



*Joint Funding Administration  
Administrative Handbook*

***FY 2015***

*Department for Local Government  
1024 Capital Center Drive, Suite 340  
Frankfort, Kentucky 40601*

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## **JOINT FUNDING ADMINISTRATION (JFA)**

### **Overview**

The 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 – a Housing and Urban Development (HUD) program), the Appalachian Regional Commission (ARC) and state agencies including the Department for Local Government (DLG – formerly the Governor’s Office for Local Development or GOLD), the Health cabinet, and the Justice cabinet. As the years passed, various agencies have dropped out of JFA, most recently the ARC. Current participants include DLG, EDA, and CDBG.

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 using the Federal government’s ASAP system. Upon approval of these requests, DLG receives quarterly electronic funds transfers (EFTs) from the federal agencies and distributes the money quarterly 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.

### Reporting

All report due dates can be found on the current year's JFA calendar and all ADDs will be responsible for submitting one (1) copy of the following reports unless otherwise specified:

- Financial (quarterly) –due on the 3<sup>rd</sup> Friday of January, April, July and October
- Activity (quarterly) –due on the 3<sup>rd</sup> Friday of January, April, July and October
- Community Economic Development Strategy (CEDS) (annually) – regulated by the EDA
- Homeland Security grants update (SEFA 7) (annually) due to DLG 1<sup>st</sup> Friday of September
- Financial Audit (annually) –due on the 1<sup>st</sup> Friday of February. (please submit hard copy and e-copy)
- Cost Allocation Plan (CAP) and CAP Documentation Form (annually)–due on the 1<sup>st</sup> Friday of February. (please submit hard copy and e-copy)
- Certification of Funds and Closeout Spreadsheet (annually) - due on the 1<sup>st</sup> Friday of February for the previous fiscal year
- Personnel/Contacts (annually) update due on the 1<sup>st</sup> Friday in December

***Any delay in the submission of these reports may cause a delay in JFA payments due on the 4<sup>th</sup> Friday of July, October, January, and April.***

# COMMONWEALTH OF KENTUCKY

## Department for Local Government

### JOINT FUNDING ADMINISTRATION GRANT AGREEMENT

THIS AGREEMENT, made and entered into by and between the Commonwealth of Kentucky, party of the first part (hereinafter referred to as Commonwealth), by and through the Kentucky Department for Local Government (herein referred to as DLG), and the **NAME Area Development District**, party of the second part (hereinafter referred to as the ADD), created and established by KRS 147A.050 to 147A.120 and a "public agency" within the meaning of KRS 65.210 to 65.300.

WHEREAS, the Commonwealth has been granted a sum of money by various participating Federal agencies to be expended under the Commonwealth's direction and control for certain programs and the performance of certain services and functions authorized by the laws of the United States and the Commonwealth of Kentucky, all as outlined and set forth in the Fiscal Year 2015 Kentucky Joint Funding Administration (JFA) Program Continuation Application (herein referred to as Application) on file with the Southeastern Federal Regional Council and the U.S. Department of Commerce, Economic Development Administration.

WHEREAS, it was contemplated and intended by the Commonwealth in filing its Application that a pro rata share of monies granted by the participating Federal agencies, together with a pro rata share of such other funds as may now or hereafter be available for such purposes, would in turn be granted by the Commonwealth to the ADD (in common with the other Area Development Districts of the Commonwealth of Kentucky) for performance by the ADD within its geographic area of certain programs, services and functions outlined in said Joint Funding Administration Program Continuation Application and Exhibit A: Scope of Work Elements (SOW); and

NOW, THEREFORE, IT IS MUTUALLY AGREED THAT this Agreement, consisting of three parts as follows: Part I containing the basic agreement between the parties; Part II containing the scope of work; and Part III containing the terms and conditions of the grant; is binding on the parties as set forth hereafter:

#### **PART I - BASIC AGREEMENT**

- (1) The ADD shall perform work and services described herein and submit all reports and documents and adhere to procedures and administrative requirements of this Agreement.
- (2) The Commonwealth shall pay the ADD the sum of **\$xxx,xxx** on the availability to the Commonwealth of **\$xxx,xxx** from the Federal participating funding agencies and **\$xxx,xxx** in State funds for the purpose of this Agreement. In the event the Commonwealth receives a lesser amount from either Federal and/or State sources for this Agreement, the amounts to be paid the ADD shall be reduced proportionally according to the number of Area Development Districts.

- (3) DLG may terminate this Agreement if funds are not appropriated for the Agreement or are not otherwise available for the purpose of making payments without incurring any obligation for payment after the date of termination, regardless of the terms of the Agreement. DLG shall provide the ADD thirty (30) calendar days written notice of termination of the Agreement.
- (4) The interest earned by the ADD on the Federal portion of the funds under this Agreement which are held pending disbursement must be repaid to the U.S. Department of the Treasury via DLG following the close of the fiscal year covered by this Agreement.
- (5) Unless otherwise restricted, payment shall be made subject to the availability of funds, to the ADD in four installments during the fiscal year of the Commonwealth in which this Agreement becomes effective.

Subject to the availability of funds, the first quarterly installment shall be paid within thirty (30) days after this Agreement becomes effective, provided that all work under the Joint Funding Administration Agreement for Fiscal Year 2014 has been completed. The next three (3) installments shall be for 25 percent of the funds eligible for advance, unless otherwise restricted.

Subsequent payments shall be made, subject to the availability of funds, in ninety (90) day intervals hereafter, provided no payment shall be made after the first quarterly installment until the ADD has submitted acceptable narrative and financial reports and documentation specified in the administrative part of this Agreement.

- (6) Under no circumstances shall the ADD retain unexpended and unearned funds on account after the close of this Agreement, or carry over to a subsequent fiscal year, without written authorization from DLG.
- (7) This Agreement may be amended at any time based on a change in the amount of funds available to DLG or on a demonstrated need for change in the ADD's program objectives as described in the SOW portion of this Agreement. Requests for amendments to the text from the ADD shall be on forms prescribed by DLG and shall contain a clear and concise statement of all relevant facts. No amendment to program objectives, scopes of work, time limit or other textual portions of the Agreement shall be effective until signed and dated by the Executive Director of the ADD and the authorized agent for DLG. All authorized amendments shall be attached to and made a part of this Agreement.
- (8) In the event of dispute or difference of opinion between the parties over interpretation or construction of any part of this Agreement, or question by any of the several participating Federal agencies contributing funds for the purposes of this Agreement, the Commissioner of DLG or such other officer as the Commissioner of DLG may designate, shall convene a meeting of the parties not later than fifteen (15) calendar days after notification of the dispute or difference of opinion by mutual agreement. In the event that such a dispute or differences are not resolved by the parties within a reasonable time, the Commissioner of DLG shall determine the dispute. An appeal may be taken to

the Governor within thirty (30) days of the Commissioner's determination. All parties agree to abide by the decision of the Governor.

- (9) ADD shall employ the services of a Certified Public Accountant to make an independent audit of the ADD's financial and other records for the period this Agreement is in effect, and shall submit a copy of such report to DLG, properly certified by the Certified Public Accountant, not later than seventy-five (75) days after the end of said period unless otherwise extended in writing by DLG. No audit shall be accepted unless prepared in compliance with generally accepted auditing standards in addition to any audit standards promulgated by DLG. The ADD shall cooperate with and assist the Commonwealth in making a performance audit (Annual Program Report) to be submitted by the ADD as a part of the Fourth Quarter Report, for the same period as the fiscal audit. The ADD shall employ the services of a Certified Public Accountant to review its Cost Allocation Plan ("CAP") which must comply with 2 CFR Part 225 and any other applicable regulations.

DLG, Kentucky Auditor of Public Accounts, U.S. Department of Commerce, U.S. General Accounting Office, and participating funding agencies providing funds under this Agreement, retain the right to audit and review any and all ADD records and accounts for a period of three (3) years from the expiration of the Agreement and until such additional time any questioned cost(s) have been resolved.

- (10) The Department for Local Government, Federal and State agencies participating under this Agreement shall be held harmless for all debts, claims, and legal actions placed against the ADD.
- (11) The ADD shall not charge the Department for Local Government for space used to conduct training, workshops and other meetings.

## **PART II - SCOPE OF WORK**

- (1) The undersigned agree that the Scope of Work (SOW), attached to this Agreement in the JFA Administrative Handbook (pp. 13-17) was developed and negotiated by all appropriate parties involved in the Joint Funding Administration program of the Commonwealth of Kentucky.
- (2) The attached scope of work is hereby made a part of this Agreement as if set out in full herein and the ADD assures compliance with the scope of work terms and conditions.

## **PART III - TERMS AND CONDITIONS OF GRANT**

- (1) The ADD shall comply with all terms and conditions and assurances relevant to the Kentucky Joint Funding Administration Program for Fiscal Year 2015 which shall include, but are not limited to, those terms and conditions issued by Federal funding agencies as stipulated in the JFA Notice of Grant Award

and all amendments thereto, State funding agencies as stipulated in JFA Departmental agreements and all laws and regulations applicable to the use of funds by participating agencies under the Kentucky Joint Funding Administration Program for Fiscal Year 2015 which have not been waived by the appropriate authorities.

- (2) The ADD shall comply with the financial and administrative requirements promulgated by DLG. These requirements include, but are not limited to, those requirements contained in the JFA Administrative Handbook.
- (3) The ADD shall notify the Commissioner of the Department for Local Government immediately upon discovery/determination of any financial misappropriations, malfeasance, defalcations or other financial improprieties or the appearance thereof.
- (4) The ADD shall not contract or make an agreement with a third party to perform work or services under this Agreement exceeding \$5,000 without prior written approval of the Commissioner of DLG or his designee. The requirement of prior approval by DLG shall not apply to contracts for printing, accounting or legal services provided the aggregate sum total of such expenditures does not exceed the amount prescribed in the ADD's approved annual budget.
- (5) The ADD shall comply with Executive Order No. 96-612 entitled Affirmative Action Plan Kentucky State Government and shall not discriminate on the basis of race, color, religion, creed, national origin, sex or age.
- (6) All procurements made with grant funds shall adhere to the following standards:
  - a. ADD officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors or potential contractors.
  - b. All procurement transactions of the ADD shall be conducted in a manner so as to provide maximum open and free competition.
- (7) ADD shall establish the following procurement procedures as a minimum requirement:
  - a. Proposed procurement actions shall be reviewed by designated ADD officials to avoid purchasing unnecessary or duplicative items. Where appropriate, an analysis shall be made of lease and purchase alternatives to determine which would be the most economical, practical procurement.
  - b. Invitations for bids or requests for proposals shall be based upon a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurement, contain features which unduly

restrict competition. "Brand name or equal" description may be used as a means to define the performance or other salient requirements of procurement, and when so used, the specific features of the named brand which must be met by offers could be clearly specified.

c. The ADD shall make positive efforts to utilize small business and minority-owned business sources of supplies and services. Such efforts should allow these sources the maximum feasible opportunity to compete for contracts to be performed utilizing funds under this Agreement.

d. The type of procuring instruments used (i.e., fixed price contracts, cost reimbursable contracts, purchase orders, incentive contracts, etc.) shall be appropriate for the particular procurement and for promoting the best interest of the grant program involved. The "cost-plus-a-percentage-of-cost" method of contracting shall not be used.

e. Formal advertising with adequate purchase description, sealed bids, and public openings shall be the required method of procurement unless negotiation pursuant to paragraph (f) below is necessary to accomplish sound procurement. Where such advertised bids are obtained, the awards shall be made to the responsible bidder whose bid is responsive to the invitation and is most advantageous to the ADD, price and other factors considered. (Factors such as discounts, transportation costs, and taxes may be considered in determining the lowest bid.) Invitations for bids shall clearly set forth all requirements which the bidder must fulfill in order for his bid to be evaluated by the ADD. Any or all bids may be rejected when it is in the ADD's interest to do so, and such rejections are in accordance with applicable State law, rules and regulations.

f. Procurements may be negotiated if it is impractical and infeasible to use formal advertising providing that:

1. The public exigency will not permit the delay incident to advertising;
2. The material or services to be procured are available from only one person or firm; (All contemplated sole source where the aggregate expenditure is expected to exceed \$20,000 shall be referred to DLG for prior approval);
3. The aggregate amount involved does not exceed \$20,000;
4. The contract is for personal or professional services, or for any service to be rendered by a university, college or other educational institutions;
5. The material or services are to be procured and used outside the limits of the United States and its possessions;

6. No acceptable bids have been received after formal advertising;
7. The purchases are for highly perishable materials or medical supplies, for material or services where the prices are established by law, for technical items or equipment requiring standardization and interchangeability of parts with existing equipment, for experimental, developmental or research work, for supplies purchased for authorized resale, and for technical or specialized supplies requiring substantial initial investment for manufacture. Notwithstanding the existence of circumstances justifying negotiation, competition shall be obtained to the maximum extent practicable.
- g. Contracts shall be made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of a proposed procurement. Consideration shall be given to such matters as contractor integrity, record of past performance, financial and technical resources, or accessibility to other necessary resources.
- h. Procurement records or files for purchases in amounts in excess of \$20,000 shall provide at least the following pertinent information:
  1. Justification for the use of negotiation in lieu of advertising and the contractor selected; and the basis for the cost or price negotiated.
  - i. A system for contract administration shall be maintained to assure contractor conformance with terms, conditions, and specifications of the contract or order, and to assure adequate and timely follow-up of all purchases.
- (8) The ADD shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970.
- (9) The ADD's employees whose employment is in connection with this Agreement shall not participate in the following political activities:
  - a. Use of official authority or influence for the purpose of interfering with an election or nomination for office, or affecting the results thereof.
  - b. Directly or indirectly coercing, attempting to coerce, commanding or advising any other officer or employee to pay, lend or contribute any part of his salary or compensation or anything of value to any party, committee, organization agency or person for political purposes.
- (10) Cancellation clause: Either party may cancel the contract at any time for cause or may cancel without cause on 30 days' written notice.

- (11) **Funding Out Provision:** The state agency may terminate this contract if funds are not appropriated to the contracting agency or are not otherwise available for the purpose of making payments without incurring any obligation for payment after the date of termination, regardless of the terms of the contract. The state agency shall provide the contractor thirty (30) calendar days written notice of termination of the contract.
- (12) **Reduction in Contract Worker Hours:** The Kentucky General Assembly may allow for a reduction in contract worker hours in conjunction with a budget balancing measure for some professional and non-professional service contracts. If under such authority the agency is required by Executive Order or otherwise to reduce contract hours, the contract will be reduced by the amount specified in that document.
- (13) **Access to Records:** The state agency certifies that it is in compliance with the provisions of KRS 45A.695. "Access to contractor's books, documents, papers, records, or other evidence directly pertinent to the contract." The contractor, as defined in KRS 45A.030(9) agrees that the contracting agency, the Finance and Administration Cabinet, the Auditor of Public Accounts, and the Legislative Research Commission, or their duly authorized representatives, shall have access to any books, documents, papers, records, or other evidence, which are directly pertinent to this contract for the purpose of financial audit or program review. Records and other prequalification information confidentially disclosed as part of the bid process shall not be deemed as directly pertinent to the contract and shall be exempt from disclosure as provided in KRS 61.878(1)(c). The contractor also recognizes that any books, documents, papers, records, or other evidence, received during a financial audit or program review shall be subject to the Kentucky Open Records Act, KRS 61.870 to 61.884.
- (14) **Effective Date:** All Memorandum of Agreements are not effective until the secretary of the Finance and Administration Cabinet or his authorized designee has approved the contract and until the contract has been submitted to the government contract review committee. However, Memoranda of Agreements \$50,000 or less are exempt from review by the committee and need only be filed with the committee within 30 days of their effective date for informational purposes only as provided under KRS 45A.700. The Agreement shall continue in effect through June 30, 2015, unless terminated at an earlier date in accordance with the terms set forth herein. The terms of this Agreement may be renewed or extended upon mutual written agreement duly executed by the parties.

The headings set forth in this Agreement are for convenience or reference only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

This Agreement and the materials it incorporates by reference set forth the entire understanding of the parties with respect to the subject matter hereof, supersede all existing agreements among them concerning the subject matter hereof, and may be modified only by a written instrument duly executed by each of the parties hereto.

If a court of competent jurisdiction adjudicates that any portion of this Agreement is unlawful or unenforceable for any reason, the remainder of the Agreement shall remain in full force and effect.

KRS 45A.695(7) Payments on personal service contracts and memoranda of agreements shall not be authorized for services rendered after government contract review committee disapproval, unless the decision of the committee is overridden by the secretary of the Finance and Administration cabinet or agency head, if the agency has been granted delegation authority by the secretary.

**Violation of tax and employment laws**

KRS 45A.485 requires the contractor to reveal to the Commonwealth, prior to the award of a contract, any final determination of a violation by the contractor within the previous five (5) year period of the provisions of KRS chapters 136, 139, 141, 337, 338, 341, and 342. These statutes relate to the state sales and use tax, corporate and utility tax, income tax, wages and hours laws, occupational safety and health laws, unemployment insurance laws, and workers compensation insurance laws, respectively.

To comply with the provisions of KRS 45A.485, the contractor shall report any such final determination(s) of violation(s) to the Commonwealth by providing the following information regarding the final determination(s): the KRS violated, the date of the final determination, and the state agency which issued the final determination.

KRS 45A.485 also provides that, for the duration of any contract, the contractor shall be in continuous compliance with the provisions of those statutes which apply to the contractor's operations, and that the contractor's failure to reveal a final determination as described above or failure to comply with the above statutes for the duration of the contract, shall be grounds for the Commonwealth's cancellation of the contract and the contractor's disqualification from eligibility for future state contracts for a period of two (2) years.

Contractor must check one:

\_\_\_\_\_ The contractor has not violated any of the provisions of the above statutes within the previous five (5) year period.

\_\_\_\_\_ The contractor has violated the provisions of one or more of the above statutes within the previous five (5) year period and has revealed such final determination(s) of violation(s). A list of such determination(s) is attached.

## **SCOPE OF WORK (SOW) 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 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 <http://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.

### **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 "out-put/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.

**COMMONWEALTH OF KENTUCKY  
DEPARTMENT FOR LOCAL GOVERNMENT  
AMENDMENT**

**PON2 No.: 110000XXXX**  
**Amendment No.: 1**  
**Net Incr/(Decr): \$(0.00)**

**Area Development District  
Address1  
City, KY Zip**

The Memorandum of Agreement (MOA) associated with the PON2 cited above, by and between the Commonwealth of Kentucky, Department for Local Government (DLG) and the Area Development District (ADD), Kentucky is being amended as follows: [\[Amendment terms\]](#)

All other terms and conditions of the MOA except as modified above and by prior amendments, if any, are hereby ratified and confirmed.

Payments pursuant to this Amendment shall not be authorized for services rendered after Government Contract Review Committee disapproval unless the decision of the committee is overridden by the Secretary of the Finance and Administration Cabinet or agency head if the agency has been granted delegation authority by the secretary.

This Amendment shall be approved by the Secretary of the Finance and Administration Cabinet prior to it taking effect.

This Amendment may be terminated by either party at any time for cause and may be terminated by either party without cause upon 30 days written notice to the other party.

IN WITNESS WHEREOF, DLG and the Recipient have executed this Amendment.

DATE:

Examined as to form and legality only:

\_\_\_\_\_  
COUNSEL  
DEPARTMENT FOR LOCAL GOVERNMENT

\_\_\_\_\_  
COMMISSIONER  
DEPARTMENT FOR LOCAL GOVERNMENT

DATE: \_\_\_\_\_

Examined as to form and legality only:

\_\_\_\_\_  
COUNSEL  
AREA DEVELOPMENT DISTRICT

\_\_\_\_\_  
EXECUTIVE DIRECTOR  
AREA DEVELOPMENT DISTRICT

## **COST ALLOCATION PLAN (CAP) REVIEW**

ADDs must submit their annual audit, CAP and CAP Documentation Form to DLG by no later than the **1<sup>st</sup> Friday in February**. Both electronic copies and hard copies of these documents are required.

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 225. A summary of the cost allocation plan begins on page XX. The District is in conformity with 2 CFR Part 225.

## FY 2015 CAP DOCUMENTATION FORM

NAME of ADD: \_\_\_\_\_

Individual completing form: \_\_\_\_\_

The plan submitted is a(n) :

\_\_\_\_\_ Cost Allocation Plan (CAP)    \_\_\_\_\_ Indirect Cost Rate Proposal (ICRP)    \_\_\_\_\_ Our plan is blended

NOTE: Some plans may be blended and have elements of both a CAP and 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 OMB Circular A-87.
- A brief description of each allocated central service/shared costs
- Identification of the unit rendering the allocated/shared service and operations receiving the Service
- Items of Expense included in the cost of allocated/shared services. (allowable per OMB Circular A-87)
- Description of method used to distribute costs to all benefiting cost objectives (including federal programs).

\_\_\_\_\_ No changes in methodology of allocation or classification of costs from our FY 2014 CAP

\_\_\_\_\_ Changes from FY 2014 CAP are as specified:  
(additional pages may be used if necessary)

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**CERTIFICATION OF FUNDS RECEIVED**

This certifies that \_\_\_\_\_ has received the total sum of \$ \_\_\_\_\_ under the terms and conditions of the FY \_\_\_\_\_ 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.

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME

**ADD PERSONNEL/CONTACTS UPDATE**

This report is due to DLG on Friday, December 5, 2014. Please submit to via e-mail to DLG using this excel format:

<i>Name of Your ADD</i>			
<i>Personnel/Contacts Update</i>			
<i>First Name</i>	<i>Last Name</i>	<i>Title</i>	<i>email</i>

**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 CALANDER FY 2015***

<b><u>JULY 2014</u></b>	<b><u>AUGUST 2014</u></b>	<b><u>SEPTEMBER 2014</u></b>
<p>18- 4<sup>th</sup> Quarter Reports due to DLG (Activity &amp; Financial)</p> <p>TBD- 1<sup>st</sup> Quarter payments due from DLG</p>		<p>5- Kentucky Office of Homeland Security (KOHS) grants update/SEFA 7 due to DLG (KRS 39G.020(2)(c))</p> <p>9- KOHS grants update/SEFA 7 due to KOHS</p> <p>30- CEDS due to EDA from ADDs with CD copy to DLG</p>
<b><u>OCTOBER 2014</u></b>	<b><u>NOVEMBER 2014</u></b>	<b><u>DECEMBER 2014</u></b>
<p>17- 1<sup>st</sup> Quarter Reports due to DLG (Activity &amp; Financial)</p> <p>24- 2<sup>nd</sup> Quarter payments due from DLG</p>		<p>5- Personnel/Contacts Update due to DLG</p>
<b><u>JANUARY 2015</u></b>	<b><u>FEBRUARY 2015</u></b>	<b><u>MARCH 2015</u></b>
<p>16- 2<sup>nd</sup> Quarter Reports due to DLG (Activity &amp; Financial)</p> <p>23- 3<sup>rd</sup> Quarter payments due from DLG</p>	<p>6- Audit, Cost Allocation Plan (CAP) and CAP Documentation Form, Certification of Funds and Closeout Report due to DLG</p>	
<b><u>APRIL 2015</u></b>	<b><u>MAY 2015</u></b>	<b><u>JUNE 2015</u></b>
<p>17- 3<sup>rd</sup> Quarter Reports due to DLG (Activity &amp; Financial)</p> <p>24- 4<sup>th</sup> Quarter payments due from DLG</p>		

JFA Funding FY 2015

ADD	General Fund		EDA		ARC		CDBG		Total JFA** Federal	Required State Match	Excess State UMF	Total ** JFA Funds	FY15 *** All Funds	FY14*** All Funds	FY 14/15 Variance
	Allocation****		Federal	State	ARC Federal *	State	Federal	State							
BRADD	\$ 131,240	\$ 16,800	\$ 67,200	\$ 16,800	\$ 37,409	\$ 37,409	\$ 19,000	\$ 19,000	\$ 86,200	\$ 73,209	\$ 58,031	\$ 217,440	\$ 254,849	\$ 250,914	3,935
BSADD	\$ 115,635	\$ 16,800	\$ 67,200	\$ 16,800	\$ 77,686	\$ 77,686	\$ 15,500	\$ 15,500	\$ 82,700	\$ 109,986	\$ 5,649	\$ 198,335	\$ 276,021	\$ 272,085	3,936
BGADD	\$ 216,278	\$ 16,800	\$ 67,200	\$ 16,800	\$ 89,168	\$ 89,168	\$ 26,000	\$ 26,000	\$ 93,200	\$ 131,968	\$ 84,310	\$ 309,478	\$ 398,646	\$ 395,338	3,308
BTADD	\$ 97,746	\$ 16,800	\$ 67,200	\$ 16,800	\$ 44,711	\$ 44,711	\$ 13,500	\$ 13,500	\$ 80,700	\$ 75,011	\$ 22,735	\$ 178,446	\$ 223,157	\$ 218,823	4,334
CVADD	\$ 140,284	\$ 16,800	\$ 67,200	\$ 16,800	\$ 110,415	\$ 110,415	\$ 5,000	\$ 5,000	\$ 72,200	\$ 132,215	\$ 8,069	\$ 212,484	\$ 322,899	\$ 303,932	18,967
FVCO	\$ 121,285	\$ 16,800	\$ 67,200	\$ 16,800	\$ 73,391	\$ 73,391	\$ 17,000	\$ 17,000	\$ 84,200	\$ 107,191	\$ 14,094	\$ 205,485	\$ 278,876	\$ 274,315	4,561
GWADD	\$ 92,780	\$ 16,800	\$ 67,200	\$ 16,800	\$ 54,826	\$ 54,826	\$ 15,500	\$ 15,500	\$ 82,700	\$ 87,126	\$ 5,654	\$ 175,480	\$ 230,306	\$ 225,744	4,562
GRADD	\$ 134,362	\$ 16,800	\$ 67,200	\$ 16,800			\$ 22,000	\$ 22,000	\$ 89,200	\$ 38,800	\$ 95,562	\$ 223,562	\$ 223,562	\$ 219,834	3,728
KRADD	\$ 137,251	\$ 16,800	\$ 67,200	\$ 16,800	\$ 109,043	\$ 109,043	\$ 5,000	\$ 5,000	\$ 72,200	\$ 130,843	\$ 6,408	\$ 209,451	\$ 318,494	\$ 298,273	20,221
KIPDA	\$ 252,896	\$ 16,800	\$ 67,200	\$ 16,800			\$ 20,570	\$ 20,570	\$ 87,770	\$ 37,370	\$ 215,526	\$ 340,666	\$ 340,666	\$ 329,422	11,244
LCADD	\$ 136,557	\$ 16,800	\$ 67,200	\$ 16,800	\$ 103,006	\$ 103,006	\$ 5,000	\$ 5,000	\$ 72,200	\$ 124,806	\$ 11,751	\$ 208,757	\$ 311,763	\$ 304,696	7,067
LTADD	\$ 129,117	\$ 16,800	\$ 67,200	\$ 16,800			\$ 18,500	\$ 18,500	\$ 85,700	\$ 35,300	\$ 93,817	\$ 214,817	\$ 214,817	\$ 211,089	3,728
NKADD	\$ 175,098	\$ 16,800	\$ 67,200	\$ 16,800			\$ 22,000	\$ 22,000	\$ 89,200	\$ 38,800	\$ 136,298	\$ 264,298	\$ 264,298	\$ 261,190	3,108
PeADD	\$ 130,317	\$ 16,800	\$ 67,200	\$ 16,800			\$ 21,430	\$ 21,430	\$ 88,630	\$ 38,230	\$ 92,087	\$ 218,947	\$ 218,947	\$ 215,219	3,728
PuADD	\$ 119,354	\$ 16,800	\$ 67,200	\$ 16,800			\$ 24,000	\$ 24,000	\$ 91,200	\$ 40,800	\$ 78,554	\$ 210,554	\$ 210,554	\$ 206,826	3,728
TOTAL	\$ 2,130,200	\$ 1,008,000	\$ 1,008,000	\$ 252,000	\$ 699,655	\$ 699,655	\$ 250,000	\$ 250,000	\$ 1,258,000	\$ 1,201,655	\$ 928,545	\$ 3,388,200	\$ 4,087,855	\$ 3,987,700	100,155

\* 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: \$2,130,200

**Work Element Objectives**  
 Report I – Grant and Loan Applications

Kentucky JFA  
 Activity Report FY 2015

Area Development District		(Your ADD Here)		FY 2015							
Entity	County	Loan/Grant Title	Funding Source	Q1	Q2	Q3	Q4	Amount	A/D/P	Element	
											ADF
1	Bubba's Bait Shop	Adair	Bubba's Bait Shop Renovation								
2								20,000.00	A	120	
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
<b>TOTAL</b>								<b>\$20,000.00</b>			

A/D/P = Approved/Denied/Pending

**Work Element Objectives**

Report II – Investment and Job Creation

Kentucky JFA  
 Activity Report FY 2015

Area Development District		(Your ADD Here)		FY 2015						
Entity	County	Project Title	Q1	Q2	Q3	Q4	Investment Amount	Jobs Created	Element	
1 Bubba's Bait Shop	Adair	Bubba's Bait Shop Training Bonanza	X				\$ 20,000.00	20	120	
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
<b>TOTAL</b>							<b>\$ 20,000.00</b>	<b>20</b>		

**Work Element Objectives**  
 Report III – General

Kentucky JFA  
 Activity Report FY 2015

Area Development District (Your ADD Here)		FY 2015						
Entity	County	Description	Q1	Q2	Q3	Q4	Comments (if any)	Element
1	Bubba's Bait Shoppe	Adair	Consulted with Bubba regarding mass air freshener purchase	X				120
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
			<b>TOTAL</b>					

Kentucky JFA  
 Activity Report FY 2015

**Work Elements Objectives**  
 Report IV – Training

Area Development District <u>                    (Your ADD Here)                    </u> FY <u>  2014  </u>								
	Personnel	Training Completed	Location	Hours	Q1	Q2	Q3	Q4
1	Jimmy	Grant Writing 101	Lexington, KY	4.0	X			
2	Bobby	Grant Writing 101	Lexington, KY	4.0		X		
3	Cindy	Grant Writing 101	Lexington, KY	4.0			X	
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
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34								
35								
36								
37								
38								
39								
40								

FY 2015 JFA Closeout Form  
YOUR ADD HERE

**REVENUES**

Federal Funds	\$	-
State Funds	\$	-
Local Funds	\$	-
<b>TOTAL</b>	<b>\$</b>	<b>-</b>

**EXPENDITURES**

	Revenue	Expenditures	Over/Under
Community and Economic Dev.(120)	\$	\$	\$
Management Assistance (140)	\$	\$	\$
Program Admin (150)	\$	\$	\$
<b>SUBTOTAL</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
		<b>EDA ADJUSTED</b>	<b>\$</b>
CDBG (125)	\$	\$	\$
ARC (130)	\$	\$	\$
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

	FEDERAL	STATE
	\$	\$
	\$	\$
	\$	\$

**NOTES:**

**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.

**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.**

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
97.016	Reimbursement for Firefighting on Federal Property	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 Disaster Assistance to Individuals and Households in Presidential Declared Disaster Areas	DHS
97.049	Presidential Declared Disaster Assistance - Disaster Housing Operations for Individuals and Households	DHS

<b>CFDA #</b>	<b>Program Title</b>	<b>Agency</b>
97.050	Presidential Declared Disaster Assistance to Individuals and Households - Other Needs	DHS
97.052	Emergency Operations Center	DHS
97.053	Citizens-Community Resilience Innovation Challenge	DHS
97.055	Interoperable Emergency Communications	DHS
97.056	Port Security Grant Program	DHS
97.057	Intercity Bus Security Grants	DHS
97.059	Truck Security Program	DHS
97.061	Centers for Homeland Security	DHS
97.062	Scientific Leadership Awards	DHS
97.065	Homeland Security Advanced Research Projects Agency	DHS
97.066	Homeland Security Information Technology Research, Testing, Evaluation and Demonstration Program	DHS
97.067	Homeland Security Grant Program	DHS
97.069	Aviation Research Grants	DHS
97.075	Rail and Transit Security Grant Program	DHS
97.076	National Center for Missing and Exploited Children (NCMEC)	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
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
97.109	Disaster Housing Assistance Grant	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
97.121	Radiological/Nuclear Detection Pilot Evaluations Program	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

**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'.

SEFA 7

(DEPARTMENT OR AGENCY NAME)

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

KRS 39G.020 HOMELAND SECURITY FUNDED GRANT

FOR THE YEAR ENDED JUNE 30, 2014

Federal Program Title:

Federal Grantor:

Grant Name:

Federal Domestic Assistance Catalog Number:

(M)	(N)	(O)	(P)	(Q)	(R)	(S)	(T)
County Where Funds will be Used (List all counties if multiple locations, if state-wide enter 'All')	Grant Recipient's Organization Name	CFDA#	Full Grant Name	Grant Award Amount	Unspent Balance	Intended Use of Funds	Actual Use of Funds