

AGREEMENT

THIS PROFESSIONAL SERVICE AGREEMENT, made and entered into by and between the **LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT**, by and through **METRO SAFE**, herein referred to as “**METRO GOVERNMENT**”, and **SEVEN COUNTIES SERVICES, INC.**, with offices located at 10401 Linn Station Road, Suite 100, Louisville, Kentucky 40223, herein referred to as “**PROVIDER**”

WITNESSETH:

WHEREAS, the Metro Government is in need of certain professional services with respect to 911 deflection program mobile response services; and

WHEREAS, the Provider has been determined by the Metro Government to have the necessary experience, expertise and qualifications to provide those services, and

WHEREAS, the Metro Government will be entering into a separate contract with the University of Louisville for analysis and evaluation of the 911 deflection program mobile response services pilot project in the LMPD 4th division; and

WHEREAS, the Metro Government is working on a Memorandum of Understanding with Provider, University of Louisville, Spalding University, and the Kentucky Department of Behavioral Health, Developmental, and Intellectual Disabilities to set forth the relative roles and responsibilities of the community partners,

NOW, THEREFORE, it is agreed by and between the parties hereto as follows:

I. SCOPE OF PROFESSIONAL SERVICES

A. Provider shall, at the request of the Metro Government, provide services under the terms of this professional Agreement. The Provider’s work product may be

reviewed from time to time by the Metro Government for purposes of determining that the services provided are within the scope of this Agreement.

B. Provider, while performing the services rendered pursuant to this Agreement, may incidental thereto utilize agents or employees of such Provider. However, such use must be documented in the monthly invoice submitted for those services rendered.

C. If from time to time Provider needs to utilize the records or personnel of the Metro Government relative to performing the services required of this Agreement, then Consultant shall notify the proper agent of the Metro Government of this need and arrangements may be made for that contingency. However, at no time shall the Metro Government make available its resources without the full consent and understandings of both parties.

D. The services of Provider shall include but not be limited to the following:

1. Those described on Attachment A attached hereto and fully incorporated herein.

II. FEES AND COMPENSATION

A. Provider shall be reimbursed for professional services rendered according to the terms of this Agreement as described on Attachment A. Total compensation payable to Provider for services rendered pursuant to this Agreement, including out-of-pocket expenses, shall not exceed **ONE MILLION SIX HUNDRED EIGHTY SEVEN THOUSAND SIX HUNDRED SEVENTY DOLLARS (\$1,687,670.00)**.

B. Unless otherwise agreed to in writing by the Metro Government, services shall be rendered and payment therefor shall be made at monthly intervals throughout the duration of this Agreement. Payment shall only be made pursuant to a detailed

invoice presented monthly, which invoice shall indicate a descriptive daily accounting of the hours expended in service under the contract, the particular nature of such service and out-of-pocket expenses. Copies of invoices or receipts for out-of-pocket expenses and other third party charges must be included with the Provider's invoice when payment is requested. In the event payment is made in lump sum at the end of the service period, Provider's final invoice shall indicate a descriptive daily accounting of hours expended as described heretofore.

C. Provider shall only be reimbursed out-of-pocket expenses if they are reasonable in amount and necessary to accomplish the scope of services of this contract. The Metro Government will not reimburse first class air fare, personal phone calls, short term parking expenses, or other premium type expenses. The Metro Government reserves the right to reduce or disallow expenses considered excessive or unnecessary under this contract.

D. Provider, to the extent that it provides the same or related services to other parties agrees to pro-rate its billings and out-of-pocket expenses to the Metro Government which are of benefit to the other parties and to provide documentation to all parties to verify the pro-ration of such billings and expenses. In no event will the Metro Government pay bills or expenses which are considered to be double billing (i.e. billing two different parties for the same work or expense).

III. DURATION

A. This is a professional service contract which shall begin December 6, 2021 and shall continue through and including December 5, 2022.

B. This Agreement may be terminated by submitting thirty (30) days' written notice to the non-terminating party of such intent to terminate. This Agreement may

also be terminated by any party, without notice to the non-terminating party, because of fraud, misappropriation, embezzlement or malfeasance or a party's failure to perform the duties required under this Agreement. A waiver by either party of a breach of this Agreement shall not operate or be construed as a waiver of any subsequent breach.

C. In the event of termination, payment for services complete up to and including date of termination shall be based upon work completed at the rates identified in this Agreement. In the event that, during the term of this Agreement, the Metro Council fails to appropriate funds for the payment of the Metro Government's obligations under this Agreement, the Metro Government's rights and obligations herein shall terminate on the last day for which an appropriation has been made. The Metro Government shall deliver notice to Provider of any such non-appropriation not later than 30 days after the Metro Government has knowledge that the appropriation has not been made.

IV. EMPLOYER/EMPLOYEE RELATIONSHIP

It is expressly understood that no employer/employee relationship is created by this Agreement nor does it cause Provider to be an officer or official of the Metro Government. By executing this Agreement, the parties hereto certify that its performance will not constitute or establish a violation of any statutory or common law principle pertaining to conflict of interest, nor will it cause unlawful benefit or gain to be derived by either party.

V. RECORDS-AUDIT

Provider shall maintain during the course of the work, and retain not less than five years from the date of final payment on the contract, complete and accurate records of all of Provider's costs which are chargeable to the Metro Government under

this Agreement; and the Metro Government shall have the right, at any reasonable time, to inspect and audit those records by authorized representatives of its own or of any public accounting firm selected by it. The records to be thus maintained and retained by Provider shall include (without limitation): (a) payroll records accounting for total time distribution of Provider's employees working full or part time on the work (to permit tracing to payrolls and related tax returns), as well as canceled payroll checks, or signed receipts for payroll payments in cash; (b) invoices for purchases receiving and issuing documents, and all the other unit inventory records for Provider's stores stock or capital items; and (c) paid invoices and canceled checks for materials purchased and for subcontractors' and any other third parties' charges.

VI. INSURANCE REQUIREMENTS

Insurance coverage shall be required of Provider in accordance with Attachment B attached hereto and fully incorporated herein.

VII. HOLD HARMLESS CLAUSE

The Provider shall indemnify, hold harmless, and defend the Louisville/Jefferson County Metro Government, its elected and appointed officials, employees, agents and successors in interest from all claims, damages, losses and expenses including attorneys' fees, arising out of or resulting, directly or indirectly, from the Provider's (or Provider's Subcontractors, if any) performance or breach of the contract provided that such claim, damage, loss, or expense is: (1) attributable to personal injury, bodily injury, sickness, death, or to injury to or destruction of property, including the loss of use resulting therefrom, or breach of contract, and (2) not caused by the negligent act or omission or willful misconduct of the Louisville/Jefferson County Metro Government or its elected and appointed officials and employees acting within the scope of their employment. This Hold Harmless and Indemnification Clause shall in no way be limited

by any financial responsibility or insurance requirements and shall survive the termination of this Contract.

VIII. REPORTING OF INCOME

The compensation payable under this Agreement may be subject to federal, state and local taxation. Regulations of the Internal Revenue Service require the Metro Government to report all amounts in excess of \$600.00 paid to non-corporate contractors. Provider agrees to furnish the Metro Government with its taxpayer identification number (TIN) prior to the effective date of this Agreement. Consultant further agrees to provide such other information to the Metro Government as may be required by the IRS or the State Department of Revenue.

IX. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Kentucky. In the event of any proceedings regarding this Agreement, the Parties agree that the venue shall be the state courts of Kentucky or the U.S. District Court for the Western District of Kentucky, Louisville Division. All parties expressly consent to personal jurisdiction and venue in such Court for the limited and sole purpose of proceedings relating to this Agreement or any rights or obligations arising thereunder. Service of process may be accomplished by following the procedures prescribed by law.

X. AUTHORITY

The Provider, by execution of this Agreement, does hereby warrant and represent that he is qualified to do business in the State of Kentucky, has full right, power and authority to enter into this Agreement.

XI. CONFLICTS OF INTEREST

Pursuant to KRS 45A.455:

(1) It shall be a breach of ethical standards for any employee with procurement authority to participate directly in any proceeding or application; request for ruling or other determination; claim or controversy; or other particular matter pertaining to any contract, or subcontract, and any solicitation or proposal therefor, in which to his knowledge:

(a) He, or any member of his immediate family has a financial interest therein; or

(b) A business or organization in which he or any member of his immediate family has a financial interest as an officer, director, trustee, partner, or employee, is a party; or

(c) Any other person, business, or organization with whom he or any member of his immediate family is negotiating or has an arrangement concerning prospective employment is a party. Direct or indirect participation shall include but not be limited to involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity.

(2) It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment, in connection with any decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content

of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling or other determination, claim or controversy, or other particular matter, pertaining to any contract or subcontract and any solicitation or proposal therefor.

(3) It is a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

(4) The prohibition against conflicts of interest and gratuities and kickbacks shall be conspicuously set forth in every local public agency written contract and solicitation therefor.

(5) It shall be a breach of ethical standards for any public employee or former employee knowingly to use confidential information for his actual or anticipated personal gain, or the actual or anticipated personal gain of any other person.

XII. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter set forth herein and this Agreement supersedes any and all prior and contemporaneous oral or written agreements or understandings between the parties relative thereto. No representation, promise, inducement, or statement of intention has been made by the parties that is not embodied in this Agreement. This Agreement cannot be amended, modified, or supplemented in any respect except by a subsequent written agreement duly executed by all of the parties hereto.

XIII. OCCUPATIONAL HEALTH AND SAFETY

Provider agrees to comply with all statutes, rules, and regulations governing safe and healthful working conditions, including the Occupational Health and Safety Act of 1970, *29 U.S.C. 650 et. seq.*, as amended, and KRS Chapter 338. Provider also agrees to notify the Metro Government in writing immediately upon detection of any unsafe and/or unhealthful working conditions detected at any Metro-owned property where Provider performs work under this Agreement. Provider agrees to indemnify, defend and hold the Metro Government harmless from all penalties, fines or other expenses arising out of the alleged violation of said laws.

XIV. SUCCESSORS

This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, successors and assigns.

XV. SEVERABILITY

If any court of competent jurisdiction holds any provision of this Agreement unenforceable, such provision shall be modified to the extent required to make it enforceable, consistent with the spirit and intent of this Agreement. If such a provision cannot be so modified, the provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect any other provision hereunder.

XVI. COUNTERPARTS

This Agreement may be executed in counterparts, in which case each executed counterpart shall be deemed an original and all executed counterparts shall constitute one and the same instrument.

XVII. CALCULATION OF TIME Unless otherwise indicated, when the performance or doing of any act, duty, matter, or payment is required hereunder and a period of time or duration for the fulfillment of doing thereof is prescribed and is fixed

herein, the time shall be computed so as to exclude the first and include the last day of the prescribed or fixed period of time. For example, if on January 1, Provider is directed to take action within ten (10) calendar days, the action must be completed no later than midnight, January 11.

XVIII. CAPTIONS The captions and headings of this Agreement are for convenience and reference purposes only and shall not affect in any way the meaning and interpretation of any provisions of this Agreement.

XIX. VIOLATIONS OF AND COMPLIANCE WITH KENTUCKY LAWS The Provider shall reveal any final determination of a violation by the Provider or subcontractor within the previous five (5) year period pursuant to KRS Chapters 136, 139, 141, 337, 338, 341 and 342 that apply to the Provider or subcontractor. The Provider shall be in continuous compliance with the provisions of KRS Chapters 136, 139, 141, 337, 338, 341 and 342 that apply to the Provider or subcontractor for the duration of the contract.

WITNESS the agreement of the parties hereto by their signatures affixed hereon.

APPROVED AS TO FORM AND
LEGALITY CONTINGENT UPON METRO GOVERNMENT
METRO COUNCIL APPROVAL
OF THE APPROPRIATION FOR
THIS AGREEMENT:

LOUISVILLE/JEFFERSON COUNTY

DocuSigned by:
Paul Rutherford
2C18FD9DF42B454
MICHAEL J. O'CONNELL
JEFFERSON COUNTY ATTORNEY

DocuSigned by:
Edward J. Meiman III
639269844FDF4A2
EDWARD J. MEIMAN, III
DIRECTOR, METRO SAFE

Date: 11/30/2021

Date: 12/1/2021

SEVEN COUNTIES SERVICES, INC.

DocuSigned by:
Abbeial Drane
49289B4C880C48A
By: _____

Title: President and CEO

Date: 11/30/2021

Taxpayer 


Louisville/Jefferson County
Revenue Commission Account
No.: _____

ATTACHMENT A – PROVIDER PROPOSAL

ATTACHMENT "A"



November 19, 2021

Mr. Edward Meiman III
 Louisville Metro Emergency Services
 410 South 5th Street
 Louisville, KY 40202

Mr. Meiman,

Following the recommendations of the recent feasibility study by the University of Louisville, Seven Counties, and Spalding University regarding deflection services for the City of Louisville, Seven Counties Services, Inc. is excited to submit this proposal to provide these deflection services in partnership with Louisville MetroSafe. Seven Counties, as the designated Community Mental Health Center for this region, is well positioned and experienced to provide this service. For over 40 years, Seven Counties has been a leading provider of behavioral health services, substance abuse treatment, crisis response, and intellectual and developmental disability services in for this seven counties region.

Specifically, Seven Counties Services proposes to provide a 24/7/365 mobile response service for adult individuals in the downtown area. Emergency calls would come through the MetroSafe call center where they are initially screened for safety. Once deemed safe and needing behavioral health or social service response, Seven Counties would have crisis counselors within MetroSafe to take these calls and dispatch our mobile crisis response teams (of 2 staff) in the community if needed. These mobile crisis response workers will engage the individual and do a behavioral health screening and safety assessment. If warranting a full emergency evaluation and that can be done safely and confidentially at the remote location, the mobile response clinician will provide that. If not and warranting emergency assessment, the team will transport the individual to another designated SCS location for evaluation and holding up to 24 hours. The mobile response clinician will provide assessment, intervention, and develop an appropriate treatment, crisis, and safety plan. Communications will be ongoing between SCS and MetroSafe and if at any time there is safety concern, additional metro resources such as LMPD, Fire, or EMS would be involved. Case managers would then follow up with these individual post-interventions to make sure needed services and supports are in place for the client to improve. The goals of the deflection project are as follows:

1. Decrease LMPD runs on behavioral health issues and apply more appropriate resource
2. Decrease the number of citizens being incarcerated or hospitalized, who present with behavioral health issues.
3. Provide immediate and appropriate professional response to behavioral health crises.
4. Allow for LMPD resources to be used more efficiently and effectively.

The proposal is that we will begin these services in district 4 and provide those services as demonstration for the remainder of the fiscal year. At that point, there would be evaluation and assessment of expanding into other districts. In terms of timeframe, the plan would be as follows:

1. Finalize Contract by December 3rd
2. Hire and on-board staff for at least 1 shift between November 29 and January 21.





Seven Counties Services



Bellewood & Brooklawn

3. Begin first shift of deflection services week of January 24th.
4. Continue hiring with goal of second shift beginning March 7th and all staff hired by May 1.
5. Three Shifts operational by May 2nd.

In terms of reporting, Seven Counties will provide monthly reports to Metro Safe on the following:

1. Call Data- number of calls meeting deflection criteria, presenting information, and disposition.
2. Mobile Crisis Response- Number of responses, number of individuals served, and disposition.
3. Deflection Statistics- Goal will be to deflect 60% of calls from LMPD intervention. Goal will be to divert a minimum of 80% of mobile crisis in person responses from incarceration.
4. Other performance measures can be discussed.

We are excited about this partnership. We have also attached an updated budget with narrative or your consideration. Please let us know of any questions or concerns that you have.

Sincerely,

Abbreial Drane, MBA
President & Chief Executive Officer



ATTACHMENT B – INSURANCE REQUIREMENTS

HOLD HARMLESS AGREEMENT AND INDEMNIFICATION CLAUSE AND INSURANCE REQUIREMENTS

5.1 HOLD HARMLESS AND INDEMNIFICATION CLAUSE

The Contractor shall indemnify, hold harmless, and defend the Louisville/Jefferson County Metro Government, its elected and appointed officials, employees, agents and successors in interest from all claims, damages, losses and expenses including attorneys' fees, arising out of or resulting, directly or indirectly, from the Contractor's (or Contractor's Subcontractors, if any) performance or breach of the contract provided that such claim, damage, loss, or expense is: (1) attributable to personal injury, bodily injury, sickness, death, or to injury to or destruction of property, including the loss of use resulting therefrom, or breach of contract, and (2) not caused by the negligent act or omission or willful misconduct of the Louisville/Jefferson County Metro Government or its elected and appointed officials and employees acting within the scope of their employment. This Hold Harmless and Indemnification Clause shall in no way be limited by any financial responsibility or insurance requirements and shall survive the termination of this Contract.

5.2 INSURANCE REQUIREMENTS

A. Prior to commencing work, Contractor shall obtain at its own cost and expense the following types of insurance through insurance companies licensed in the State of Kentucky. Insurance written by non-admitted carriers will also be considered acceptable, in accordance with Kentucky Insurance Law (KRS 304.10-040). Workers' Compensation written through qualified group self-insurance programs in accordance with Kentucky Revised Statutes (KRS 342.350) will also be acceptable. The Contractor shall not commence work under this Contract until all insurance required under the Contract Document has been obtained and until copies of policies or certificates thereof are submitted to Metro Government and approved by the Metro Government's Risk Management Division. The Contractor shall not allow any subcontractor to commence work until the insurance required of such subcontractor has been obtained and copies of Certificates of Insurance retained by Contractor evidencing proof of coverages.

Without limiting Contractor's indemnification requirements, it is agreed that Contractor shall maintain in force at all times during the performance of this agreement the following policy or policies of insurance covering its operations, and require subcontractors, if subcontracting is authorized, to procure and maintain these same policies until final acceptance of the work by the Metro Government. Metro Government may require Contractor to supply proof of subcontractor's insurance via Certificates of Insurance, or at Metro Government's option, actual copies of policies.

B. The following clause shall be added to the Contractor's (and approved subcontractors) Commercial General Liability Policies:

1. "The Louisville/Jefferson County Metro Government, its elected and appointed officials, employees, agents and successors are added as an "Additional Insured" as respects operations of the Named Insured performed relative to the contract."

C. The insurance to be procured and maintained and minimum Limits of Liability shall be as follows, unless different limits are specified by addendum to the contract (and such minimum limits shall not limit access to the full amount of insurance available (whether through primary, excess or umbrella policies) on the contractors or subcontractors policy(ies), if that/those policy(ies) provide for Limits above the minimum):

1. COMMERCIAL GENERAL LIABILITY: via the Occurrence Form, primary and non-contributory, with a \$1,000,000 Combined Single Limit for any one Occurrence and \$2,000,000 aggregate for Bodily Injury, Personal Injury and Property Damage and Products/Completed Operations, including:
 - a. Premises - Operations Coverage
 - b. Products and Completed Operations
 - c. Contractual Liability
 - d. Broad Form Property Damage
 - e. Independent Contractors Protective Liability
 - f. Personal Injury
2. WORKERS' COMPENSATION (if applicable): insuring the employers' obligations under Kentucky Revised Statutes Chapter 342 at Statutory Limits, and EMPLOYERS' LIABILITY - \$100,000 Each Accident/\$500,000 Disease - Policy Limit/\$100,000 Disease - Each Employee.
3. AUTOMOBILE LIABILITY: insuring all Owned, Non-Owned and Hired Motor Vehicles. The minimum coverage Liability Limit is \$1,000,000 Combined Single Limit for any one accident. The Limit of Liability may be subject to increase according to any applicable State or Federal Transportation Regulations.
4. PROFESSIONAL LIABILITY (Errors and Omissions Liability): insurance policy, which includes a minimum limit of liability of \$1,000,000 for each Wrongful Act, and \$2,000,000 aggregate limit. In the event that the Consultant's policy is written on a "Claims Made" Form, the Consultant shall, after work has been completed, furnish evidence that the liability coverage has been maintained for at least one year after completion of work, either by submitting renewal policies with a Retroactive Date of not later than the date work commenced under this contract, or by evidence that the Consultant has purchased an Extended Reporting Period Endorsement that will apply to any and all claims arising from work performed under this contract.

D. ACCEPTABILITY OF INSURERS

Insurance is to be placed with Insurance Companies with an A. M. Best Rating of no less than "A- VI", unless proper financial information relating to the Company is submitted to and approved by Metro Government's Risk Management Division.

E. MISCELLANEOUS

1. The Contractor shall procure and maintain insurance policies and shall furnish Certificates of Insurance upon the execution of the Contract. The Certificates shall include the name and address of the person executing the Certificate of Insurance as well as the person's signature. If policies expire before the completion of the Contract, renewal Certificates of Insurance shall be furnished to Metro Government at least fifteen (15) days prior to the expiration of any policy(s).

2. Upon execution of the contract, Certificates of Insurance as required above shall be furnished to:

Louisville/Jefferson County Metro Government, Purchasing Division
611 W. Jefferson St., Louisville, KY 40202

3. Upon Renewal of insurance coverage (s), Certificates of Insurance evidencing renewal shall be furnished to:

Louisville/Jefferson County Metro Government
Office of Management and Budget
Risk Management Division
611 West Jefferson Street
Louisville, Kentucky 40202

4. CANCELLATION OR MATERIAL CHANGE OF COVERAGE: Contractor shall notify Metro Government's Risk Management Division of any policy cancellation within two business days of its receipt of same. Upon any material change (changes that reduce/restrict limit or terms and conditions to your insurance coverage) in coverage as required above, Contractor shall notify Metro Government's Risk Management Division within two business days. If Contractor fails to notify Metro Government as required by this Agreement, Contractor agrees that such failure shall be a breach of this Agreement. Metro Government reserves the right to require the insurance policy(s) required above to be specifically endorsed to provide notice of cancellation and/or material change of coverage in accordance with policy provisions. When requested by the Metro Government, a copy of the policy endorsement shall be provided to Metro Government's Risk Management Division.

5. Approval of the insurance by Metro Government shall not in any way relieve or decrease the liability of the Contractor hereunder. It is expressly understood that Metro Government does not in any way represent that the specified Limits of Liability or coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the Contractor.

Budget Detail Worksheet & Summary

Organization/Project: SCS Mobile Response Team

Scope of Work

Seven Counties Services proposes to provide a 24/7/365 mobile response service for adult clients in the downtown area. Emergency calls come through to 911 who screen for social intervention only, combined LMPD-Social, or LMPD lead. For social interention only or combined, 911 would contact the outreach team and dispartch to the consumer location. Clinician and peer would engage client and do screening and safety assessment. If the assessment can be done safely and confidentially at the remote location, the clinician will do that. If not and warranting emergency assessment, the team will transport to other SCS location for evaluation and holding up to 24 hours. The outreach team will provide assessment, intervention,and develop an appropriate treatment, crisis, and safety plan. SCS would communicate back to 911 disposition of case and situation. Goal will be as follows: 1. Decrease LMPD runs on behavioral health issues and apply more appropriate resource 2. Decrease the number of citizens being incarcerated who present with behavioral health issues 3. Provide immediate and appropriate professional response to behavioral health crises 4. Allow for LMPD resources to be used more efficiently and effectively.

Budget Summary

Budget Category	Request
Personnel	\$1,006,133
Fringe Benefits	\$245,816
Travel	\$24,080
Equipment	\$25,000
Supplies	\$31,000
Training	\$24,000
Other Costs	\$178,217
Subtotal	\$1,534,246
Indirect (10% of total expense)	\$153,425
TOTAL REQUEST	\$1,687,670

A. Personnel – List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in the activities must be consistent with that paid for similar work within the applicant organization. (NOTE: Use decimal numbers as the percentage of time, an example is 50% should be shown as .50).

A. Fringe – Fringe benefits should be based on actual known costs or an approved negotiated rate and are only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman’s Compensation and Unemployment Compensation. (NOTE: Use decimal numbers for the fringe benefit rates, an example is 7.65% should be shown as .0765 .

Name	Position	Computation						Total Cost
		Salary	# Months	FTE	Personnel Cost	Fringe %	Fringe Cost	
: Jane Smith	Case Manager	\$65,000	10.00	1.00	\$54,167	0.30	\$16,250	\$70,417
TBA	Mobile Response Senior Clinician	\$50,000	7.00	3.00	\$87,500	0.24	\$21,394	\$108,894
TBA	Mobile Response Crisis Workers	\$40,000	7.00	18.00	\$420,000	0.24	\$102,690	\$522,690
TBA	Mobile Response Case Managers	\$40,000	7.00	3.00	\$70,000	0.24	\$17,115	\$87,115
TBA	center	\$40,000	7.00	9.00	\$210,000	0.24	\$51,345	\$261,345
TBA	Direct Care Counselors-Respite Center	\$31,200	7.00	4.00	\$72,800	0.24	\$17,800	\$90,600
TBA	Program Supervisor	\$60,000	7.00	3.00	\$105,000	0.24	\$25,673	\$130,673
TBA	SCS Project Manager	\$70,000	7.00	1.00	\$40,833	0.24	\$9,800	\$50,633
					\$0		\$0	\$0
					\$0		\$0	\$0
					\$0		\$0	\$0
					\$0		\$0	\$0
					\$0		\$0	\$0
					\$0		\$0	\$0
Personnel Total								\$1,006,133
Fringe Total								\$245,816
Personnel + Fringe Total								\$1,251,949

PERSONNEL NARRATIVE – Provide a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives.

The clinician provides mobile assessment and crisis intervention. Mobile response crisis workers provide triage, mental health screening, risk assessment, and safety planning. Case managers engage clients, assess for needed resources and services, follow the clients beyond the initial 24 hours, and broker needed services for the client. Crisis counselors (call center) provide crisis intervention in partnership within the Metro Safe team. Direct care counselors provide supervision and care to clients who utilize the respite center. Supervisors provide overall guidance to the program. The Project Manager provides overall leadership and management to the project and collaborates with U of L, Louisville Metro, and other community partners.

FRINGE DESCRIPTION – Describe below the composition and basis for calculation of the fringe benefit package(s) (e.g., FICA, unemployment). **EXAMPLE: FICA is calculated as salary x .XXXX; KERS (Retirement) is calculated as salary x XX%; and Health/Life Insurance will be \$XXX per month. For X staff member, FICA will equal \$XXXX, retirement contributions will equal \$XXXXX, and Health/Life will equal \$XXXX.**

Fringe Benefits are calculated as a percentage of salary at the following rates:

FICA	7.65%
Retirement (403b)	3.0%
Life Insurance	.23%
Disability Ins.	1.09%
Workers Comp	.57%
State Unemployment	.30%

