procedures.
 - i. Disseminate information on State Price Contracts and Mutual Cooperative agreements for purchase of goods and services.
 - ii. Disseminate information about the availability of surplus property, equipment, materials and supplies.
 - c. Provide technical assistance in financial administration and uniform financial reporting to local governments.
 - i. Assist local governments with budget preparation, adoptions and administration.
 - a. Preliminary Work
 - b. Public Notices
 - c. Public Hearings
 - d. Legislative Adoption
 - e. Amendments
 - ii. Assist local governments with administration of their accounting systems as prescribed by statutes.

- iii. Assist local governments with all required audits, financial statements and uniform financial information reports required by DLG, other government agencies, and/or by statute.
 - iv. Assist city officials with tax rate calculations.
 - d. Assist DLG in conducting and/or providing training or workshops as appropriate, and as needed for city, county and special district officials.
 - i. Provide notices of meeting facilities, necessary equipment and materials and the necessary means to assure attendance.
 - ii. Provide follow-up support assistance by responding to inquiries and requests, and by on site visitation as needed. Contact the Division of Financial Management and Administration for their on-site assistance when warranted.
 - e. Assist DLG with any special projects which may develop as a result of legislation or new programs.
 - f. Provide quarterly narrative progress reports in regards to activity and outcomes to DLG including any special reports as deemed necessary and beneficial.
5. Perform the functions of a regional clearinghouse pursuant to Presidential Executive Order 12372 including coordination of federally assisted projects and programs with local and area plans; soliciting input from area wide and local agencies which area authorized to develop and enforce environmental standards; providing agencies charged with enforcing or furthering civil rights laws with the opportunity to participate in the review process; and to encourage an expeditious process of intergovernmental coordination and review of proposed projects.
- a. The ADD, in its role as Regional Review Agency (RRA), must designate and maintain an Intergovernmental review process coordinator who is responsible for ensuring the proper and timely flow of information to in house ADD reviewers and between agency and state clearinghouse. All Kentucky State Clearinghouse Intergovernmental Review processes are to be completed online at <https://eclearinghouse.ky.gov>
 - b. Provide the chief elected officials of a community/county (e.g., mayors and county judge executives) with the opportunity to review, request additional information or ask questions all projects that have impact on their areas prior to submission.
 - c. In those cases where the applicant is a special purpose unit of local government, the RRA's designated Intergovernmental Review Process Coordinator will insure that any unit of local government having jurisdiction over any area in which the proposed project is located has an opportunity to confer, consult and comment upon the proposed project.
 - d. RRA will follow the developed internal review procedures by utilizing the e-clearinghouse system which allows input to be provided to the Single Point of Contact

within the review periods set forth in the Kentucky Intergovernmental Review Process Manual.

- e. Evaluate the significance of the proposed federally assisted programs to area wide and local plans and programs.
- f. The RRA must assure comments made by the agency and submitted to the Single Point of Contact are in compliance with section (5) of the Kentucky Intergovernmental Review Process Manual, “Subject matter of Comments.”
- g. The RRA must provide the Single Point of Contact with the following information upon completion of each review:
 - i. The official position of the RRA as determined by the internal procedures;
 - ii. The comments of the appropriate Mayor and/or County Judge Executive if his position /her position is different from that of the RRA; and
 - iii. In instances where the RRA and elected officials have differing opinions, the staff offers comments for consideration to the Regional Review Agency.
- h. The RRA must provide interstate metropolitan planning districts, which share common territory with the RRA, a copy of any proposal affecting its jurisdiction. If the interstate body desires to provide input on these proposals it must utilize the officially designed state Single Point of Contact to forward comments to the Kentucky State Single Point of Contact.
- i. The RRA must maintain official records of the action of the RRA concerning individual proposals.
- j. The RRA shall conduct training as needed to ensure functional committee persons and the Board of Directors maintains an adequate level of knowledge to perform efficiently and effectively.

Expenditures relating to maintenance or capital expense of the ADD as well as any non-JFA personnel costs are expressly prohibited. All salary-related expenses must be documented by time sheets and the required JFA Quarterly Reports.

130 – ARC

To implement and maintain, in conjunction with DLG, a program to focus on investments designed to provide basic community services, upgrade the quality of life, spur employment, and improve the economic viability of the region. This is a working document. Both completed activities and uncompleted activities will be noted in the annual report.

1. Planning: Include planning activities that are proposed over the fiscal year period. These activities could be related to the agency; to a particular county (counties); to a particular

project (solid waste; community/regional strategic planning, etc.). Specifics should be supplied where applicable.

2. Community and Economic Development Activities: Identify projected activities with projects or programs over the 12-month period. These activities should be grouped according to the four ARC goals of - Business Development and Jobs Creation, Education / Workforce Development and Adequate Health Care, Infrastructure Development, and Completion of the Appalachian Development Highway System.
3. Technical Assistance: List ways that technical assistance will be given to local communities during the up-coming fiscal year. You may wish to show examples that have taken place in the past and may be requested again. Show flexibility in case unexpected needs arise.
4. Performance Measure: Report on the results or impact of the funds received. Include "output/out-come" measures relative to the four ARC goals and specific approved ARC projects.
5. Agency Administration: The total ARC program broken out by object-class categories: personnel, fringe, travel, supplies, equipment, other, indirect and total. Include how many staff and what percentage of time will be supported with the ARC program.

SPGE

DLG and the ADDs further the goals of KRS Chapter 65A, with respect to Special Purpose Governmental Entities (SPGEs) through the following scope of services:

1. Make available such facilities, rooms or meeting space as it reasonably may provide to be used by DLG or its designees to conduct training and/or provide other assistance to SPGEs;
2. Provide technical assistance to regional SPGEs in completing online registration and financial disclosure reporting, if needed; and
3. Assist DLG in identifying and contacting noncompliant CPGEs in its region.

Reporting

All report due dates can be found on the current year's JFA calendar, included in this document. ADDs are responsible for submitting the following reports electronically, unless otherwise specified:

- Homeland Security Grants Update (SEFA 7) – Annual – Due Friday, September 2, 2016.
- Financial – Quarterly – Due on the last day of October, January, April, and July.
- Activity – Quarterly Due on the last day of October, January, April, and July.
- Community Economic Development Strategy (CEDS) – Annual – regulated by the EDA – Completion/Update – Notice with link is due Thursday, December 1, 2016.
- Personnel/Contacts – Annual – Update due Thursday, December 1, 2016.
- Certification of Funds and Closeout Spreadsheet – Annual – Due Friday, June 30, 2017.
- Financial Audit – Annual – Notice with link is due Friday, June 30, 2017.
- Cost Allocation Plan and CAP Documentation Form – Annual – Notice with link is due Friday, June 30, 2017.

Any delay in the submission of these reports may cause a delay in JFA payments due.

**JFA Calendar
FY 2017**

<p style="text-align: center;"><u>JULY 2016</u></p>	<p style="text-align: center;"><u>AUGUST 2016</u></p> <p style="text-align: center;">15 – FY 16 4th Quarter Reports Due to DLG (Activity and Financial)</p>	<p style="text-align: center;"><u>SEPTEMBER 2016</u></p> <p style="text-align: center;">2 – SEFA7 Reports Due</p> <p style="text-align: center;">15 – 1st Quarter Payments from DLG (pending availability of funds)</p>
<p style="text-align: center;"><u>OCTOBER 2016</u></p> <p style="text-align: center;">31 – 1st Quarter Reports Due to DLG (Activity and Financial)</p>	<p style="text-align: center;"><u>NOVEMBER 2016</u></p> <p style="text-align: center;">30 – 2nd Quarter Payments from DLG</p>	<p style="text-align: center;"><u>DECEMBER 2016</u></p> <p style="text-align: center;">1-CEDS Completion/Update Notice (link) Due to EDA and DLG</p> <p style="text-align: center;">1 – Personnel/Contacts Update Due to DLG</p>
<p style="text-align: center;"><u>JANUARY 2017</u></p> <p style="text-align: center;">31 – 2nd Quarter Reports Due to DLG (Activity and Financial)</p>	<p style="text-align: center;"><u>FEBRUARY 2017</u></p> <p style="text-align: center;">5 – Certification of Funds and Closeout Report due to DLG</p> <p style="text-align: center;">28 – 3rd Quarter Payments from DLG</p>	<p style="text-align: center;"><u>MARCH 2017</u></p>
<p style="text-align: center;"><u>APRIL 2017</u></p> <p style="text-align: center;">30- 3rd Quarter Reports Due to DLG (Activity and Financial)</p>	<p style="text-align: center;"><u>MAY 2017</u></p> <p style="text-align: center;">31- 4th Quarter Payments from DLG</p>	<p style="text-align: center;"><u>JUNE 2017</u></p> <p style="text-align: center;">30 – Audit (link), Cost Allocation Plan (link), CAP Documentation Form, Certification of Funds and Closeout Report Due to DLG</p>

JFA Funding FY 2017

The 2017-2018 biennium budget (HB 303) provides an appropriation of \$2,116,300 for the JFA program. Of that amount, \$1,222,150 is necessary for the required match of federal funds, which have differing scopes of work for each federal funding source.

The remaining balance of \$894,150 is to be used to provide defined services according to the JFA Scope of Work Elements 140/150. These funds are distributed through a formula allocation based on a method that was adopted in March 1976 by the Kentucky Association of Area Development District Directors, and re-presented with updated factors by the ADD directors to DLG in November 2016.

FY 2017 JFA Excess State Funds will be distributed as follows:

- Seventy (70) percent is distributed equally among the ADDs.
- Twenty (20) percent is distributed based on population, using the most recent Census data (2010).
- Ten (10) percent is distributed based on jurisdictions, according to the Kentucky Secretary of State (as of November 2016).

The total JFA funding allocation for FY 2017 is found on the following page.

JFA Funding FY 2017

	General Fund Allocation****	EDA		CDBG		ARC*		Total JFA** Federal	Required State Match	Excess State Funds	SPGE State Funds	Total JFA State	Total ** JFA Funds	FY17 *** All Funds
		Federal	State	Federal	State	Federal *	State							
Barren River	\$134,865.33	\$63,000.00	\$15,750.00	\$19,237.45	\$19,237.45	\$40,632.00	\$40,632.00	\$82,237.45	\$75,619.45	\$9,245.88	\$5,000.00	\$139,865.33	\$222,102.78	\$262,734.78
Big Sandy	\$167,532.89	\$63,000.00	\$15,750.00	\$18,055.02	\$18,055.02	\$82,830.00	\$82,830.00	\$81,055.02	\$116,635.02	\$50,897.87	\$5,000.00	\$172,532.89	\$253,587.91	\$336,417.91
Bluegrass	\$232,340.48	\$63,000.00	\$15,750.00	\$41,196.91	\$41,196.91	\$93,455.00	\$93,455.00	\$104,196.91	\$150,401.91	\$81,938.57	\$5,000.00	\$237,340.48	\$341,537.39	\$434,992.39
Buffalo Trace	\$116,253.34	\$63,000.00	\$15,750.00	\$6,182.43	\$6,182.43	\$47,612.00	\$47,612.00	\$69,182.43	\$69,544.43	\$46,708.91	\$5,000.00	\$121,253.34	\$190,435.77	\$238,047.77
CVADD	\$204,750.51	\$63,000.00	\$15,750.00	\$16,872.59	\$16,872.59	\$116,347.00	\$116,347.00	\$79,872.59	\$148,969.59	\$55,780.92	\$5,000.00	\$209,750.51	\$289,623.10	\$405,970.10
FIVCO	\$154,821.52	\$63,000.00	\$15,750.00	\$10,333.01	\$10,333.01	\$78,011.00	\$78,011.00	\$73,333.01	\$104,094.01	\$50,727.51	\$5,000.00	\$159,821.52	\$233,154.53	\$311,165.53
Gateway	\$128,531.11	\$63,000.00	\$15,750.00	\$9,150.58	\$9,150.58	\$56,050.00	\$56,050.00	\$72,150.58	\$80,950.58	\$47,580.53	\$5,000.00	\$133,531.11	\$205,681.69	\$261,731.69
Green River	\$94,120.84	\$63,000.00	\$15,750.00	\$22,205.60	\$22,205.60			\$85,205.60	\$37,935.60	\$56,165.24	\$5,000.00	\$99,120.84	\$184,326.44	\$184,326.44
KRADDD	\$193,898.51	\$63,000.00	\$15,750.00	\$13,301.16	\$13,301.16	\$114,741.00	\$114,741.00	\$76,301.16	\$143,792.16	\$50,106.35	\$5,000.00	\$198,898.51	\$275,199.67	\$389,940.67
KIPDA	\$120,916.16	\$63,000.00	\$15,750.00	\$5,000.00	\$5,000.00			\$68,000.00	\$20,750.00	\$100,166.16	\$5,000.00	\$125,916.16	\$193,916.16	\$193,916.16
LCADD	\$187,405.81	\$63,000.00	\$15,750.00	\$11,515.44	\$11,515.44	\$106,222.00	\$106,222.00	\$74,515.44	\$133,487.44	\$53,918.37	\$5,000.00	\$192,405.81	\$266,921.25	\$373,143.25
Lincoln Trail	\$85,476.64	\$63,000.00	\$15,750.00	\$10,936.29	\$10,936.29			\$73,936.29	\$26,686.29	\$58,790.35	\$5,000.00	\$90,476.64	\$164,412.93	\$164,412.93
NKADD	\$103,729.58	\$63,000.00	\$15,750.00	\$18,055.02	\$18,055.02			\$81,055.02	\$33,805.02	\$69,924.56	\$5,000.00	\$108,729.58	\$189,784.60	\$189,784.60
Pennyrile	\$108,305.99	\$63,000.00	\$15,750.00	\$34,657.34	\$34,657.34			\$97,657.34	\$50,407.34	\$57,898.65	\$5,000.00	\$113,305.99	\$210,963.33	\$210,963.33
Purchase	\$83,351.29	\$63,000.00	\$15,750.00	\$13,301.16	\$13,301.16			\$76,301.16	\$29,051.16	\$54,300.13	\$5,000.00	\$88,351.29	\$164,652.45	\$164,652.45
TOTAL	\$2,116,300.00	\$945,000.00	\$236,250.00	\$250,000.00	\$250,000.00	\$735,900.00	\$735,900.00	\$1,195,000.00	\$1,222,150.00	\$894,150.00	\$75,000.00	\$2,191,300.00	\$3,386,300.00	\$4,122,200.00

* The ARC Federal column is the amount contracted directly between the ADDs and the ARC

** The Total JFA Federal and Total JFA Funds do not include the ARC Federal amount.

*** Including ARC Federal funds

**** Total General Fund available: \$2,116,300

Cost Allocation Plan Review

ADDs must submit their annual audit, Cost Allocation Plan (CAP) and CAP Documentation Form to DLG by no later than **Friday, June 30, 2017**. Only electronic copies of these documents are required. An email to the Office of State Grants with a link to the documents on the ADD website will suffice.

Most, if not all, ADDs reference the CAP in their audit report as to what regulations the ADD is following and a description of the cost associated. If all audits have these descriptive pages and the associated costs and add the following footnote to the Notes to the Financial Statements, DLG will accept the CAP from the ADDs. The footnote is as follows:

XXXXXX Area Development District is required by the Department of Local Government, to operate under a cost allocation plan that conforms with 2 CFR Part 200. A summary of the cost allocation plan begins on page XX. The ADD is in conformity with 2 CFR Part 200.

FY 2018 CAP Documentation Form

Name of ADD: _____

Individual Completing Form: _____

The plan submitted is:

_____ Cost Allocation Plan _____ Indirect Cost Rate Proposal _____ Blended Plan

NOTE: Some plans may be blended and have elements of both a Cost Allocation Plan (CAP) and an Indirect Cost Rate Proposal (ICRP). These plans should meet all the elements of a CAP and the any additional ICRP elements applicable to the entity.

Please verify these *required* items are included in your CAP or ICRP:

- Introductory Statement explaining the plan and any specific information
- Statement assuring the district has board-approved operation policies
- Roster of all work elements
- Chart of Accounts
- Formal books of entry
- Organization Chart sufficiently detailed to show operations
- Copy of audited financial statements or Executive Budget
- Certification of compliance with federal requirements, including reference to compliance with 2CFR Part 200
- A brief description of each allocated central service/shared costs
- Identification of unit rendering allocated/shared service and operations receiving the Service
- Items of Expense included in cost of allocated/shared services (allowable per 2CFR Part 200)
- Description of method used to distribute costs to all benefiting cost objectives

_____ No changes in methodology of allocation or classification of costs from our FY 2017 CAP

_____ Changes from FY 2017 CAP are as specified (additional pages may be used if necessary)

Signature

Printed Name

Date

Title

Certification of Funds Received

This certifies that the _____ Area Development District
has received the total sum of \$_____ under the terms and conditions of the
Fiscal Year 2017 Joint Funding Administration Agreement with the Commonwealth of Kentucky,
Department for Local Government. This total consisted of \$_____ federal
funds and \$_____ state funds. In addition _____
provided \$_____ in local funds match and _____
provided \$_____ in in-kind match.

Signature

Printed Name

Date

Title

ADD Personnel/Contacts Update

This report is due to DLG on December 1, 2016. Please submit to the Office of State Grants via e-mail to DLG using this format:

ADD Name: _____			
Personnel/Contacts Update FY 2017			
First Name	Last Name	Title	Email

Certification Regarding Lobbying

Form CD-511

FORM CD-511
(REV 1-05)

U.S. DEPARTMENT OF COMMERCE

CERTIFICATION REGARDING LOBBYING

Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 15 CFR Part 28, "New Restrictions on Lobbying." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Commerce determines to award the covered transaction, grant, or cooperative agreement.

LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 15 CFR Part 28, for persons entering into a grant, cooperative agreement or contract over \$100,000 or a loan or loan guarantee over \$150,000 as defined at 15 CFR Part 28, Sections 28.105 and 28.110, the applicant certifies that 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 any agency, 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.

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 occurring on or before October 23, 1996, and of not less than \$11,000 and not more than \$110,000 for each such failure occurring after October 23, 1996.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

In any 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 commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement 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 statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure occurring on or before October 23, 1996, and of not less than \$11,000 and not more than \$110,000 for each such failure occurring after October 23, 1996.

NAME OF APPLICANT

AWARD NUMBER AND/OR PROJECT NAME

PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

SIGNATURE

DATE

JFA Quarterly Report Forms

Scope of Work: Economic Development

Scope of Work: Economic Development									
Under authority of the Economic Development Administration (EDA), develop and update every five years, a Comprehensive Economic Development Strategy (CEDS) that will guide the implementation of economic activities in the region. Provide assistance to State agencies, local communities and economic development agencies.									
Jurisdiction	Entity	Activity	Description	Element	1	2	3	4	Percent Complete
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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JFA Quarterly Report Forms

Scope of Work: Community and Economic Development Grants and Loans

Scope of Work: Community and Economic Development Grants and Loans														
Assist DLG in implementing the Kentucky Community Development Block Grant (CDBG) Program. Provide technical assistance to units of local government and their agencies in developing and preparing applications for submittal for funding consideration. Assistance will be provided with the following programs: LWCF, Rec Trails, ADF, TAP, KOHS, EDA, ARC and/or other programs as requested by local governments.														
Jurisdiction	Entity	Project Title	Project #	Description	Funding Program		Project Type ED/CP/PF/H	Outcomes			Element	Quarter	Status A/D/P/I	
					Program	Funding Amount		Jobs Create Ret	Private Investment New Expand	Beneficiaries				
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JFA Quarterly Report Forms

Scope of Work: Management Assistance

Scope of Work: Management Assistance											
Provide assistance to local communities through the management of federal and state funded projects and programs.											
Jurisdiction	Entity	Project Title	Project #	Grant/Loan Amount	Element	Quarter	Activity	Percent Complete			
						1					
						2					
						3					
						4					
						1					
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JFA Quarterly Report Forms

Scope of Work: Technical Assistance

[illegible]

JFA Quarterly Report Forms

Scope of Work: Local Government Training

[illegible]

JFA Quarterly Report Forms

Scope of Work: Staff Training

[illegible]

JFA Quarterly Report Forms

Scope of Work: Regional Cooperation

Scope of Work: Regional Cooperation									
Through the ADD Board and its functional committees and councils, facilitate and support regional cooperation and implementation of programs and projects in the most efficient manner to address the issues and needs of our communities. Perform the federally required functions of a regional clearinghouse pursuant to Presidential Order 12372.									
MM/DD/YY	Description	Meeting Attendance	KIRPS Reviewed Regional	KIRPS Reviewed State	Element	1	2	3	4
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JFA Quarterly Financial Report (page one)

JFA Financial Report						
ADD Name:						
Date:		Fiscal Year:			Quarter:	
REVENUE	Budget	Receipt	Budget	Receipt	Budget	Receipt
	120		125		130	
	EDA		CDBG		ARC	
FEDERAL/LETTER OF CREDIT						
ARC 23.009 302						
EDA 11, 301 301 B						
Other (Specify)						
Other (Specify)						
Other (Specify)						
FEDERAL/AGENCY AGREEMENT						
CDBG 14.219						
CDBG 107						
Other (Specify)						
Other (Specify)						
FEDERAL REVENUE TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
STATE						
DLG EDA Match						
ARC Match						
CDBG Match						
Unmatched						
STATE REVENUE TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LOCAL						
Other (Specify)						
Local Cash						
LOCAL REVENUE TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURES						
DIRECT COST						
Salary						
Employee Burden						
Contractual Services/A						
Contractual Services/B						
Annual Leave						
Travel						
Travel - Contractual						
Equipment						
Other Direct						
Other Staff Training						
DIRECT COST TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SHARED COSTS						
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
REVENUE LESS EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
UNPAID OBLIGATIONS						
TOTAL UNOBLIGATED FUNDS						
SHARED COST RATIO						

JFA Quarterly Financial Report (page two)

JFA Financial Report						
ADD Name:						
Date:	Fiscal Year:		Quarter:		Page 2	
REVENUE	Budget	Receipt	Budget	Receipt	Budget	Receipt
	140 Technical Assistance		150 Program Administration		JFA	
FEDERAL/LETTER OF CREDIT						
ARC 23.009 302					\$ -	\$ -
EDA 11, 301 301 B					\$ -	\$ -
Other (Specify)						
Other (Specify)						
Other (Specify)						
FEDERAL/AGENCY AGREEMENT						
CDBG 14.219					\$ -	\$ -
CDBG 107						
Other (Specify)						
Other (Specify)						
FEDERAL REVENUE TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
STATE						
DLG EDA Match					\$ -	\$ -
ARC Match					\$ -	\$ -
CDBG Match					\$ -	\$ -
Unmatched					\$ -	\$ -
STATE REVENUE TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LOCAL						
Other (Specify)						
Local Cash						
LOCAL REVENUE TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURES						
DIRECT COST						
Salary						
Employee Burden						
Contractual Services/A						
Contractual Services/B						
Annual Leave						
Travel						
Travel - Contractual						
Equipment						
Other Direct						
Other Staff Training						
DIRECT COST TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SHARED COSTS						
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
REVENUE LESS EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
UNPAID OBLIGATIONS						
TOTAL UNOBLIGATED FUNDS						
SHARED COST RATIO						

JFA Financial Closeout Report

Kentucky Department for Local Government

Joint Funding Administration Reporting

Financial Closeout Form	
Area Development District:	

REVENUE	
Federal Funds	\$ -
State Funds	\$ -
Local Funds	\$ -
TOTAL	\$ -

EXPENDITURES				
Funding Source	Element	Revenue	Expenditure	Over/Under
Community and Economic Development	120	\$ -	\$ -	\$ -
Management Assistance	140	\$ -	\$ -	\$ -
Program Administration	150	\$ -	\$ -	\$ -
SUBTOTAL		\$ -	\$ -	\$ -
			EDA Adjusted	\$ -
Community Development Block Grant	125	\$ -	\$ -	\$ -
Appalachian Regional Commission	130	\$ -	\$ -	\$ -
TOTAL		\$ -	\$ -	\$ -

REPAYMENT	
Federal	
State	
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -

NOTES

SEFA 7 Instructions

INSTRUCTIONS FOR SEFA 7 KRS 39G.020 - HOMELAND SECURITY GRANT FUNDING Addendum to State Auditor and OMB Cir. A-133 required Schedule of Expenditures of Federal Awards financial statement.

The Homeland Security Grant Funding SEFA 7 is necessary to comply with reporting provisions contained in KRS 39G.020. Further, the SEFA 7 requires some additional information needed for report submission to the state legislature. All state and local departments must provide this additional federal grant data for each of the Homeland Security CFDA numbered programs for which they have received a grant award. You must report these programs regardless of whether you have made any expenditure against the homeland security funded grant award during the reporting period. Complete SEFA 7 for any grant awards against the listing of CFDA numbers. For the Homeland Security funded grants below, this data expands on the fiscal information provided on the SEFA 2, 3, 4, 5, and 6 forms.

PLEASE DO NOT REPORT ANY HOMELAND SECURITY GRANT FUNDS RECEIVED FROM THE KENTUCKY OFFICE OF HOMELAND SECURITY. ONLY REPORT FEDERAL FUNDS RECEIVED DIRECTLY FROM THE FEDERAL GOVERNMENT LISTED BELOW.

Note: Any agency having received one of the grants listed below, regardless of amount, must complete this SEFA 7 form. Please do not alter the columns in the SEFA 7 form. Complete all required information for each grant.

SEFA 7 column entries:

Column M: Enter county or counties where grant funds will be used. If grant funds will be used state-wide enter 'All'.

Column N: Enter grant recipient's organization name. State agencies must enter full department name.

Column O: Enter the CFDA number (award/grant number) that you are reporting on.

Column P: Enter the full grant name (program title) as awarded from the Department of Homeland Security.

Column Q: Enter the total grant award amount.

Column R: Enter the remaining balance of the grant (grant award less grant expenditures).

Column S: Enter the original intended use of the grant award funds.

Column T: In twenty-five words or less, enter for what purpose you actually used the grant money. Examples might be: 'purchased 25 flack vests', or 'conducted five HAZMAT training classes', or 'conducted three training exercises'.

CFDA#	Program Title	Agency
97.005	State and Local Homeland Security National Training Program	DHS
97.007	Homeland Security Preparedness Technical Assistance Program	DHS
97.008	Non-Profit Security Program	DHS
97.009	Cuban/Haitian Entrant Program	DHS
97.010	Citizenship Education and Training	DHS
97.012	Boating Safety Financial Assistance	DHS
97.018	National Fire Academy Training Assistance	DHS
97.022	Flood Insurance	DHS
97.023	Community Assistance Program State Support Services Element (CAP-SSSE)	DHS
97.024	Emergency Food and Shelter National Board Program	DHS
97.025	National Urban Search and Rescue (US&R) Response System	DHS
97.026	Emergency Management Institute Training Assistance	DHS
97.027	Emergency Management Institute (EMI)_Independent Study Program	DHS
97.028	Emergency Management Institute (EMI)_Resident Educational Program	DHS
97.029	Flood Mitigation Assistance	DHS
97.030	Community Disaster Loans	DHS
97.031	Cora Brown Fund	DHS
97.032	Crisis Counseling	DHS
97.033	Disaster Legal Services	DHS
97.034	Disaster Unemployment Assistance	DHS
97.036	Disaster Grants - Public Assistance (Presidentially Declared Disasters)	DHS
97.039	Hazard Mitigation Grant	DHS
97.040	Chemical Stockpile Emergency Preparedness Program	DHS
97.041	National Dam Safety Program	DHS
97.042	Emergency Management Performance Grants	DHS
97.043	State Fire Training Systems Grants	DHS
97.044	Assistance to Firefighters Grant	DHS
97.045	Cooperating Technical Partners	DHS
97.046	Fire Management Assistance Grant	DHS
97.047	Pre-Disaster Mitigation	DHS
97.048	Federal Assist to Individuals & Households in Presidential Declared Disaster Areas	DHS
97.050	Presidential Declared Disaster Assistance to Individuals & Households-Other Needs	DHS
97.052	Emergency Operations Center	DHS
97.055	Interoperable Emergency Communications	DHS
97.056	Port Security Grant Program	DHS
97.057	Intercity Bus Security Grants	DHS
97.061	Centers for Homeland Security	DHS
97.062	Scientific Leadership Awards	DHS
97.067	Homeland Security Grant Program	DHS
97.075	Rail and Transit Security Grant Program	DHS
97.076	CyberTipline	DHS
97.077	Homeland Security Research, Development, Testing, Evaluation, and Demonstration of Technologies Related to Nuclear Threat Detection	DHS
97.078	Buffer Zone Protection Program (BZPP)	DHS
97.080	Information Analysis Infrastructure Protection (IAIP) and Critical Infrastructure Monitoring and Protection	DHS

CFDA#	Program Title	Agency
97.082	Earthquake Consortium	DHS
97.083	Staffing for Adequate Fire and Emergency Response (SAFER)	DHS
97.088	Disaster Assistance Projects	DHS
97.089	Driver's License Security Grant Program	DHS
97.091	Homeland Security Biowatch Program	DHS
97.092	Repetitive Flood Claims	DHS
97.101	National Fallen Firefighters Memorial	DHS
97.103	Degrees at a Distance Program	DHS
97.104	Homeland Security-related Science, Technology, Engineering and Mathematics (HS STEM) Career Development Program	DHS
97.106	Securing the Cities Program	DHS
97.107	National Incident Management System (NIMS)	DHS
97.108	Homeland Security, Research, Testing, Evaluation, and Demonstration of Technologies	DHS
97.110	Severe Repetitive Loss Program	DHS
97.111	Regional Catastrophic Preparedness Grant Program (RCPGP)	DHS
97.113	Rail and Transit Security Grant Program (ARRA)	DHS
97.114	Emergency Food and Shelter National Board Program (ARRA)	DHS
97.115	Assistance to Firefighters Grant (ARRA)	DHS
97.116	Port Security Grant Program (ARRA)	DHS
97.120	Border Interoperability Demonstration Project	DHS
97.122	Bio-Preparedness Collaboratory	DHS
97.123	Multi-State Information Sharing and Analysis Center	DHS
97.124	Interoperable Communications and Training Project	DHS
97.126	National Special Security Event	DHS
97.127	Cybersecurity Education and Training Assistance Program (CETAP)	DHS
97.128	National Cyber Security Awareness	DHS
97.129	Securing Critical Underground Infrastructure Pilot Program	DHS
97.130	National Nuclear Forensics Expertise Development Program	DHS
97.131	Emergency Management Baseline Assessments Grant (EMBAG)	DHS

(DEPARTMENT OR AGENCY NAME)
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
KRS 39G.020 HOMELAND SECURITY FUNDED GRANT
FOR THE YEAR ENDED JUNE 30, 2017

deral Domestic Assistance Catalog Number:

32