

EAF GRANT CONDITIONS

Every EAF grant recipient will be required to comply with the following EAF grant conditions. EAF recipients that fail to comply with these conditions may cause their EAF grant awards to be withheld or terminated.

Budget Limitation.

Total grant funds requested from all EAF grant applications combined cannot exceed 33% of the applicant organization's total budget.

Unallowable Costs.

EAF grant funds cannot be used to pay for the following:

- o Lobbying
- o Fund-raising
- o Alcoholic Beverages
- o Entertainment Costs (including but not limited to tickets to shows or sports events, lodging, and gratuities). Under some circumstances, EAF funds may be used to pay for sporting events for youth.
- o Severance Pay
- o Construction Costs
- o Vehicle Purchases
- o Indirect Costs (costs that benefit the operations of the entire organization, but cannot be identified to specific activities)

Lobbying is prohibited.

For the purposes of this Handbook, lobbying means any oral or written communications by an EAF applicant and/or representative(s) employed or retained by them, with members of the Louisville Metro Council and/or staff, Louisville Metro Government Officials and/or staff, in order to attempt to influence the outcome of the EAF process. The EAF process begins when Louisville Metro Government notifies the EAF applicant of the External Agency Funding opportunity and continues through the notification of the EAF grant award recipients.

Prohibited lobbying activities include, but are not limited to:

- o Attempts to influence the outcome of the EAF process, through in kind or cash contributions, endorsements, publicity, or similar activities;
- o Any attempt to influence the outcome of the EAF process through communication with any member or employee of the Louisville Metro Council (including efforts to influence state or local officials to engage in similar lobbying activity), or with any Louisville Metro Government official or employee;

- Any attempt to influence the EAF process by preparing, distributing or using publicity or propaganda, or by urging members of the general public or any segment thereof to contribute to or participate in any mass demonstration, march, rally, fund raising drive, lobbying campaign or letter writing or telephone campaign;
- Legislative liaison activities, including attendance at Louisville Metro Government legislative sessions or committee hearings, gathering information regarding the EAF process, when such activities are carried on in support of or in knowing preparation for an effort to engage in unallowable activities; and
- Attempting to improperly influence, either directly, or indirectly, an employee or officer of the Executive Branch of Louisville Metro Government to give consideration to or act regarding the EAF process.

Our lobbying prohibition is limited to only those lobbying activities directed at the EAF process. This provision does not apply to the non-EAF lobbying activities of any would be applicant of EAF grants.

Actions taken by employees as individuals would not be governed by the anti-lobbying provisions of the EAF process.

Grant Agreement.

To receive an EAF grant, a grant recipient will execute a Grant Agreement with Louisville Metro Government by September 30, 2008. In this executed agreement, the EAF grant recipient will agree to the following:

Recordkeeping

- To maintain and retain not less than five years after completion of the selected program, complete and accurate records of all the grant recipient's costs chargeable to Metro Government as well as all other funding sources for the selected program.
- To grant Metro Government the right, at any reasonable time, to inspect and audit these records by authorized representatives of its own or any public accounting firm selected by it.

The records to be maintained and retained will include:

- All payroll records
- Invoices for purchases, receiving and issuing documents, and all the inventory records for stores, stock or capital items;
- Paid invoices and cancelled checks for materials purchased and for subcontractors; and any other third party charges; and
- Program participant and statistical records
- The curriculum and schedule of classes for any educational programs or training provide by the EAF grant recipient.

Client Evaluation

- o To conduct client evaluation if the EAF grant recipient provides direct client services.

Financial and Progress Reports

- o To submit financial and progress reports, showing all funds received and spent by the EAF grant recipient for the selected program, including funding from other sources (these reports will be similar to the information provided by the EAF recipient in the “Budget” section of the Metro Funding Agency Grant Application Forms);
- o To not materially deviate from the selected program without the prior written agreement of Metro Government; and
- o To spend all EAF grant funds by June 30, 2009 (unspent funds must be returned to Metro Government by July 30, 2009). The final program report will be due in July 2009 and the exact dates will be established by the funding streams.

Legal Compliance

- o To implement and administer the selected program in compliance with all applicable laws, regulations and codes of the federal, state and local governments (Specific laws and regulations are identified in the “Certifications and Assurances” section of the Metro Funding Agency Grant Application Forms).
- o To not unlawfully discriminate against any person by reason of race, religion, color, sex, national origin, because the person is a qualified individual with a disability, age 40 or over, familial status, sexual orientation, gender identity, is a smoker or non-smoker, or because of the person's Vietnam-era Veteran status (Specific discrimination and affirmative action laws and regulations are identified in the “Certifications and Assurances” section of the Metro Funding Agency Grant Application Forms).

Public Acknowledgement

- o To publicly acknowledge that Louisville Metro Government has provided partial funding for the project. Examples of public acknowledgement include:
 - Holding a press conference to announce the award of an EAF grant from Louisville Metro Government;
 - Sending out a press release that your organization received an EAF grant from Louisville Metro Government;
 - Posting a sign in your organization that announces that your organization is funded by an EAF grant from Louisville Metro Government;

- Including a story in your organization's newsletter announcing the receipt of an EAF grant from Louisville Metro Government;
- Mention that your organization is an EAF grant recipient during interviews with the media (newspaper, morning shows, etc...);
- Acknowledging the EAF of Louisville Metro Government in your organization's brochures, flyers, and/or other publications.

Indemnification

- o To indemnify, hold harmless, and defend the Louisville Metro Government from all claims, damages, losses and expenses resulting, directly or indirectly, from the EAF grant recipient's performance or actions.

Grant Payments.

- o **NO AWARDS WILL BE PAID IN A ONE-TIME PAYMENT.**
- o EAF grants will be paid in quarterly installments after the quarterly budget report and program report are timely received and approved by the Metro Funding Agency. The fiscal year for Louisville Metro Government begins July 1, 2008 and ends June 30, 2009.

Use of EAF Grant Funds for Local Travel.

- o If EAF awarded grant funds are to be used for local travel, local travel is limited to travel within a twenty-five (25)-mile radius of the program site location where the majority of EAF funds are utilized.

EAF Grant Policies & Procedures.

- o EAF grant recipients must comply with current External Agency Fund Grants policies and procedures (a copy of the External Agency Fund Grants Manual will be provided to each EAF recipient).

Monitoring.

- o All External Agency Grant recipients will be monitored at a minimum of once a year. The purpose of this monitoring is to ensure that projects are implemented in a timely manner in compliance with all applicable requirements.