

**NEIGHBORHOOD DEVELOPMENT FUND
Not-for-Profit Transmittal and Approval Form**

Applicant/Program: Exceptional Teens & Adults Teen Center, Inc. / Exceptional Child Education Out-of- School Time Summer Enhancement Camp

Executive Summary of Request: Exceptional Child Education Out-of- School Time Summer Enhancement Camp (ECE OST Camp) is designed to give special needs students an opportunity to retain and enhanced educational and social skills. Exceptional Teens & Adults does not have spacing for the desk tops computers so funding is needed to provide 10 IPADS for students to access the online courses necessary for the summer camp classes.
The Request is for **\$4,900** to cover the purchase of the **IPad, screen protectors, protective cases, and licenses for the educational programs that will be used.**

Is this program/project a fundraiser?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is this applicant a faith based organization?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does this application include funding for sub-grantee(s)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

I have reviewed the attached Neighborhood Development Fund Application and have found it complete and within Metro Council guidelines and request approval of funding in the following amount(s). I have read the organization's statement of public purpose to be furthered by the funds requested and I agree that the public purpose is legitimate. I have also completed the disclosure section below, if required.

<u>6</u> District #	 Primary Sponsor Signature	<u>\$4,900</u> Amount	<u>6-18-2015</u> Date
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Primary Sponsor Disclosure
List below any personal or business relationship you, your family or your legislative assistant have with this organization, its volunteers, its employees or members of its board of directors.

Approved by:
_____ Date _____
Appropriations Committee Chairman

Clerk's Office Only:
Request Amount: _____ Committee Amended Appropriation: _____
Original Appropriation: _____ Council Amended Appropriation: _____

**OFFICE OF METRO COUNCIL CLERK
REVIEWED**

DATE 7/16/15 TIME 8:48

NDF NON-PROFIT APPLICATION CHECKLIST

Legal Name of Applicant Organization: <i>Exceptional Teens & Adults Teen Center, Inc.</i>		
Program Name: <i>Exceptional Child Education out of school time Summer Enhancement Camp</i>	Request Amount: <i>\$4,900.00</i>	Yes/No/NA
Request form: Is the NDF request form signed by all Council Member(s) appropriating funding?		<i>yes</i>
Request form: Is the funding proposed less than or equal to the request amount?		<i>yes</i>
Request form: Have all known Council or Staff relationships to the Agency been adequately disclosed on the cover sheet?		<i>yes</i>
Application Page 1: Has prior Metro funds committed/granted been disclosed?		<i>N/A</i>
Application Page 1: Is the application properly signed and dated by authorized signatory?		<i>yes</i>
Application Page 3: Reimbursement funding – One or two boxes checked if any expenses are incurred before the grant award period. Is all required documentation included?		<i>yes</i>
Application Pages 3 – 5: Is the proposed public purpose of the program well-documented?		<i>yes</i>
Application 4: Is there adequate documentation of how the proceeds of the fundraiser will be spent?		<i>yes</i>
Application Budget Page 6: Does the application budget reflect only the revenue and expenses of the project/program (page 6) if the request is not an operating budget request? Is all detail schedules included for "Metro, Non Metro and Total" expense funds for client assistance, community events & festivals and other expenses? And does the Non-Metro Revenue equal the Non-Metro expenses?		<i>yes</i>
Faith Based Organizations: Is the signed Faith Based Form signed and included?		<i>N/A</i>
Jefferson County Only: Will all funding be spent in Louisville/Jefferson County?		<i>yes</i>
Capital Project(s) request: Is the cost estimate(s) from proposed vendor(s) included?		<i>N/A</i>
Good Standing: Is the entity in good standing with: <ul style="list-style-type: none"> • Kentucky Secretary of State – include Secretary of State website information on organization • Louisville Metro Government – check OMB monthly report filed in Council Financial Reports • Internal Revenue Service – most recent Form 990 included 		<i>yes</i>
Separate Taxing Districts: If Metro funding is for a separate taxing district, is the funding appropriated for a program outside the legal responsibility of that taxing district?		<i>N/A</i>
Small Cities: Is the resolution included agreeing to partner with Louisville Metro on the capital project? (IRS Determination letter not required, Form 990 not required, but KY SOS acknowledgement is)		<i>N/A</i>
Operating Requests: Is recommended operating funding less than or equal to 33% of total operating budget?		<i>yes</i>
IRS Exempt Proof: Is proof of Tax Exempt status of 501(c) 3, 4, 6, 19, 1120-H included?		<i>yes</i>
Operating Budget: Is the organization's current fiscal year operating budget included?		<i>yes</i>
Ordinance Required: Is the amount committed by Council members greater than \$5,000 to any one project/program within an organization in this fiscal year.		<i>yes</i>
Board Members: Is the entity's board member list (with term length/term limits) included?		<i>yes</i>
Staff: Is a list of the highest paid staff included with their expected annual personnel costs?		<i>yes</i>
Annual Audit: Is the most recent annual audit (if required by organization) included?		<i>yes</i>
Rent Requests: Is a copy of signed lease included?		<i>N/A</i>
Articles of Incorporation: Are the Articles of Incorporation of the organization included?		<i>yes</i>
IRS Form W-9: Is the IRS Form W-9 included?		<i>yes</i>
Evaluation Forms: Are the evaluation forms (if program participants are given evaluation forms) included?		<i>N/A</i>
Affirmative Action: Affirmative Action/Equal Employment Opportunity plan and/or policy statement included (if required by the organization)?		<i>N/A</i>
Prepared by: <i>Allison Oliver</i>		Date: <i>6/23/2015</i>



LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

SECTION 1 – APPLICANT INFORMATION			
Legal Name of Applicant Organization: ETA Teen Center, Inc <small>(as listed on: http://www.sos.ky.gov/business/records)</small>			
Main Office Street & Mailing Address: PO Box 1051 Louisville, KY 40201			
Website: www.exceptionalteensadults.org			
Applicant Contact:	Rose Walton	Title:	Executive Director
Phone:	502-290-1585	Email:	rose@exceptionalteensadults.org
Financial Contact:	Rose Walton	Title:	Executive Director
Phone:	502-290-1585	Email:	rose@exceptionalteensadults.org
Organization's Representative who attended NDF Training: Angel Chichester			
GEOGRAPHICAL AREA(S) WHERE PROGRAM ACTIVITIES ARE (WILL BE) PROVIDED			
Program Facility Location(s): Limerick Neighborhood			
Council District(s): 6		Zip Code(s): 40201, 02, 03, 05, 06, 10, 11, 14, 15, 16, 18, 19, 20, 23, 26, 32, 41, 68, 72, 99	
SECTION 2 – PROGRAM REQUEST & FINANCIAL INFORMATION			
PROGRAM/PROJECT NAME: ETA Teen Center, Inc. ECE Out-of-School Time Summer Enhancement Camp			
Total Request: (\$) 4900.00		Total Metro Award (this program) in previous year: (\$) 0	
Purpose of Request (check all that apply): <input type="checkbox"/> Operating Funds (generally cannot exceed 33% of agency's total operating budget) <input checked="" type="checkbox"/> Programming/services/events for direct benefit to community or qualified individuals <input type="checkbox"/> Capital Project of the organization (equipment, furnishing, building, etc)			
The Following are Required Attachments:			
<input checked="" type="checkbox"/> IRS Exempt Status Determination Letter <input checked="" type="checkbox"/> Current Year Projected Budget <input checked="" type="checkbox"/> List of Board of Directors (include term & term limits) <input checked="" type="checkbox"/> Current financial statement <input checked="" type="checkbox"/> Most recent IRS Form 990 or 1120-H <input checked="" type="checkbox"/> Articles of Incorporation <input type="checkbox"/> Cost estimates from proposed vendor if request is for capital expense		<input type="checkbox"/> Signed lease if rent costs are being requested <input checked="" type="checkbox"/> IRS Form W9 <input type="checkbox"/> Evaluation forms if used in the proposed program <input type="checkbox"/> Annual audit (if required by organization) <input type="checkbox"/> Faith Based Organization Certification Form, if required <input checked="" type="checkbox"/> Staff including the 3 highest paid staff	
For the current fiscal year ending June 30, list all funds appropriated and/or received from Louisville Metro Government for this or any other program or expense, including funds received through Metro Federal Grants, from any department or Metro Council Appropriation (Neighborhood Development Funds). Attach additional sheet if necessary.			
Source:		Amount: (\$)	
Source:		Amount: (\$)	
Source:		Amount: (\$)	
Has the applicant contacted the BBB Charity Review for participation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Has the applicant met the BBB Charity Review Standards? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			



LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

SECTION 3 – AGENCY DETAILS

Describe Agency's Vision, Mission and Services:

The mission of ETA Teen Center, Inc. is to provide opportunities for individuals with developmental and intellectual disabilities to live independent and extraordinary lives. We offer day services to students that include tutoring, community outings, independent care training, social skills building, and a safe place away from home. Many activities include music therapy, massage therapy, sensory room, daily living skills, arts & crafts, and recreational activities (basketball, bike riding, corn hole, gardening, and board games).

We provide after school and school-break services for students with Autism, Down Syndrome and other developmental disabilities. Students receive training in the areas of individual and daily living skills, social skills, friendship skills, manners, community involvement, and academic enhancement.

Handwritten initials in black ink, appearing to be "PW".



LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

SECTION 4 – PROGRAM/PROJECT NARRATIVE

A: Describe the program/project start and end dates, a description of the program/project and applicable data with regards to specific client population the program will address (attach related flyers, planning minutes, designs, event permits, proposals for services/goods, etc.):

ETA Teen Center, Inc. ECE Out-of-School Time Summer Enhancement Camp (ECE OST Camp) is designed to give special needs students an environment and opportunity to retain and enhance educational and social skills learned during the regular school year. The 2015 ECE OST Camp will be a Nine (9) week, four (4) hours a day, four (4) days a week summer camp that will focus on improving reading, mathematics, writing, social skills, and etiquette. When the camp is completed, campers will have learned critical thinking, problem solving, and their role in the community, neighborhoods, and at school. The camp will run from June 8-August 7 (with a vacation week scheduled for June 29-July 3), Monday-Thursday, 12-4pm.

JCPS middle and high school students enrolled in ECE programs are the primary target for the camp. Secondary targets include students in the surrounding Limerick, Old Louisville, and Park Hill neighborhoods.

The camp day will include a rotation between math, reading, and computer classes. Each student will be tested at the beginning and conclusion of the camp (and assessed periodically throughout the camp) to determine growth in the subject areas, as well as retention and readiness for the 2015/16 school year. We will include at least five (5) field trips to community locations with the opportunity to apply what we learned in the classroom to real life situation.

B: Describe specifically how the funding will be spent including identification of funding to sub grantee(s):

Funding will be used to furnish the classroom with 10 iPads. In conjunction with the curriculum guided by the Kentucky Academic Standards and classroom expectations computer programs approved by JCPS staff aimed at students with special needs will be accessed through the iPads.

Space does not allow us to furnish 10 desktop computers, but iPads are more convenient and versatile with size, touch screens, and applications. The students will use the iPads to access online study courses such as Khan Academy, Wonderopolis, Laureate Learning System, Brain Pop, and News 2 You.

The requested cost will cover the purchase of the iPads, screen protectors, and protective cases for each. Depending on the determined program, the cost will also include licenses for the educational application.



LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

C: If this request is a fundraiser, please detail how the proceeds will be spent:

N/A

D: For Expenditure Reimbursement Only – The grant award period begins with the Metro Council approval date and ends on June 30 of Metro fiscal year in which the grant is approved. If any part of this funding request is for funds to be spent before the grant award period, identify the applicable circumstances:

Effective October 24, 2013, reimbursements should not be made unless an emergency can be demonstrated by the primary council sponsor. The funding request is a reimbursement of the following expenditures (attach invoices or proof of payment):

- ✓ Attach a copy of invoices and/or receipts to provide proof of purchase of activities associated with the work plan identified in this application.
- ✓ Attach a copy of cancelled checks to provide proof of payment of the invoices or receipts associated with the work plan identified in this application.

The funding request is a reimbursement of the following expenditures that will probably be incurred after the application date, but prior to the execution of the grant agreement:

- ✓ If selecting this option, the invoice, receipt and payment documentation should not be available as of the date of this application.

The Grantee will be required to submit financial reporting in accordance with the reporting schedule provided in the grant agreement.



LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

E: Describe the program's benefits to those being served (measurable outcomes). Include the program's process for collecting data and the indicators that will be tracked to measure the benefits to those being served:

The ECE OST Camp will serve students enrolled in the JCPS ECE (Exceptional Child Education) program. Like all students, these students are at risk of learning loss during extended school breaks. However, the struggles of living with a disability and the additional attention and personal care needed make it difficult to participate in standard camps and tutoring programs. Our facility is outfitted for wheelchair accessibility and trained staff to meet the needs of the participants.

We will also open our doors to non-disabled, neighborhood students with low testing scores needing additional assistance. The integration of the students will offer a better social and encouraging environment. The non-disabled students will be able to enhance their skills by helping the special needs students with their work. Study shows that reading with (to) and helping others encourages individual growth. These students will build their confidence and thereby improve their learning skills.

The students in attendance will be prepared to enter into the 2015/16 school year with retained knowledge and understanding of materials.

Success will be measured through a preliminary and final test given to students. These tests will show improvement in the subject areas. The initial test will allow the staff to determine the current learning level of the student, while the final test will show a comparison proving the growth of the student's understanding and comprehension. The Internet programs will utilize individual logins to track progress. Each program will measure the students progress and offer problems based on skill level of the student. Assessments will be taken throughout the camp so as to determine the immediate need of the student and focus on their growth and understanding of the material.

F: Briefly describe any existing collaborative relationships the organization has with other community organizations. Describe what those partners are bringing to the relationship in general and to this program/project specifically.

N/A



LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

SECTION 5 – PROGRAM/PROJECT BUDGET SUMMARY

THE PROGRAM/PROJECT BUDGET SHOULD REALISTICALLY ESTIMATE WHAT AMOUNT IS NEEDED FROM METRO GOVERNMENT AND WHAT IS EXPECTED FROM OTHER SOURCES.

Program/Project Expenses	Column 1	Column 2	Column (1+2)=3
	Proposed Metro Funds	Non- Metro Funds	Total Funds
A: Personnel Costs Including Benefits		8784	8784
B: Rent/Utilities		250	250
C: Office Supplies		350	300
D: Telephone			
E: In-town Travel			
F: Client Assistance (Attach Detailed List)			
G: Professional Service Contracts			
H: Program Materials	4900	300	5200
I: Community Events & Festivals (Attach Detail List)			
J: Machinery & Equipment			
K: Capital Project			
L: Other Expenses (Attach Detail List)		1718.75	
*TOTAL PROGRAM/PROJECT FUNDS	4900	11402.75	14534
% of Program Budget	33 %	67 %	100%

List funding sources for total program/project costs in Column 2, Non-Metro Funds:

Other State, Federal or Local Government	
United Way	
Private Contributions (do not include individual donor names)	11402.75
Fees Collected from Program Participants	
Other (please specify)	
Total Revenue for Columns 2 Expenses **	11402.75

**Total of Column 1 MUST match "Total Request on Page 1, Section 2"*

***Must equal or exceed total in column 2.*



LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

Detail of In-Kind Contributions for this PROGRAM only: Includes Volunteers, Space, Utilities, etc. (Include anything not bought with cash revenues of the agency).

Donor*/Type of Contribution	Value of Contribution	Method of Valuation
Space rental from ETA Daycare Care Center, LLC Adult Program	250	agreed upon value
Materials & Supplies	300	average price from various stores
Field Trip Transportation - TARC3	375	advertised price of bus rental
Total Value of In-Kind <i>(to match Program Budget Line Item.</i> Volunteer Contribution & Other In Kind)	925	

*** DONOR INFORMATION REFERS TO WHO MADE THE IN KIND CONTRIBUTION. VOLUNTEERS NEED NOT BE LISTED INDIVIDUALLY, BUT GROUPED TOGETHER ON ONE LINE AS A TOTAL NOTING HOW MANY HOURS PER PERSON PER WEEK**

Agency Fiscal Year Start Date: **January 1, 2015**

Does your Agency anticipate a significant increase or decrease in your budget from the current fiscal year to the budget projected for next fiscal year? NO YES

If YES, please explain:



LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

SECTION 6 – CERTIFICATIONS & ASSURANCES

By signing Section 7 of the Grant Application, the authorized official signing for the applicant organization certifies and assures to the best of his or her knowledge and/or belief the following Assurances and Certifications. If there is any reason why one or more of the assurances or certifications listed cannot be certified or assured, please explain in writing and attach to this application.

Standard Assurances

1. Applicant understands this application and its attachments as well as any resulting grant agreement, reports and proof of expenditure is subject to Kentucky's open records law.
2. Applicant will establish safeguards to prohibit employees or any person that receives compensation from awarded funds from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. Applicant and any sub grantee will give Louisville Metro Government access to and the right to examine all paper or electronic records related to the awarded grant for up to five years of the grant agreement date.
4. Applicant assures compliance with the grant requirements and will monitor the performance of any third party (sub-grantee).
5. The Agency is in good standing with the Kentucky Secretary of State, Louisville Metro Government, the Jefferson County Revenue Commission, the Internal Revenue Service, and the Louisville Metro Human Relations Commission.
6. Applicant understands failure to provide the services, programs, or projects included in the agreement will result in funds being withheld or requested to be returned if previously disbursed.
7. Applicant understands they must return to Louisville Metro any unexpended funds by July 31 following the Metro Louisville's fiscal year end
8. Applicant understands they must provide proof of all expenditures (canceled checks, receipts, paid invoices). The Applicant understands the failure to provide proof of expenditures as required in the grant agreement could result in funding being withheld or request to be returned if previously disbursed.
9. Applicant understands if this application is approved, the grant agreement will identify an award period that begins with the Metro Council approval date, and will end with June 30 of the fiscal year in which the grant is approved. Expenditures associated with this award expected to occur prior to the award period (approval date) must be disclosed in this application in order to be considered compliant with the grant agreement.
10. Applicant understands if we choose to incur expenditures prior to the approval of the application by the Metro Council, there is no guarantee that funding will be reimbursed, as the Council may choose not to award the application.
11. Applicant understands if the grant agreement is not returned to Louisville Metro within 90 days of its mailing to the applicant, the approval is automatically revoked.

Standard Certifications

1. The Agency certifies it will not use Louisville Metro Government funds for any religious, political or fraternal Activities.
2. ~~The Agency has a written Affirmative Action/Equal Opportunity Policy.~~
3. The Agency does not discriminate in employment or in provision of any service/program/activity/event based on age, color, disabled status, national origin, race, religion, sex, gender identity or sexual orientation, or Vietnam era veteran status.
4. The Agency certifies it will not require clients, recipients, or beneficiaries to participate in religious, political, fraternal or like activities in order to receive services/benefits provided with Louisville Metro Government funds.
5. The Agency understands the Americans with Disabilities Act (ADA) and makes reasonable accommodations.

Relationship Disclosure: List below any relationship you or any member of your Board of Directors or employees has with any Councilperson, Councilperson's family, Councilperson's staff or any Louisville Metro Government employee.

n/a

SECTION 7 – CERTIFICATIONS & ASSURANCES

I certify under the penalty of law the information in this application (including, without limitation, "Certifications and Assurances") is accurate to the best of my knowledge. I am aware my organization will not be eligible for funding if investigation at any time shows falsification. If falsification is shown after funding has been approved, any allocations already received and expended are subject to be repaid. I further certify that I am legally authorized to sign this application for the applying organization and have initialed each page of the application.

Signature of Legal Signatory:	<i>Rose Walton</i>	Date:	6/18/2015
Legal Signatory: (please print):	Rose Walton	Title:	Executive Director
Phone:	502-290-1585	Extension:	
Email:	rose@exceptionalteensadults.org		

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAR 20 2006

ETA TEEN CENTER INC
PO BOX 1051
LOUISVILLE, KY 40201-1051

Employer Identification Number:

DLN:

17053049735076

Contact Person:

STEVE D DUVALL

ID# 31535

Contact Telephone Number:

(877) 829-5500

Public Charity Status:

509(a)(2)

Dear Applicant:

Our letter dated March 2002, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

2015 ETA Teen Center, Inc. OST ECE Summer Enhancement Camp			
Budget			
Budget Category	A. Grant Funds Requested	B. In-Kind Match* (Cash and Support)	C. Total Funding (Column A+B)
Personnel Total			
Salary		\$8,784.00	\$8,784.00
Fringe			
5-Field Trips/Travel		\$375.00	\$375.00
Entry fees		\$1,250.00	\$1,250.00
Contractual Services [include evaluation here and in instructions]			\$0.00
Office Space and Utilities		\$250.00	\$250.00
Consumable Supplies			
OST Materials		\$350.00	\$350.00
Snacks			\$0.00
OST Incentives			\$0.00
Miscellaneous			\$0.00
iPads/Tablets & Accessories	\$4,900.00	\$300.00	\$5,200.00
TOTAL PROGRAM COSTS	\$4,900.00	\$11,309.00	\$16,209.00

Computer lab equipment cost

iPad-wifi	10	16gb	32gb	64gb	128gb
	air2	499		599	699
selected for size	air	399	450		
	mini 3	399		499	599
	mini 2	299	349		
	mini	249			
4500					
Apps	10				
	Between the Lines	\$16			\$160
used by JCPS staff	Khan Academy online	\$0			\$0
	Study Island online	\$0			\$0
	Brain Pop	\$0			\$0
	News 2 You	\$159			\$1,590
used by JCPS staff	Wonderopolis	\$0			\$0
	EdHelper.com	\$20 or \$40			
final programs/apps will be selected by Program Coordinator					
Accessories	10				
	Griffin Survivor Case	\$60			
	screen protector	\$10			
\$700					
Total	\$5,200				

OST Staff Expense					
Title	Staff #	Hourly Pay	Hours per week	Camp length	Total
OST Program Coordinator	1	\$15	16	9	2160
OST Tutors	2	\$13	16	9	3744
OST Personal Care Staff	2	\$10	16	9	2880
Total	5				8784

The **OST Coordinator** will provide the curriculum for the program and prepare the program lesson for each day. The Coordinator will supervise the tutoring staff, supervise the personal care staff, meet with parents, reach out to teachers, set up and monitor the incentives and awards program, keep attendance, and help to promote the program. The Coordinator will also be the primary chaperone/contact for all field trips.

- \$15/hour - 16 hours/week - 9 weeks

The **Tutors** will carry out the curriculum set by the Program Coordinator, monitor each participant, record completed lessons and improvement in scores for the incentives and awards program, meet with the Coordinator to discuss goals and lesson plans, meet with parents when needed. The tutor will be a chaperone for all field trips.

- \$13/hour - 16 hours/week - 9 weeks

The **Personal Care** staff will assist the tutors with classroom monitoring, restroom breaks, and other care as needed for participants. Personal Care staff will be chaperones for all field trips.

- \$10/hour - 16 hours/week - 9 weeks

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- \$10/hour - 16 hours/week - 9 weeks

ECE OST Field Trip Cost

Location	Entry fee	#students	#staff		
Field Trip 1	\$10	20	5		250
Field Trip 2	\$10	20	5		250
Field Trip 3	\$10	20	5		250
Field Trip 4	\$10	20	5		250
Field Trip 5	\$10	20	5		250
Total				1250	
Field Trip ideas					
Portland Museum		20	5		0
Muhammad Ali Museum		20	5		0
Slugger Museum		20	5		0
Louisville Zoo		20	5		0
Slugger baseball game		20	5		0
Kentucky Kingdom		20	5		0
Bowling		20	5		0
Movies		20	5		0
Putt-Putt		20	5		0
Old Louisville Tour		20	5		0
Louisville Water Tower		20	5		0
Louisville Government Building Tour		20	5		0
Kentucky Science Center		20	5		0
Transportation					
Bus rental				Number of trips	
TARC Adventure Bus-5 Field Trips	\$3	20	5	5	375
Total					1625

ETA Teen Center, Inc. Board of Directors

Gloria Farris, President, 2010-Present

Gloria is a retired JCPS teacher of 40 years. She has been a department chair; maintaining disseminating equipment and supplies, and attending professional development workshops. Currently, Gloria is a Gheens Educational Clinic instructor for senior high students as part of Whitney Young Scholars of Lincoln Foundation for 13 years. She has served as the financial secretary for Alpha Kappa Alpha Sorority, Inc. for 4 years. Gloria is the treasure of Hortense B Perry Foundation for the past 8 years. She is also currently serving as the financial secretary of Hortense B Perry Foundation of Eta Omega Chapter of Alpha Kappa Alpha, Sorority, Inc. for 6 years. She started as a volunteer with ETA Teen Center, Inc from the beginning of its start before being accepted on the Board of Directors.

Angelique Scherer, Treasurer, 2013-Present

Angelique Scherer is currently an administrator in the Exceptional Child Education (ECE) department for Jefferson County Public Schools. She brings over 15 years of experience with students with disabilities to the board. Angelique is also a member of the Council for Exceptional Children. She is passionate about students with disabilities and preparing them for life beyond school.

Rose Walton, Secretary, 2008-Present

Rose is the current Executive Director of ETA Teen Center, Inc. She has a Bachelor's Degree in Political Science from the University of Louisville. She has a background in human resources: Kroger Company for 18 years; Active Transportation Company for 7 years. She decided to open the ETA Center after facing challenges in finding assistance for her son.

Jennifer K. Adams-Tucker, 2011-Present

Jennifer Tucker is an Analyst in the Healthcare Services Department Network Filing Team with Humana. She is a parent of 3 Autistic children, and author of "Autistic Angels-The Story of a Mother to her Children", which talks about The Tucker's journey raising children with Autism and attempts to encourage other families with the same challenges. As a family, Jennifer, her husband and her daughter (Sydney) wrote a book, "Up to Bat", promoting Autism Awareness, but on a level children can understand. She was appointed by Governor Steve Beshear to the State Advisory Board for Exceptional Children and the Kentucky Early Intervention System Interagency Coordinating Council in 2012, and was appointed by Mayor Greg Fisher to the Louisville Metro Human Relations Commission Advocacy and Enforcement boards. Jennifer also received the 2014 Business First Magazine 40 Under 40 Award.

Dominic Hollingsworth, 2011-Present

Dominic Hollingsworth is currently a member of the Kentucky Air National Guard. Mr. Hollingsworth has been in the Air Force for 16 years in the area of Command and Control. Mr. Hollingsworth is also a member of the J-Town Alumni Association board. Graduated from Jeffersontown High School in 1998 and joined the United States Air Force that same year. Mr. Hollingsworth has a minor background in IT installation and has worked on several major projects through the city helping to upgrade internet connection speeds and wireless access points.

ETA TEEN CENTER, INC.
Balance Sheet
December 31, 2014

ASSETS

Current Assets		
CASH - OPERATING 5/3	\$	1,360.21
CASH - PAYROLL 5/3		500.77
Cash - CAMPAIGN 5/3		<u>28,946.84</u>
Total Current Assets		30,807.82
Property and Equipment		
EQUIPMENT		1,736.56
LEASEHOLD IMPROVEMENTS		8,000.00
ACCUMULATED DEPRECIATION		<u>(9,736.56)</u>
Total Property and Equipment		0.00
Other Assets		
Total Other Assets		<u>0.00</u>
Total Assets	\$	<u>30,807.82</u>

LIABILITIES AND CAPITAL

Current Liabilities		
PAYABLE TO ADULT CENTER		300.00
STATE W/H TAX PAYABLE		<u>48.11</u>
Total Current Liabilities		348.11
Long-Term Liabilities		
Total Long-Term Liabilities		<u>0.00</u>
Total Liabilities		348.11
Capital		
Partner Capital		5094.24
Retained Earnings		15,747.39
Net Income		<u>9,618.08</u>
Total Capital		<u>30,459.71</u>
Total Liabilities & Capital	\$	<u>30,807.82</u>

ETA TEEN CENTER, INC.
Income Statement
For the Quarter Ending December 31, 2014

	<u>Current Quarter</u>		<u>Year to Date</u>	
Revenues				
SERVICES INCOME	\$ 2,097.53	100.00	\$ 13,623.53	98.42
OTHER INCOME-DONATION	-	0.00	218.04	1.58
Total Revenues	2,097.53	100.00	13,841.57	100.00
Cost of Sales				
Total Cost of Sales	0.00	0.00	0.00	0.00
Gross Profit	2,097.53	100.00	13,841.57	100.00
Expenses				
SALARIES & WAGES	-	0.00	1472.50	10.64
ACCOUNTING FEES	200.00	9.54	620.00	4.48
RENT	-	0.00	350.00	2.53
PAYROLL TAXES	(36.66)	(1.75)	109.65	0.79
INSURANCE	313.50	14.95	1,254.00	9.06
LICENSES & FEES	-	0.00	15.00	0.11
BANK CHARGES	34.00	1.62	34.00	0.25
DUES & SUBSCRIPTIONS	50.00	2.38	385.00	2.78
TRAINING EXPENSES	40.00	1.91	95.00	0.69
FUNDRAISING EXPENSES	-	0.00	(111.66)	(0.81)
Total Expenses	600.84	28.65	4,223.49	30.51
Net Income	\$ 1,496.69	71.35	\$ 9,618.08	69.49

CLIENT'S COPY

Form **990-N**
Department of the Treasury
Internal Revenue Service

Electronic Notice (e-Postcard)
for Tax-Exempt Organizations not Required To File Form 990 or 990-EZ

OMB No. 1545-2085

2013

Open to Public Inspection

A For the 2013 calendar year, or tax year beginning 1/1/2013, and ending 12/31/2013.

B Check if applicable

Terminated, Out of Business

Gross receipts are normally \$50,000 or less

C Name of organization: ETA TEEN CENTER INC
d/b/a:

% Rose Walton
PO Box 1051
Louisville, KY, US, 40201

D Employer Identification Number



E Website:

F Name of Principal Officer: Rose Walton

PO Box 1051
Louisville, KY, US, 40201

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in Code section 6104.

The time needed to complete and file this form and related schedules will vary depending on individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do NOT mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

ARTICLES OF INCORPORATION
OF
ETA TEEN CENTER, INC.

0517867.09

John Y. Brown III
Secretary of State
Received and Filed
06/19/2001 03:37 PM
Fee Receipt: \$8.00
Payne - NAOI

The undersigned hereby incorporates a nonprofit corporation without capital stockholders, under the provisions of KRS 273.161 et seq., and for that purpose adopts the following

Articles of Incorporation:

ARTICLE I

Name of Corporation

The name of the corporation is **ETA Teen Center, Inc.** (the "Corporation").

ARTICLE II

Purposes and Powers

(1) This Corporation's mission is to

- a) Provide before and after school activities, instruction and care for teenagers with special needs;
- b) Provide respite to parents and guardians of the teens with special needs;
- c) Offer children of all socio-economic backgrounds and abilities an opportunity learn and enjoy recreational activities in a before and after school setting;

(2) Any provision of these Articles of Incorporation to the contrary notwithstanding, the Corporation shall not have any purpose or object, nor have or exercise any power, nor engage in any

activity, which in any way contravenes, or is in conflict with, the other provisions of **ARTICLE II** of these Articles of Incorporation.

(3) The objects and purposes of the Corporation, and the powers it shall have and may exercise, are as follows:

(a) As general and controlling purposes, to conduct and carry on its work, not for profit, but exclusively for charitable, scientific, literary, religious or educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code") (references herein to sections or provisions of the Code shall be deemed to include and refer to, to the extent applicable, any similar sections or provisions of any subsequent Federal tax laws), in such manner (i) that no part of its income or property shall inure to the private benefit of any donor, director or individual having a personal or private interest in the activities of the Corporation, except as reasonable compensation for services actually rendered, (ii) that it shall not directly or indirectly participate in or intervene in any political campaign on behalf of any candidate for public office, and (iii) that no substantial part of its activities shall be carrying on propaganda or otherwise attempting to influence legislation.

(b) As a particular purpose in furtherance of, consistent with, and subject to, the general and controlling purposes set forth in Section (2) (a) of this **ARTICLE II**, to organize, promote, foster, assist (whether financially or otherwise), and conduct such charitable, scientific, literary, religious, or educational enterprises, activities and institutions as from time to time may be determined, selected, or decided upon by the Corporation's Board of Directors consistent with the purposes stated above.

(c) In furtherance of, and at all times subject to, the aforesaid purposes, enterprises,

activities and projects:

BOOK 0577 PAGE 0348

(i) To solicit and acquire by gift, exchange or otherwise, property of any and all kinds, and to sell, transfer, and otherwise dispose of any property it so acquires;

(ii) To invest and reinvest any such property and the increments in, and avails or proceeds of, any such property in such investments as may be deemed advisable from time to time by the Corporation's Board of Directors, including, but not limited to, stocks, bonds, secured and unsecured obligations, undivided interests, leases, commercial paper, financial and governmental instruments, savings and other depository accounts, and other securities and properties;

(iii) To give, donate, and contribute to any of the activities the Corporation may elect to sponsor, or in furtherance of any of the aforesaid purposes for which the Corporation is organized, such money or property, or both, as the Corporation's Board of Directors may from time to time determine;

(iv) To take title to, and hold in its own name, such real or personal property, or both, and such interests in either such type of property as the Corporation may acquire, for the purposes herein set out, and to sell, transfer, and dispose of any such property or reinvest the proceeds thereof as herein permitted;

(v) To accept gifts, bequests, or devises of property of any

kind which any individual, firm, corporation, or other entity may make to the Corporation, upon the terms, trusts, and conditions set forth in the deed of gift, will, or other instrument of writing, executed by any such donor or testator, but only for the purposes and upon the terms and conditions and with the powers set forth in these Articles of Incorporation;

(vi) To borrow money and give security therefor by pledging, mortgaging, or otherwise hypothecating any property it may own, or any interest it may have in such property;

(vii) To become a member of any other nonstock or nonprofit corporation organized under the laws of any state, or to become affiliated with any other organization of like character existing under the laws of any state; provided, however, that such corporation or organization is an exempt organization under section 501(c)(3) of the Code;

(viii) To the extent permitted by law, or enter into contracts with any corporate trust company for the purpose of delegating to it the power, or employing it, to make investments on behalf of the Corporation, and to such other things permitted by these Articles of Incorporation as the parties may agree upon, and without limiting the generality of the foregoing, but in furtherance thereof, to enter into trust agreements, irrevocable or otherwise, with any such corporate

trustee, and therein to authorize any such corporate trustee to employ agents, attorneys, accountants, and others in connection with the performance of any duty or trust arising under such agreement; and

(ix) To do any and all things which the Corporation's Board of Directors may determine, consistent with the provisions hereof, to be necessary or appropriate to effectuate the purposes of which the Corporation is organized as herein set forth, to the extent that the doing of such act or thing is not inconsistent with the provisions of Chapter 273 of Kentucky Revised Statutes, or any other applicable law or statute of the Commonwealth of Kentucky, or section 501(c)(3) of the Code.

(3) Notwithstanding any other provision of these Articles of Incorporation, if, at any time, the Corporation shall be determined to be a private foundation or private operating foundation as defined in section 509 or section 4942 of the Code, then:

(a) The Corporation shall distribute its income for each taxable year at such time and in such manner as not to become subject to the tax on undistributed income imposed by section 4942 of the Code.

(b) The Corporation shall not engage in any act of self-dealing as defined in section 4941(d) of the Code.

(c) The Corporation shall not purchase nor retain any excess business holdings as defined in section 4943(c) of the Code.

(d) The Corporation shall not make any investments in such manner as to subject it to

tax under section 4944 of the Code.

BOOK 0577 PAGE 0351

(e) The Corporation shall not make any taxable expenditures as defined in section 4945(d) of the Code.

ARTICLE III

Duration

The Corporation shall have perpetual duration.

ARTICLE IV

Members

(1) There may be Members as provided in the By-Laws, or by the Board of Directors, such Members shall have no right to vote as to the election of directors or as to any other matters presented to the Members of the Corporation for consideration.

(2) The annual meetings of the Members of the Corporation shall be held at such time and place as may be provided in the Corporation's By-Laws.

ARTICLE V

Board of Directors

(1) All corporate powers shall be exercised by or under the authority of, and the business and affairs of the Corporation managed under the direction of, its Board of Directors.

(2) The Board of Directors shall consist of such number of individuals as may be fixed in the Corporation's By-Laws; provided, however, that the Board of Directors shall not, in any event, consist of fewer than three (3) individuals.

(3) The Members, if any, entitled to vote as to the election of directors under these Articles of Incorporation shall elect the directors of the Corporation at the annual meeting of the Members, or as

otherwise provided in the Corporation's By-Laws, or if there shall be no such voting members, then the Board of Directors shall elect the directors of the Corporation at the annual meeting of the Board of Directors, or as otherwise provided in the Corporation's By-Laws.

(4) The term of office of each director shall be as provided by the Corporation's By-Laws. Each director so elected shall hold office for said term and until his or her respective successor shall have been duly elected and shall have accepted office.

(5) Directors may be removed from office during their term of office as provided in the Corporation's By-Laws.

(6) The annual meetings of the Corporation's Board of Directors shall be held at such time and place as may be provided in the Corporation's By-Laws.

(7) The duties and powers of the Board of Directors, committees, and officers of the Corporation shall, except as otherwise specifically provided herein or in the Corporation's By-Laws, be such as are usually incident to similar Boards of Directors, similar committees and similar officers, and in addition, shall be such as may be conferred upon said Board of Directors, upon such committees, or upon such officers by law, or by amendment to the Articles of Incorporation or By-Laws, or by appropriate corporate resolution.

ARTICLE VI

Initial Board of Directors

The number of directors constituting the initial Board of Directors is Three (3) and the names and mailing addresses of the persons who are to serve as directors are as follows, and each such director shall serve until the first annual meeting of the Members, if there are any Members of the Corporation, or until the first annual meeting of the Board of Directors, if there are no Members of the

Corporation, as the case may be, and until such director's successor in office is elected and shall qualify as follows:

ROSE WALTON
2913 Conestoga Avenue
Louisville, Kentucky 40210

CHARLMEILLE WALTON
5526 Greenyard Way
Norcross, Georgia 30093

MYRA HOWARD
6714 Rest Way
Louisville, Kentucky 40059

ARTICLE VII

Initial Registered Office, Agent and Consent of Agent

The address of the initial registered office of the Corporation is 235 South Fifth Street, Fourth Floor, Louisville, Jefferson County, Kentucky 40202, and the name of the initial registered agent at such address is Richard N. Bush

ARTICLE VIII

Principal Office

The address of the principal office of the Corporation is 724 South 44th Street, Louisville, Kentucky 40211.

ARTICLE IX

Distribution of Assets Upon Dissolution

If, at any time, this corporation dissolves, the assets of this Corporation shall be applied and distributed as follows:

- (a) All liabilities and obligations of this Corporation shall be paid and discharged, or adequate

provision shall be made therefor;

(b) Assets that have been received and are held by this Corporation subject to limitations permitting their use only for charitable, scientific, literary, religious, educational or similar purposes, and that are not held upon a condition requiring return, transfer, or conveyance by reason of dissolution, shall be transferred or conveyed to (i) one or more corporations, societies, or organizations, organized under the laws of any state, that are exempt under section 501(c)(3) of the Code, (ii) the Federal government, or (iii) a state or local government, for a public purpose, pursuant to a plan of distribution adopted as provided by law;

(c) Other assets, if any, shall be transferred or conveyed to (i) one or more corporations, societies, or organizations, organized under the laws of any State, that are exempt under section 501(c)(3) of the Code, (ii) the Federal government, or (iii) a State or local government, for a public purpose, pursuant to a plan of distribution adopted as provided by law; and

(d) Any assets not disposed of pursuant to the provisions of **ARTICLE IX** set forth hereinabove shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the Corporation is then located to such organizations, as the court shall determine, which are organized and operated exclusively for charitable purposes and are exempt under section 501(c)(3) of the Code.

ARTICLE X

Incorporator

Rose Walton, whose address is 2913 Conestoga Avenue, Louisville, Kentucky 40210, is the sole incorporator of the Corporation.

ARTICLE XI

Indemnification of Members, Directors, Officers

(1) To the fullest extent permitted by, and in accordance with the provisions of, Kentucky law, as the same exists or may hereafter be amended, but only to the extent not in conflict with the provisions of **ARTICLE II** of these Articles of Incorporation, the Corporation shall indemnify each Member, director and officer of the Corporation against expenses (including, but not limited to, attorney's fees), judgments, taxes, penalties, fines (including, but not limited to, any excise tax assessed with respect to any employee benefit plan) and amounts paid in settlement (collectively, a "Liability"), incurred by such Member, director or officer in connection with defending any threatened, pending or completed action, suit or proceeding (whether civil, criminal, administrative or investigative) to which such Member, director or officer is, or is threatened to be made, a party because such Member, director or officer is or was a Member, director or officer of the Corporation, or is or was serving at the request of the Corporation as a member, director, officer, partner, employee or agent of another domestic or foreign corporation, partnership, joint venture, trust or other enterprise, including, but not limited to, service with respect to employee benefits plans. A Member, director or officer of the Corporation shall be considered to be serving an employee benefit plan at the Corporation's request if the duties of such Member, director or officer to the Corporation also impose duties on or otherwise involve services by such member, director, officer, employee or agent to the plan or to participants in or beneficiaries of the plan.

(2) To the fullest extent authorized or permitted by, and in accordance with the provisions of, Kentucky Law, as the same exists or may hereafter be amended, but only to the extent not in conflict with the provisions of **ARTICLE II** of these Articles of Incorporation, the Corporation shall pay or reimburse expenses (including, but not limited to, attorney's fees) incurred by a member, director or

officer of the Corporation who is a party to a proceeding in advance of final disposition of such proceeding.

(3) The indemnification against Liability and advancement of expenses provided by, or granted pursuant to, this **ARTICLE XI** with respect to any Member, director officer of the Corporation shall, to the fullest extent authorized or permitted by, and in accordance with the provisions of, Kentucky Law, as the same exists or may hereafter be amended, but only to the extent not in conflict with the provisions of **ARTICLE II** of these Articles of Incorporation (i) not be deemed exclusive of other rights, if any, to which such Member, director or officer of the Corporation seeking such indemnification or advancement may be entitled under any By-Law, agreement, action of disinterested members, action of disinterested directors, or otherwise, as to any action by such member, director or officer in his or her official capacity as such or as to any action of such member, director or officer of the Corporation in any other capacity, (ii) continue as to a person who has ceased to be a member, director or officer of the Corporation, and (iii) inure to the benefit of the heirs, executors, and administrators of such a person.

(4) To the fullest extent authorized or permitted by, and in accordance with the provisions of, Kentucky Law, as the same exists or may hereafter be amended, but only to the extent not in conflict with the provisions of **ARTICLE II** of these Articles of Incorporation, the Corporation may purchase and maintain insurance on behalf of an individual who is or was a member, director, or officer, employee or agent of the Corporation, or who, while a Member, director, officer, employee or agent of the Corporation, is or was serving at the request of the Corporation as a member, director, officer, partner, trustee, employee or agent of another foreign or domestic corporation, partnership, joint venture, trust, employee benefit plan or other enterprise, against Liability asserted against or incurred

by such Member, director, officer, employee or agent in that capacity or arising from such Member, director, officer, employee or agent's status as a Member, director, officer, employee or agent, whether or not the Corporation would have power to indemnify such Member, director, officer, employee or agent against the same Liability under the provisions of this **ARTICLE XI**.

(5) Any repeal or modification of this **ARTICLE XI** by the Board of Directors, with the approval of the Members of the Corporation, if any, entitled to vote with respect to such matter, shall not adversely affect any right or protection of a Member, director or officer of the Corporation under this **ARTICLE XI** with respect to any act or omission occurring prior to the time of such repeal or modification.

ARTICLE XII

Elimination of Certain Liability of Directors

A director of the Corporation shall not be personally liable to the Corporation for monetary damages for breach of such director's duties as a director; provided, however, that this provision shall not eliminate or limit the liability of a director for the following: (i) for any transaction in which such director's personal financial interest is in conflict with the financial interests of the Corporation; (ii) for acts or omissions not in good faith or which involve intentional misconduct or are known to such director to be a violation of law; or (iii) for any transaction from which such director derived an improper personal benefit. This **ARTICLE XII** shall continue to be applicable with respect to any such breach of duties by a director of the Corporation as a director notwithstanding that such director may thereafter cease to be a director and shall inure to the personal benefit of such director's heirs, executors and administrators.

ARTICLE XIII

Private Property of Incorporator,

Members and Directors

None of the private property of the incorporator or any Member or director of the Corporation shall be subject to any of the Corporation's debts and liabilities.

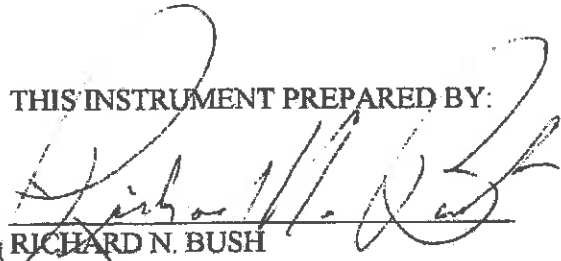
ARTICLE XIV

Severability of Provisions

Except as may conflict with the provisions of ARTICLE II of these Articles of Incorporation, if any provision of these Articles of Incorporation, or its application to any person or circumstances, shall be held invalid by a court of competent jurisdiction, the invalidity shall not affect any other provisions or applications of these Articles of Incorporation that can be given effect without the invalid provision or application, and, to this end, the provisions of these Articles of Incorporation are severable.

IN TESTIMONY WHEREOF, witness the signature of the undersigned on this 23rd day of May 2001.


ROSE WALTON
INCORPORATOR

THIS INSTRUMENT PREPARED BY:

RICHARD N. BUSH
235 South Fifth Street, 4th Floor
Louisville, Kentucky 40202
(502) 584-7255

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <i>ETA Teen Center, Inc</i>	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____ <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) <u>1</u> Exemption from FATCA reporting code (if any) <u>A</u> <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.) <i>PO Box 1051</i>	Requester's name and address (optional)
	6 City, state, and ZIP code <i>Louisville, Ky 40201</i>	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> </tr> </table>											
OR											
Employer identification number	[REDACTED]										

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ <i>Rose Hulbert</i>	Date ▶ <i>2/27/15</i>
------------------	--	-----------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

ETA Teen Center, Inc.

For Exceptional Teens & Adults

Employee Handbook

Rev. January 2004

ETA Employee Handbook

Mission Statement

ETA is dedicated to providing exceptional care for teenagers with special needs. We want parents to have peace of mind and assurance of knowing their son or daughter will be properly cared for while they work or enjoy a time of respite.

Equal Opportunity Policy

ETA has a sincere belief in and total commitment to equal employment opportunities without regard to race, color, age, sex, disability or national origin.

Affirmative Action

It is the intent of ETA to take affirmative action in the recruitment and employment of qualified applicants, and to ensure full and equal participation in training, compensation, promotion and other personnel actions; and to ensure full and active participation in all benefits without regard to race, color, age, sex, disability or national origin.

Pre-Employment Requirements

All applicants offered employment will be required to undergo drug testing and have a criminal record check and TB test performed prior to employment.

Drug Free Workplace/Smoking Policy

The unlawful manufacture, distribution, dispensation, possession or use of any controlled substance is strictly prohibited. Any employee or volunteer found to be in violation of this policy will be dismissed.

Smoking is not permitted anywhere inside the center, nor is it permitted around the doors or on the ramp leading into the center. An area on the West Side of the building has been designated for smoking, and care should be used to maintain a litter-free appearance of the outside of the building. Discarded cigarettes should be placed in the containers provided, and not be thrown on the ground.

Employee Status

A regular full-time employee is one who is hired as such and regularly works 40 hours or more a week. This status will be determined by the company, part-time employees and temporary employees are not eligible for benefits, even though they may occasionally work 40 hours or more in a given week, unless otherwise set forth in a specific benefit section of this handbook. Job classifications and duties may be change by the company



Louisville Metro Government
Office of Management and Budget

Neighborhood Development Fund Training Attestation

Organization Name: ETA Teen Center, Inc.

Participant Name: Angel Chichester

I agree that I am an authorized representative and/or signatory of the organization named above and attest to having participated in Neighborhood Development Fund training. In addition, I understand the requirements of the Neighborhood Development Fund grant process.

Please check:



I participated in the NDF training session on May 14, 2014


Participant Signature

1/26/2015
Date

NOTE: Please return to Roxanne Steele:

E-mail address: Roxanne.Steele@louisvilleky.gov or Fax: 502-574-3219

Mailing Address: Louisville Metro Government ATTN: NDF Coordinator 611 West Jefferson St.
Louisville, Kentucky 40202

Staff including the highest paid staff:

Rose Walton, Executive Director does not receive a paycheck.

NaKayla Little, Direct Support Professional \$10.00 per hour

*Direct Support Professional \$10.00 per hour

*Tutor \$13.00 per hour

*Tutor \$13.00 per hour

*Program Coordinator \$15.00 per hour

*These positions have not been filled.

ETA TEEN CENTER, INC.**General Information**

Organization Number 0517867
Name ETA TEEN CENTER, INC.
Profit or Non-Profit N - Non-profit
Company Type KCO - Kentucky Corporation
Status A - Active
Standing G - Good
State KY
File Date 6/18/2001
Organization Date 6/18/2001
Last Annual Report 6/13/2014
Principal Office P.O. BOX 1051
 LOUISVILLE, KY 40201
Registered Agent RICHARD N BUSH
 P.O. BOX 1051
 724 W. BRECKINRIDGE
 LOUISVILLE, KY 40201

Current Officers

President [Rose Walton](#)
Secretary [CHARLMEILLE WALTON-SCHERER](#)
Treasurer [CHARLMEILLE WALTON-SCHERER](#)
Director [GLORIA FARRIS](#)
Director [ROSE WALTON](#)
Director [CHARLMEILLE WALTON-SCHERER](#)

Individuals / Entities listed at time of formation

Director [ROSE WALTON](#)
Director [CHARLMEILLE WALTON](#)
Director [MYRA HOWARD](#)
Incorporator [ROSE WALTON](#)

Images available online

Documents filed with the Office of the Secretary of State on September 15, 2004 or thereafter are available as scanned images or PDF documents. Documents filed prior to September 15, 2004 will become available as the images are created.

Annual Report	6/13/2014	1 page	tiff	PDF
Annual Report	5/21/2013	1 page	tiff	PDF
Annual Report	5/1/2012	1 page	tiff	PDF
Annual Report	4/6/2011	1 page	tiff	PDF
Annual Report	6/8/2010	1 page	tiff	PDF
Annual Report	6/29/2009	1 page	tiff	PDF

Annual Report	5/28/2008	1 page	tiff	PDF
Statement of Change	8/9/2007	1 page	tiff	PDF
Annual Report	5/21/2007	1 page	tiff	PDF
Annual Report	3/31/2006	1 page	tiff	PDF
Annual Report	5/12/2005	1 page	tiff	PDF
Annual Report	8/8/2003	1 page	tiff	PDF
Statement of Change	7/17/2002	1 page	tiff	PDF
Annual Report	5/22/2002	1 page	tiff	PDF
Articles of Incorporation	6/18/2001	18 pages	tiff	PDF

Assumed Names

Activity History

Filing	File Date	Effective Date	Org. Referenced
Annual report	6/13/2014 8:07:35 AM	6/13/2014	
Annual report	5/21/2013 11:39:30 AM	5/21/2013	
Annual report	5/1/2012 8:37:40 AM	5/1/2012	
Annual report	4/6/2011 11:00:07 AM	4/6/2011	
Annual report	6/8/2010 3:16:32 PM	6/8/2010	
Annual report	6/29/2009 4:16:33 PM	6/29/2009	
Annual report	5/28/2008 12:19:25 PM	5/28/2008	
Registered agent address change	8/9/2007 2:43:32 PM	8/9/2007	
Annual report	5/21/2007 3:39:30 PM	5/21/2007	
Annual report	3/31/2006 8:17:19 AM	3/31/2006	
Registered agent address change	7/17/2002 7:52:12 AM	7/17/2002	
Add	6/18/2001 3:37:09 PM	6/18/2001	

Microfilmed Images

Microfilm images are not available online. They can be ordered by faxing a [Request For Corporate Documents](#) to the Corporate Records Branch at 502-564-5687.

Annual Report	3/11/2007	1 page
Annual Report	7/28/2004	1 page
Annual Report	8/8/2003	1 page
Statement of Change	7/17/2002	1 page
Annual Report	5/22/2002	1 page
Articles of Incorporation	6/18/2001	17 pages