



# Commonwealth of Kentucky

## CONTRACT

<b>IMPORTANT</b>
Show Doc ID number on all packages, invoices and correspondence.

<b>Doc Description:</b> FY17-Community Education	
<b>Doc ID No:</b> P	<b>Procurement Folder:</b>
<b>Procurement Type:</b> Memorandum of Agreement	<b>Record Date:</b>
<b>Issued By:</b>	<b>Cited Authority:</b> FAP111-44-00
<b>Telephone:</b>	

C O N T R A C T O R	
--	--

**Effective From:** 07/15/2016      **Effective To:** 06/30/2017

Line	CL Description	Due Date	Quantity	Unit Issue	Unit Price	Contract Amt	Total Price
1	Community Education		0.00		0.00000		

**Extended Description**

Effective Date: July 15, 2016    Expiration Date: June 30, 2017  
 Accounting Template-E7450  
 MUNIS#

Community Education in Kentucky encompasses five components:

Community schools serve the entire community. The school's facilities are utilized by people of all ages and at all times of the day, week, and year. The school becomes the center of learning for the community and provides an array of programs and services. A fully-functioning community school provides opportunities for all community members to utilize school facilities creating a belief that the school is the center of community life.

Lifelong learning opportunities: Learning begins at birth and is life-long. As the basic education agency of the community, public schools respond to both the formal and informal educational needs and desires of members of all age groups of the community.

Volunteers programs: Whether it is a parent or other family member, a senior citizen or a young professional, volunteers enhance the learning experience of students. Both tutoring and mentoring are examples of effective volunteer initiatives. Research demonstrates that when parents and other community members are engaged in educating students, the schools are better and student performance improves.

P-12 Support: Community support for student learning takes many forms. One successful strategy is learning through serving, which is a form of curriculum-based, experiential education that engages students in real-life experiences that address issues and needs of the community. The community becomes the classroom, enabling students to integrate academic knowledge and critical thinking skills with real-life issues. Students have an opportunity to become resources and respected leaders in their communities.

Collaboration: Successful collaboration is dependent upon intentional, well-facilitated coordination. Community Education directors assume responsibility for ensuring that continued progress is made is resolving school and community issues. Internally, Community Education directors serve in many capacities with other school-based initiatives, i.e. Family Resource/ Youth Services Centers, dropout prevention, and drug, alcohol and pregnancy intervention programs, school safety, after school and others. Externally, Community Education provides linkage with business/industry, community agencies and organizations, and individuals to resolve community and school issues.

Method of Payment: 50% payment to be made upon approval of contract with balance to be paid in the 3rd quarter contingent upon receipt of district expense report.

This contract authorizes funding for the contract5 period based upon the availability of funds and completion/submission of required documentation and program progress.

<b>B I L L T O</b>	376761 KDE DIV OF BUDGETS 500 MERO STREET 16TH FLOOR CAPITAL PLAZA TOWER FRANKFORT KY 40601 US	<b>S H I P T O</b>	
--	---	--	--

<b>Total Order Amount:</b>	20,000.00
----------------------------	-----------

	<b>Document Phase</b> Draft	<b>Document Description</b> FY17-Community Education	<b>Page 3</b> of 9
--	--------------------------------	---	-----------------------

This Memorandum of Agreement (MOA) is entered into, by and between the Commonwealth of Kentucky, KENTUCKY DEPARTMENT OF EDUCATION (“the Commonwealth”) and "SCHOOL NAME" County Schools (“the Contractor”) to establish an agreement for FY-Community Education grant. The initial MOA is effective from July 15, 2016-June 30, 2017.

**Scope of Services:**

**Community Education in Kentucky encompasses five components:**

1. **Expanded utilization of school facilities:** Community schools serve the entire community. The school’s facilities are utilized by people of all ages and at all times of the day, week, and year. The school becomes the center of learning for the community and provides an array of programs and services. A fully-functioning community school provides opportunities for all community members to utilize school facilities creating a belief that the school is the center of community life.
2. **Lifelong learning opportunities:** Learning begins at birth and is life-long. As the basic education agency of the community, public schools respond to both the formal and informal educational needs and desires of members of all age groups of the community.
3. **Volunteers programs:** Whether it is a parent or other family member, a senior citizen or a young professional, volunteers enhance the learning experience of students. Both tutoring and mentoring are examples of effective volunteer initiatives. Research demonstrates that when parents and other community members are engaged in educating students, the schools are better and student performance improves.
4. **P-12 Support:** Community support for student learning takes many forms. One successful strategy is learning through serving, which is a form of curriculum-based, experiential education that engages students in real-life experiences that address issues and needs of the community. The community becomes the classroom, enabling students to integrate academic knowledge and critical thinking skills with real-life issues. Students have an opportunity to become resources and respected leaders in their communities.
5. **Collaboration:** Successful collaboration is dependent upon intentional, well-facilitated coordination. Community Education directors assume responsibility for ensuring that continued progress is made in resolving school and community issues. Internally, Community Education directors serve in many capacities with other school-based initiatives, i.e. Family Resource/ Youth Services Centers, dropout prevention, and drug, alcohol and pregnancy intervention programs, school safety, after school and others. Externally, Community Education provides linkage with business/industry, community agencies and organizations, and individuals to resolve community and school issues.

**Deliverables include:**

Each grantee receiving state funds for a community education program shall include and submit a progress and continuation report of the program via electronic survey and a financial statement (MUNIS report) annually.

	<b>Document Phase</b> Draft	<b>Document Description</b> FY17-Community Education	<b>Page 4</b> of 9
--	--------------------------------	---	-----------------------

District match 25% (\$5,000).

School Districts to employ one full-time community education director.

The annual and continuation report is due to the Kentucky Department of Education June 30 and shall provide the following information:

- District Name
- Community Education Director Name
- Email Address
- Facility Usage
- Number of Lifelong Learning Participants
- Volunteer Hours
- Number of Students (Grades P-12) Involved in Projects
- Total Number of Internal Collaborations
- Total Number of External Collaborations
- Total Number of Full-Time Jobs Created by the Community Education Program
- Total Number of Part-Time Jobs Created by the Community Education Program
- Total Financial Contributions
- Program Narrative and In-Kind Contributions

Module Training completion in History & Philosophy, Leadership, Advisory Councils, Strategic & Consolidated Planning, Resource Development & Sustainability. Module trainings will be online fall 2016.

Community Education Directors shall see that services are made available to students, families and community members.

Community Education Directors shall train community members as volunteers in the school.

Community Education Directors shall serve as liaisons between schools and the community partners.

Community Education Directors shall help with creating extended learning opportunities for students. This could include creating physical spaces that are flexible and adaptable, enabling collaboration, interacting and sharing information.

Community Education Directors shall seek business and industry involvement for career readiness and internship/shadowing opportunities.

## **Pricing**

### **Personnel & Fringe-\$20.000**

Payment-1/2 Payment to be made in first quarter (August 2016). 1/2 Payment to be made in 3rd quarter (April 2017) contingent upon receipt of district expense report.

Remit all invoices, bills, or requests for payment to Kristin Burton, Division of Budgets and Financial Management, Kentucky Department of Education, 500 Mero Street – 16th Floor, Frankfort, KY 40601, or email to [kristin.burton@education.ky.gov](mailto:kristin.burton@education.ky.gov).

	<b>Document Phase</b> Draft	<b>Document Description</b> FY17-Community Education	<b>Page 5</b> of 9
--	--------------------------------	---	-----------------------

**Cancellation clause:**

Either party may cancel the agreement at any time for cause or may cancel without cause on 30 days' written notice.

**Funding Out Provision:**

The state agency may terminate this agreement 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 agreement. The state agency shall provide the Contractor thirty (30) calendar days written notice of termination of the agreement due to lack of available funding.

**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 agreement will be reduced by the amount specified in that document.

**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(8) and (10), 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 agreement for the purpose of financial audit or program review. 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. Records and other prequalification information confidentially disclosed as part of the bid process shall not be deemed as directly pertinent to the agreement and shall be exempt from disclosure as provided in KRS 61.878(1)(c).

**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 agreement and until the agreement has been submitted to the government contract review committee. However, in accordance with KRS 45A.700, memoranda of agreement in aggregate amounts of \$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.

KRS 45A.695(7) provides that payments on personal service contracts and memoranda of agreement 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 and all subcontractors performing work under the agreement 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,

	<b>Document Phase</b> Draft	<b>Document Description</b> FY17-Community Education	<b>Page 6</b> of 9
--	--------------------------------	---	-----------------------

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 and all subcontractors performing work under the agreement 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 and all subcontractors performing work under the agreement shall be in continuous compliance with the provisions of those statutes, which apply to their operations, and that their failure to reveal a final determination as described above, or failure to comply with the above statutes for the duration of the agreement shall be grounds for the Commonwealth's cancellation of the agreement and their disqualification from eligibility for future state contracts for a period of two (2) years.

**Discrimination:**

This section applies only to agreements disbursing federal funds, in whole or part, when the terms for receiving those funds mandate its inclusion. Discrimination (because of race, religion, color, national origin, sex, sexual orientation, gender identity, age, or disability) is prohibited. During the performance of this agreement, the Contractor agrees as follows:

The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, national origin, sex, sexual orientation, gender identity or age. The Contractor further agrees to comply with the provisions of the Americans with Disabilities Act (ADA), Public Law 101-336, and applicable federal regulations relating thereto prohibiting discrimination against otherwise qualified disabled individuals under any program or activity. The Contractor agrees to provide, upon request, needed reasonable accommodations. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, national origin, sex, sexual orientation, gender identity, age or disability. Such action shall include, but not be limited to the following; employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensations; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

In all solicitations or advertisements for employees placed by or on behalf of the Contractor, the Contractor will state that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age or disability.

The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representative of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance.

	<b>Document Phase</b> Draft	<b>Document Description</b> FY17-Community Education	<b>Page 7</b> of 9
--	--------------------------------	---	-----------------------

The Contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965 as amended, and of the rules, regulations and relevant orders of the Secretary of Labor.

The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, as amended, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

In the event of the Contractor's noncompliance with the nondiscrimination clauses of this agreement or with any of the said rules, regulations or orders, this agreement may be cancelled, terminated or suspended in whole or in part and the Contractor may be declared ineligible for further government contracts or federally-assisted construction contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, as amended, and such other sanctions may be imposed and remedies invoked as provided in or as otherwise provided by law.

The Contractor will include the provisions of paragraphs (1) through (7) of section 202 of Executive Order 11246 in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor, issued pursuant to section 204 of Executive Order No. 11246 of September 24, 1965, as amended, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

### **ADDITIONAL TERMS AND CONDITIONS – KENTUCKY DEPARTMENT OF EDUCATION**

#### **Choice of Law and Forum**

The laws of the Commonwealth of Kentucky shall govern all questions as to the execution, validity, interpretation, construction, and performance of this agreement or any of its terms.

Any suit, action or other proceeding regarding the execution, validity, interpretation, construction, or performance of this agreement shall be filed in the Franklin Circuit Court of the Commonwealth of Kentucky.

#### **Requirements for Reporting to Kentucky Teachers Retirement System:**

Please note that, if contractor is a current retiree of the Kentucky Teachers Retirement System (KTRS), or proposes to use a current or potential retiree of KTRS to perform any work under any contract, this may have an adverse impact upon retirement benefits for that retiree. This would occur, regardless of whether a contract is awarded to the individual directly, or to another legal entity for which the individual works.

Accordingly, if a contractor proposes to use such individuals to perform the work, the contractor is strongly encouraged to check with KTRS to determine what requirements apply, before entering into a contract. The KTRS help desk number is 1-800-618-1687.

Furthermore, as a condition of any successful contract award, any information on such retirees (as

defined and required by KTRS) must be submitted prior to any services being performed by said individuals under this contract.

As a firm condition of this contract, any contractor agrees to indemnify and hold the Kentucky Department of Education harmless, for any failure by such current or potential retirees to properly report information concerning their retirement status, during the life of any contract awarded.

**Federal Funding Accountability and Transparency Act Compliance (applicable for federal)**

For agreements that include Federal funds, the Second Party shall comply with the Federal Funding Accountability and Transparency Act (FFATA or Transparency Act - P.L. 109-282, as amended by section 6202(a) of P.L. 110-252), including registration of a Data Universal Numbering System (DUNS) identifier number if the amount of Federal funds awarded to the Second Party is \$25,000 or more. Details on how to register and acquire a DUNS number are available at <http://fedgov.dnb.com/webform>, and are free for all entities required to register for grant awards under these provisions. The Second Party must disclose to KDE the names of the top five executives and total compensation to each, if:

\*More than 80% of the Second Party's annual gross revenues originate from the federal government (directly or indirectly through the state), and those revenues are greater than \$25,000,000 annually, and

\*Compensation information is not already available to the public.

This contract authorizes funding for the contract period based upon the availability of funds.

**The Kentucky Department of Education reserves the right to withhold or cease funding for non-performance, or breach, during the life of the contract, if it is in the best interest of the Commonwealth to do so.**

**Approvals**

This agreement is subject to the terms and conditions stated herein. By affixing signatures below, the parties verify that they are authorized to enter into this agreement and that they accept and consent to be bound by the terms and conditions stated herein. In addition, the parties agree that (i) electronic approvals may serve as electronic signatures, and (ii) this agreement may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts together shall constitute a single agreement.

1st Party:

\_\_\_\_\_  
Signature Title

\_\_\_\_\_  
Printed Name Date

2nd Party:

\_\_\_\_\_



Signature

Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Other Party

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Approved as to form and legality:

**Approved in eMARS**

\_\_\_\_\_  
Kentucky Department of Education Attorney