

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

FEB 20 11:27 AM '14

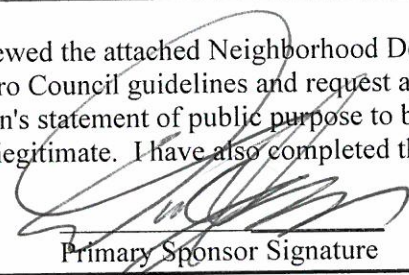
Applicant/Program: Restorative Justice Louisville / Community Outreach

Executive Summary of Request: \$ 2,058.⁰⁰

Restorative Justice is requesting funding to assist in developing and printing informational & marketing materials to promote the organization's mission, activities in our community to raise community awareness, to promote fund raising / support and to reach those impacted directly by crime and wrong doing - victims, community members and, of course, young offenders and their families.

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>		<u>\$2,058.⁰⁰</u>	<u>2014</u>
District #	Primary Sponsor Signature	Amount	Date

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.

I am a member of the Restorative Justice Louisville's Board of Directors (no check signing privilege)

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 _____ TIME _____

NDF NON-PROFIT APPLICATION CHECKLIST

Legal Name of Applicant Organization: Restorative Justice Louisville	
Program Name: Community Outreach Request Amount: \$2,058	Yes/No/NA
Request form: Is the NDF request form signed by all Council Member(s) appropriating funding?	yes
Request form: Is the funding proposed less than or equal to the request amount?	yes
Request form: Have all known Council or Staff relationships to the Agency been adequately disclosed on the cover sheet?	yes
Application Page 1: Has prior Metro funds committed/granted been disclosed?	yes
Application Page 1: Is the application properly signed and dated by authorized signatory?	yes
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?	yes
Application Pages 3 – 5: Is the proposed public purpose of the program well-documented?	yes
Application 4: Is there adequate documentation of how the proceeds of the fundraiser will be spent?	N/A
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?	yes
Faith Based Organizations: Is the signed Faith Based Form signed and included?	N/A
Jefferson County Only: Will all funding be spent in Louisville/Jefferson County?	yes
Capital Project(s) request: Is the cost estimate(s) from proposed vendor(s) included?	yes
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 	yes
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?	N/A
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)	N/A
Operating Requests: Is recommended operating funding less than or equal to 33% of total operating budget?	yes
IRS Exempt Proof: Is proof of Tax Exempt status of 501(c) 3, 4, 6, 19, 1120-H included?	yes
Operating Budget: Is the organization’s current fiscal year operating budget included?	yes
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.	NO
Board Members: Is the entity’s board member list (with term length/term limits) included?	yes
Staff: Is a list of the highest paid staff included with their expected annual personnel costs?	yes
Annual Audit: Is the most recent annual audit (if required by organization) included?	yes
Rent Requests: Is a copy of signed lease included?	N/A
Articles of Incorporation: Are the Articles of Incorporation of the organization included?	yes
IRS Form W-9: Is the IRS Form W-9 included?	yes
Evaluation Forms: Are the evaluation forms (if program participants are given evaluation forms) included?	N/A
Affirmative Action: Affirmative Action/Equal Employment Opportunity plan and/or policy statement included (if required by the organization)?	NO
Prepared by: Allison Olmer	Date: 12/8/2014



LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

SECTION 1 – APPLICANT INFORMATION			
Legal Name of Applicant Organization:		Restorative Justice Louisville	
<i>(as listed on: http://www.sos.ky.gov/business/records)</i>			
Main Office Street & Mailing Address: 514 West Liberty Street, Suite 106, Louisville KY 40202			
Website: www.rjlou.org			
Applicant Contact:	Libby Mills	Title:	Executive Director
Phone:	502 574-6869	Email:	LibbyMills@rjlou.org
Financial Contact:	Libby Mills	Title:	Executive Director
Phone:	502 574-6869	Email:	LibbyMills@rjlou.org
Organization's Representative who attended NDF Training: Libby Mills (online)			
GEOGRAPHICAL AREA(S) WHERE PROGRAM ACTIVITIES ARE (WILL BE) PROVIDED			
Program Facility Location(s):	Downtown but receiving referrals from entire county		
Council District(s):	All	Zip Code(s):	All in Jefferson County
SECTION 2 – PROGRAM REQUEST & FINANCIAL INFORMATION			
PROGRAM/PROJECT NAME: Restorative Justice Louisville Community Outreach			
Total Request: (\$)	2,058	Total Metro Award (this program) in previous year: (\$)	0
Purpose of Request (check all that apply):			
<input checked="" 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 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:	Department of Health & Wellness	Amount: (\$)	\$100,000 (no funds have been received to date)
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:

Vision

To transform the community by ending crime.

Mission

To bring together the victim, offender and the community to make things right.

Values

We value victim needs and voices.

We welcome offenders who take ownership and accept responsibility for their actions.

We seek involvement from the community and of loved ones of victims and offenders.

We use culturally appropriate, consensus decision-making to assist those effected in figuring out how to make things right.

We value good citizenship, recognizing the rights and responsibilities of all.

We operate within the criminal justice system and recognize due process for all involved.

Restorative Justice Louisville, Inc. (RJL) is a private nonprofit agency. RJL is partnering with Jefferson County District Court, Louisville Metro Government and the Louisville Metro Police Department to implement restorative justice practices in Jefferson County.

The restorative practices include Family Group Conferencing (FGC) and Community Accountability Boards (CAB). They are defined below:

- Family Group Conferencing is a kind of decision-making meeting led by a trained facilitator involving a face to face meeting with victims (or a victim representative) and their supporters and offenders, their families and supporters. The conference is designed to repair the harm caused and address the victim's needs, as well as, support offenders as they take responsibility and change their behavior, and to empower the offender's family to play an important role in this process. The outcome of the conference is to provide a plan that will repair the harm done to the victim and the community.

- The Community Accountability Board (CAB), as other restorative justice practices, serves as an alternative to the traditional criminal justice responses and focuses on providing victims (individuals and community members) a voice in repairing the harm caused by crime. The CAB offers an opportunity for offenders to complete activities designed to restore the victim and repair the harm done to the community. The goal is for the offender to understand the impact their behavior had on the victim and the community, in the hopes that they will not re-offend and will be reintegrated back into the community.

The purpose adopted in Jefferson County for the implementation of the restorative justice practices is twofold:

- To divert the offender from the criminal justice system while at the same time providing victims and community members, including law enforcement officers, an active, direct voice in the resolution of the case, and

- To hold the offender accountable and assisting the participants in the conference process identifying and addressing the underlying factors related to the problematic behavior to develop plans to reduce recidivism.



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.):

RJL is in the process of implementing its Community Awareness strategic plan. The overall objective of the plan is 'to position RJL as "the choice" in Jefferson County for healing and restoration of the harm caused by wrong doing by increasing its name recognition and its mission.'

To do this, informational/marketing materials will need to be developed and printed. The following are the objectives and action steps detailed to be implemented to meet the goal of RJL's strategic plan.

Community Awareness Strategies

RJL will implement community awareness strategies including:

- Develop clear, consistent message delivered in 'one clear voice' promoting RJL's brand and mission.
- Package basic information/marketing materials to create a 'brand' image identifying RJL's mission and values.
- Establish communication system and materials for entire community to increase stakeholders awareness and identify community supporters.

RJL will work with the Leadership Louisville Encore Program to develop the 'message' and strategies. These strategies will include updating/revision of the website (already budgeted), community brochures, quarterly newsletter, email templates, fact sheets, annual report (electronic), press release template, letterhead and envelopes, and informational and PR videos.

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

Restorative Justice Louisville is requesting funding for the development and printing of informational/marketing materials to inform the community of and promote the agency's mission and activities in our communities. The funding will pay for the development and printing of fact sheets, community brochures, letterhead and envelopes.



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.

N/A

- 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.

N/A



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:

Restorative justice practices were adopted in Jefferson County based on their effectiveness of reducing recidivism and improving the satisfaction of the stakeholders participating in the restorative practice as opposed to the traditional court processes. Evaluations of programs, both in and outside of the United States, documented reductions in recidivism ranging from a slight reduction of 26% up to approximately 70% with significantly high levels of participant satisfaction.

RJL is currently partnering with Dr. Ida Dickie, Spalding University to conduct an evaluation of the current project. The purpose of the study is to evaluate a restorative Justice program. Restorative justice is an alternative approach to the adversarial criminal justice system's method of dealing with criminal behavior. The Jefferson County juvenile court system has introduced Family Group Conferencing as an option available to judges in juvenile court. Juveniles are eligible for the study based on screening criteria developed by the prosecutor's office in consultation with the RJL Louisville Task-force. Using a multi-wave random assignment research design, the purpose of the evaluation is to compare the recidivism rates of juvenile offenders who are eligible for the restorative justice process who complete the restorative justice process with juveniles, who although eligible for referral, go through the traditional court process over the length of the study. Other outcome variables include: 1) offender satisfaction and 2) victim's satisfaction with the restorative justice process; 3) the impact that restorative processes has on recidivism and satisfaction. The impacts of the restorative process are:

- A: reparation (restitution- material, emotional, willingness to pay-symbolic meaning);
- B: social wellbeing (satisfaction and fairness, respect, dignity, encouragement to be member of community);
- C: emotional healing-forgiveness. Fear of re-victimization, feeling safe;
- D: accountability, apology empathy, taking responsibility;
- E: dialogue: communication of moral values;
- F: relationship building.

The outcome variables will be examined controlling for the risk that the offender represents to re-offend using an empirically validated risk assessment tool. The main hypotheses of the study include: 1) juveniles, victims and families that go through the RJ process will have more satisfaction with the criminal justice system than those that do not; 2) recidivism will be reduced as compared to going to the traditional court process and 3) juveniles with higher risk levels will have higher rates of recidivism than juveniles with lower risk levels as measured by Youth Level of Supervision Inventory.

Data collection processes to support the evaluation have been adopted and institutionalized in the RJL processes. RJL currently has implemented an on-line case management system developed by the University of Louisville College of Business Computer Information Systems. This system was developed with the plans to collect the data necessary for this type of study.

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.

Restorative Justice Louisville is currently partnering with the Mayor's Office Safe and Healthy Neighborhoods Blueprint for Violence Reduction and with Louisville United (Interdenominational Ministerial Coalition [IMC], Louisville Urban League, and Mayor's Office Safe and Healthy Neighborhoods) to address violence reduction in West Louisville.

These partnerships acknowledge and support the work of restorative justice and its impact in the community.



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	0	66,000	66,000
B: Rent/Utilities	0	0	0
C: Office Supplies	0	1,500	1,500
D: Telephone	0	0	0
E: In-town Travel	0	700	700
F: Client Assistance (Attach Detailed List)	0	0	0
G: Professional Service Contracts	0	2,400	2,400
H: Program Materials	2,058	1,135	3,193
I: Community Events & Festivals (Attach Detail List)	0	0	0
J: Machinery & Equipment	0	0	0
K: Capital Project	0	0	0
L: Other Expenses (Attach Detail List)	0	15,110	15,110
*TOTAL PROGRAM/PROJECT FUNDS	2,058	86,845	88,903
% of Program Budget	2 %	98 %	100%

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

Other State, Federal or Local Government	\$13,000
United Way	0
Private Contributions (do not include individual donor names)	\$61,235
Fees Collected from Program Participants	
Other (please specify)	\$22,390
<i>Total Revenue for Columns 2 Expenses **</i>	\$86,845

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

**Must equal or exceed total in column 2.

Section 5

RJL NDF APPLICATION BUDGET ATTACHMENT

Other Expenses

Administrative Costs		
	Leadership Louisville Bingham Fellows	\$ 4,200.00
	Membership Fees	\$ 100.00
	Director's & Officers Insurance	\$ 1,010.00
Facilitator Training		\$ 1,100.00
Evaluation		
	Evaluation	\$ 7,000.00
	Assessment Tool	\$ 700.00
	Participant Incentives	\$ 1,000.00
Total		\$ 15,110.00

Section 5

Restorative Justice Louisville Program NDF Request

Program Materials Budget

<u>Item</u>	<u>Unit Cost</u>	<u>Number</u>	<u>Total Costs</u>	
Mailing Flyer	\$ 0.20	2000	\$ 400.00	
Brochures	\$ 0.43	1500	\$ 648.00	
Business Cards	\$ 0.13	1000	\$ 130.00	
#10 Envelopes	\$ 0.14	2000	\$ 280.00	
Letterhead	\$ 0.14	2000	\$ 280.00	
4x5 Envelopes	\$ 0.16	2500	\$ 320.00	
Total			\$ 2,058.00	



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).

Table with 3 columns: Donor*/Type of Contribution, Value of Contribution, Method of Valuation. Rows include Volunteer Facilitators (\$40,000), Office Space & Utilities (\$10,500), and a Total Value of In-Kind (\$50,500).

* 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

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 [checked] YES []

If YES, please explain:

Applicant's Initials [Signature]



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.

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:		Date:	11/7/2014
Legal Signatory: (please print):	Libby Mills	Title:	Excecutive Director
Phone:	502 574-6869	Extension:	
Email:	LibbyMills@rjlou.org		

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

DEPARTMENT OF THE TREASURY

Date **OCT 20 2011**

Application Number:

RESTORATIVE JUSTICE LOUISVILLE INC
C/O LOUISVILLE BAR ASSOCIATION
600 WEST MAIN ST
LOUISVILLE, KY 40202-2923

Contact Person: JOHN J KOESTER ID# 31364
Contact Telephone Number: (877) 829-5500
Accounting Period Ending: December 31
Public Charity Status: 170(b)(1)(A)(vi)
Form 990 Required: Yes
Effective Date of Exemption: May 18, 2011
Contribution Deductibility: Yes
Addendum Applies: No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

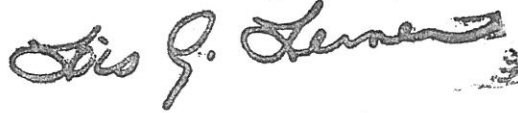
Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

RESTORATIVE JUSTICE LOUISVILLE INC

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in cursive script, appearing to read "Lois G. Lerner". The signature is written in dark ink and is positioned above the typed name.

Lois G. Lerner
Director, Exempt Organizations

Enclosure: Publication 4221-PC

Restorative Justice Louisville 2014 Budget

		Projected Project Total Costs	2014 RJL Budget
Personnel			
	Executive Director	\$ 66,000.00	\$ 66,000.00
	Case Manager	\$ 38,500.00	\$ -
	Administrative Assistant	\$ 22,000.00	\$ -
Contractual	Maintenance of Case Management System	\$ 2,400.00	\$ 2,400.00
Administrative Costs*		\$ 4,300.00	\$ 4,300.00
Office Space & Utilities		\$ 10,500.00	\$ -
Office supplies and materials		\$ 1,500.00	\$ 1,500.00
D & O Insurance		\$ 1,010.00	\$ 1,010.00
Travel & Parking		\$ 700.00	\$ 700.00
Facilitators			
	Compensation	\$ 40,000.00	\$ -
	Facilitator Training	\$ 1,100.00	\$ 1,100.00
Community Outreach			
	Communication Materials	\$ 1,000.00	\$ 1,000.00
	Webhosting (annual fee)	\$ 9.95	\$ 9.95
	Constant Contact	\$ 126.00	\$ 126.00
Evaluation			
	Evaluation	\$ 20,000.00	\$ 7,000.00
	Assessment Tool	\$ 700.00	\$ 700.00
	Participant Incentives	\$ 1,000.00	\$ 1,000.00
Total		\$ 210,845.95	\$ 86,845.95

*\$4,200 of total costs is one time expense for Bingham Fellows for 2014.

Restorative Justice Louisville Inc. Board of Directors

Board Member	Organization	Join Date	Term End
Thomas Williams, Chair	Stoll Ogden Keenon LLP	June 10, 2012	Dec. 31, 2015
Stephen Mershon, Vice Chair	Retired Judge	June 10, 2012	Dec. 31, 2015
Chris Ward, CPA, Treasurer	Deming Malone Livesay & Ostroff	June 10, 2012	Dec. 31, 2014
Susan Duncan, Secretary	Interim Dean Louis D. Brandies School of Law University of Louisville	Nov. 12, 2012	Dec. 31, 2015
Angela McCormick Bisig	Judge Jefferson County Circuit Court	June 10, 2012	Dec. 31, 2017
Todd Brown	Plant Manager The Dow Chemical Company	June 10, 2012	Dec. 31, 2014
Khalilah Collins	Project Manager Center for Women and Families	Feb. 19, 2013	Dec. 31, 2016
Alecia Dimar	Senior Analyst Global System Communications YUM! Brands	June 18, 2013	Dec. 31, 2015
David James, Councilman	Louisville Metro Council	June 10, 2012	Dec. 31, 2017
Miguel Mireles	Lincoln Heritage Council Boy Scout of America	June 10, 2012	Dec. 31, 2017
Dr. John M. Mulder	Minister of Stewardship, Second Presbyterian Church, Writer	Dec. 19, 2012	Dec. 31, 2016
Attica Woodson Scott	Louisville Metro Council	June 10, 2012	Dec. 31, 2014
Dan Waddell	Senior Counsel Papa John's International	June 10, 2012	Dec. 31, 2016
Michelle Tupper-Butler	Dinsmore & Shohl LLP	May 20, 2014	Dec. 31, 2016
Chris West	Program Manager Louisville Metro Day Reporting Center	June 10, 2012	Dec. 31, 2014
Mike O'Connell	Jefferson County Attorney	June 10, 2012	Non Voting Ex Officio member by virtue of office

ACCOUNTANTS' COMPILATION REPORT

To the Board of Directors
Restorative Justice Louisville, Inc.
Louisville, Kentucky

I have compiled the accompanying statement of assets, liabilities, and net assets - cash basis of Restorative Justice Louisville, Inc. (a nonprofit organization) as of December 31, 2013, and the related statement of revenues, expenses, and other changes in net assets - cash basis for the year then ended. I have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with the cash basis of accounting.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with cash basis of accounting and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

My responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit substantially all of the disclosures included in financial statements prepared in accordance with the cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Organization's assets, liabilities, net assets, revenue, and expenses. Accordingly, these financial statements are not designed for those who are not informed about such matters.

I am not independent with respect to Restorative Justice Louisville, Inc.

A handwritten signature in black ink, consisting of a large, stylized 'C' followed by 'Wang' and 'CPA' to the right.

January 13, 2014
Louisville, Kentucky

RESTORATIVE JUSTICE LOUISVILLE, INC.

**STATEMENT OF ASSETS, LIABILITIES,
AND NET ASSETS - CASH BASIS**

December 31, 2013

See Accountant's Compilation Report

ASSETS

Cash	<u>\$ 82,876</u>
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LIABILITIES AND NET ASSETS

NET ASSETS

Unrestricted	\$ 75,876
Temporarily restricted	<u>7,000</u>
	<u>\$ 82,876</u>

RESTORATIVE JUSTICE LOUISVILLE, INC.

**STATEMENT OF REVENUES, EXPENSES,
AND OTHER CHANGES IN NET ASSETS - CASH BASIS**

For the Year Ended December 31, 2013

See Accountant's Compilation Report

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
Revenues:			
Contributions	\$ 51,803	\$ 7,000	\$ 58,803
Grants	38,000		38,000
Net assets released from restrictions			
Total revenues	<u>89,803</u>	<u>7,000</u>	<u>96,803</u>
Expenses:			
Payroll and payroll taxes	27,257		27,257
Supplies	5,178		5,178
Administrative costs	2,886		2,886
Community awareness	2,622		2,622
Evaluation	1,534		1,534
Training	737		737
Travel	247		247
Total expenses	<u>40,461</u>		<u>40,461</u>
Net increase in total net assets	49,342	7,000	56,342
Net assets, beginning of year	<u>26,534</u>		<u>26,534</u>
Net assets, end of year	<u>\$ 75,876</u>	<u>\$ 7,000</u>	<u>\$ 82,876</u>

Libby Mills

From: Christopher A. Ward <cward@dmlo.com>
Sent: Wednesday, July 23, 2014 10:03 AM
To: 'Libby Mills <LibbyMills@rjlou.org> (LibbyMills@rjlou.org)'
Subject: FW: Form 990-N E-filing Receipt - IRS Status: Accepted

Chris Ward, CPA/ABV/CFF, CVA
Deming Malone Livesay & Ostroff CPAs
9300 Shelbyville Road, Suite 1100 | Louisville, KY 40222
Phone: 502.326.2308 | Fax: 502.326.2408 | dmlo.com Click below to check out our interactive DMLO tax guide

This communication (including attachments) was not written or intended to be used for the purpose of avoiding Federal tax penalties. This disclaimer is made to comply with Circular 230, which governs practice before the Internal Revenue Service. The information transmitted is intended only for the person or entity to which it is addressed and may contain CONFIDENTIAL materials. If you receive this material/information in error, please contact the sender and delete or destroy the material/ information.

-----Original Message-----

From: epostcard@urban.org [mailto:epostcard@urban.org]
Sent: Wednesday, July 23, 2014 9:59 AM
To: Christopher A. Ward
Subject: Form 990-N E-filing Receipt - IRS Status: Accepted

Organization: RESTORATIVE JUSTICE LOUISVILLE
EIN: 45-2868484
Submission Type: Form 990-N
Year: 2013
Submission ID: 7800582014204ar23084
e-File Postmark: 7/23/2014 9:53:13 AM
Accepted Date: 7/23/2014

The IRS has accepted the e-Postcard described above. Please save this receipt for your records.

Thank you for filing.

e-Postcard technical support
Phone: 866-255-0654 (toll free)
email:ePostcard@urban.org

RESTORATIVE JUSTICE LOUISVILLE

0791923.09

bschell

ADD

Elaine N. Walker, Secretary of State

Received and Filed:

5/18/2011 3:26 PM

Fee Receipt: \$8.00

ARTICLES OF INCORPORATION

OF

RESTORATIVE JUSTICE LOUISVILLE, INC.

The undersigned incorporator executes these Articles of Incorporation for the purpose of forming, and does hereby form, a nonprofit corporation (the "Corporation") under the laws of the Commonwealth of Kentucky (KRS 273.161 et seq.), with all the rights, privileges and immunities of a corporation organized within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (or corresponding section of any future federal tax code), in accordance with the following provisions:

ARTICLE I

Name

The name of the Corporation is **RESTORATIVE JUSTICE LOUISVILLE, INC.**

ARTICLE II

Purposes and Powers

The Corporation is organized and operated exclusively for charitable and/or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (or corresponding section of any future federal tax code). The Corporation shall receive contributions and fees, and shall distribute its funds for charitable and/or educational purposes. In carrying out its corporate purposes, the Corporation shall have all the powers allowed corporations by Chapter 273 of the Kentucky Revised Statutes.

Any other provision of these articles to the contrary notwithstanding, the Corporation shall have no capital stock and no power to issue certificates of stock nor to declare dividends; no part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to its members, trustees, directors, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make distributions in furtherance of Section 501(c)(3) purposes; no substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office; and the Corporation shall not carry on any activities denied to: (a) a corporation described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (or corresponding section of any future federal tax code) or (b) a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986, as amended (or corresponding section of any future federal tax code).

ARTICLE III
Registered Office and Registered Agent

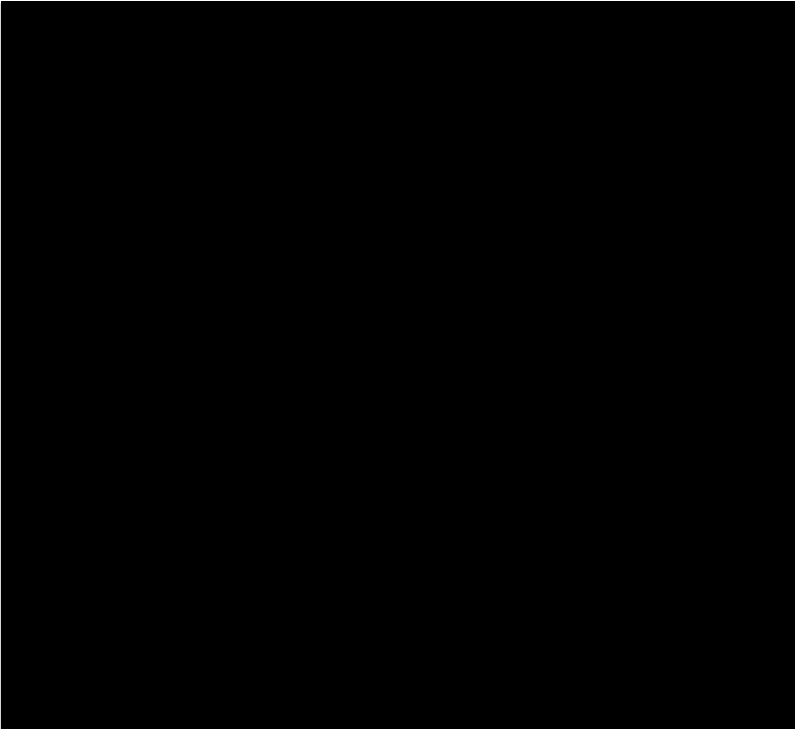
The street address of the initial registered office of the Corporation is 2000 PNC Plaza, 500 West Jefferson Street, Louisville, Kentucky 40202. The name of the initial registered agent at that address is SKO - Louisville Services, LLC.

ARTICLE IV
Principal Office

The mailing address of the Corporation's principal office is Restorative Justice Louisville, Inc., Louisville Bar Association, 600 West Main Street, Louisville, Kentucky 40202.

ARTICLE V
Directors

The Corporation shall be governed by a Board of Directors consisting of not less than four (4) nor more than twenty-two (22) members, the exact number and the terms of each to be set in the manner provided for in the Bylaws. The initial Board of Directors of the Corporation shall consist of four persons who shall serve until the first annual election of Directors or until their successors are elected and qualify. The names and mailing addresses of said directors are:



ARTICLE VI
Committees

The Bylaws shall provide for such Committees of the Board of Directors and Advisory Committees as are necessary or appropriate for the proper administration and operation of the Corporation's activities. The Board of Directors of the Corporation may designate and appoint

one or more committees each of which must consist of two or more directors, and may designate and appoint advisory committees, as set forth in the Bylaws. Advisory Committees will not have the power to act for the Corporation and members of advisory committees are not required to be directors of the Corporation.

**ARTICLE VII
Officers**

The Bylaws shall provide for such offices as are necessary for the proper administration of the Corporation's activities. The officers of the Corporation shall be elected for such term and in such manner as is provided in the Bylaws.

**ARTICLE VIII
Bylaws**

The Bylaws for the Corporation shall be adopted, and may be amended or repealed, by the Board of Directors.

**ARTICLE IX
Exemption From Liability and Indemnification**

The private property of the directors of the Corporation shall be exempt from liability for any and all debts of the Corporation.

The Corporation shall have the power to indemnify any person who was or is a party, or is threatened to be made a party, to any threatened, pending or completed action, suit or proceedings, whether civil, criminal, administrative or investigative (other than an action by or on behalf of the Corporation) by reason of the fact that he is or was a director, officer, employee or agent of the Corporation, against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement, actually and reasonably incurred by him in connection with such action, suit or proceeding. Further provisions for indemnification of officers and directors may be specified in the Bylaws.

**ARTICLE X
Limitation of Director Liability**

No director shall be personally liable to the Corporation for monetary damages for breach of his duties as a director except for liability:

- (a) For any transaction in which the director's personal financial interest is in conflict with the financial interests of the Corporation;
- (b) For acts or omissions not taken in good faith or which involve intentional misconduct or are known to the directors to be a violation of law; or
- (c) For any transaction from which the director derived an improper personal benefit.

If the Kentucky Revised Statutes are amended after the effective date of these Articles of Incorporation to authorize corporate action further eliminating or limiting the personal liability of directors, then the liability of a director of the Corporation shall be eliminated or limited to the fullest extent permitted by the Kentucky Revised Statutes, as amended. Any repeal or modification of this Article shall not adversely affect any right or protection of a director of the Corporation existing at the time of such repeal or modification.

ARTICLE XI Dissolution

Dissolution shall be accomplished in accordance with Chapter 273 of the Kentucky Revised Statutes or its successor.

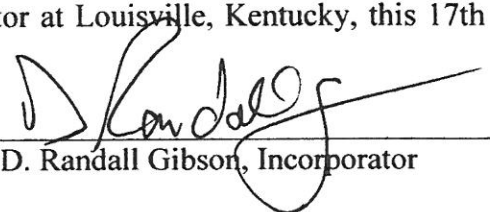
Upon dissolution of the Corporation, the Board of Directors shall, after paying or making provisions for the payment of, all liabilities of the Corporation, dispose of all corporate assets to such organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (or corresponding section of any future federal tax code), or to such organizations described under Section 170(c)(1) of the Internal Revenue Code of 1986, as amended (or corresponding section of any future federal tax code), as the Board of Directors shall determine. Any such assets not disposed of by the Board of Directors shall be disposed of by the Circuit Court of the County in which the principal office of the Corporation is then located, to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall, at that time, qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (or corresponding section of any future federal tax code).

ARTICLE XII Incorporator

The name and mailing address of the Incorporator is:

D. Randall Gibson
2000 PNC Plaza, 500 West Jefferson Street
Louisville, Kentucky 40202

Signed and acknowledged by the Incorporator at Louisville, Kentucky, this 17th day of May, 2011.

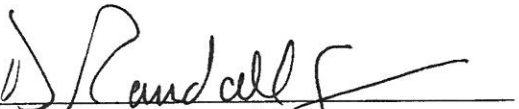


D. Randall Gibson, Incorporator

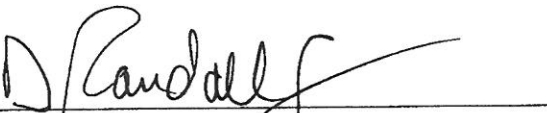
WRITTEN CONSENT OF INITIAL REGISTERED AGENT

The undersigned, SKO - Louisville Services, LLC, a Kentucky limited liability company, hereby consents to serve as initial registered agent of this company.

SKO - LOUISVILLE SERVICES, LLC

By: 
D. Randall Gibson, Manager

THIS INSTRUMENT PREPARED BY:


D. Randall Gibson
Stoll Keenon Ogden PLLC
2000 PNC Plaza
500 West Jefferson Street
Louisville, KY 40202-2874
(502) 333-6000

993097.873097/693486.2

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.

Name (as shown on your income tax return) <i>Restorative Justice Louisville</i>	
Business name/disregarded entity name, if different from above	
Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input checked="" type="checkbox"/> Other (see instructions) ▶ <i>501 (c)(3)</i>	
<input type="checkbox"/> Exempt payee	
Address (number, street, and apt. or suite no.) <i>600 West Main Street Suite 110</i>	Requester's name and address (optional) <i>Hardscuffle, Inc. and/or American Life and Accident Insurance Company of Kentucky</i>
City, state, and ZIP code <i>Louisville KY 40202</i>	
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 the "Name" field to avoid backup withholding. For individuals, this is your social security number (SSN). However, if you are a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For partnerships, it is your employer identification number (EIN). If you do not have a number, see *How to Obtain a TIN* on page 3.

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

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued).
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have notified the IRS that I am subject to backup withholding as a result of a failure to report all interest income, and I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

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 4.

Sign Here	Signature of U.S. person ▶ <i>[Handwritten Signature]</i>	Date ▶ <i>March 31, 2014</i>
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General Instructions

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

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. 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.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

Required Documents:

Staff including 3 highest paid staff

Restorative Justice Louisville has only one paid staff. She is:

Libby Mills, Executive Director
Restorative Justice Louisville
514 West Liberty Street, Suite 106
Louisville KY 40202
502 574-6869
LibbyMills@rjlou.org

\$60,000 Annually



Louisville Metro Government
Office of Management and Budget

Neighborhood Development Fund Training Attestation

Organization Name: Restorative Justice Louisville

Participant Name: Libby Mills

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 viewed the NDF training material on the website

Libby Mills
Participant Signature

11/7/2014
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

Sent to Mrs. Steele

RESTORATIVE JUSTICE LOUISVILLE, INC.**General Information**

Organization Number	0791923
Name	RESTORATIVE JUSTICE LOUISVILLE, INC.
Profit or Non-Profit	N - Non-profit
Company Type	KCO - Kentucky Corporation
Status	A - Active
Standing	G - Good
State	KY
File Date	5/18/2011
Organization Date	5/18/2011
Last Annual Report	3/10/2014
Principal Office	600 WEST MAIN STREET SUITE 110 LOUISVILLE, KY 40202
Registered Agent	SKO-LOUSVILLE SERVICES, LLC. 2000 PNC PLAZA 500 WEST JEFFERSON STREET LOUISVILLE, KY 40202

Current Officers

Chairman	<u>Thomas Williams</u>
Vice Chairman	<u>Stephen Mershon</u>
Secretary	<u>Susan Duncan</u>
Treasurer	<u>Chris Ward</u>
Director	<u>Todd Brown</u>
Director	<u>Dan Waddell</u>
Director	<u>Angela McCormick Bisig</u>
Director	<u>Chris West</u>
Director	<u>David James</u>
Director	<u>Attica Woodson Scott</u>
Director	<u>Miguel Mireles</u>
Director	<u>John Mulder</u>
Director	<u>Khalilah Collins</u>
Director	<u>Alecia Dimar</u>

Individuals / Entities listed at time of formation

Director	<u>KIM ALLEN</u>
Director	<u>THOMAS M WILLIAMS</u>
Director	<u>MICHELLE M GRIFFIN PHD</u>
Director	<u>REV. ROOSEVELT LIGHTSY JR</u>
Incorporator	<u>D. RANDALL GIBSON</u>

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	3/10/2014	1 page	PDF	
Annual Report	2/24/2013	1 page	PDF	
Principal Office Address Change	6/29/2012 4:30:19 PM	1 page	PDF	
Annual Report	6/29/2012	1 page	PDF	
Annual Report Return	3/1/2012	2 pages	tiff	PDF
Articles of Incorporation	5/18/2011	5 pages	tiff	PDF

Assumed Names

Activity History

Filing	File Date	Effective Date	Org. Referenced
Annual report	3/10/2014 6:15:43 PM	3/10/2014 6:15:43 PM	
Annual report	2/24/2013 4:36:07 PM	2/24/2013 4:36:07 PM	
Annual report	6/29/2012 4:42:49 PM	6/29/2012 4:42:49 PM	
Principal office change	6/29/2012 4:30:19 PM	6/29/2012 4:30:19 PM	
Add	5/18/2011 3:26:09 PM	5/18/2011	

Microfilmed Images