

**RESOLUTION NO. \_\_\_\_\_, 2014**

**[A RESOLUTION AMENDING SECTION 3 OF THE LOUISVILLE METRO COUNCIL POLICIES AND PROCEDURES, PERTAINING TO NEIGHBORHOOD DEVELOPMENT FUNDS AND CAPITAL INFRASTRUCTURE FUNDS (As Amended).**

**Sponsored by:** [Councilwoman Marilyn Parker and Councilman Robin Engel]

**NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT AS FOLLOWS**

**SECTION I:** Section 3.1.E. of the Louisville Metro Council Policies and Procedures is hereby amended to read as follows:

**B. Eligible Non-Profit Organization Grant Requirements**

The organization has an Affirmative Action/Equal Employment Opportunity plan and/or policy statement if required to do so.

The organization may not discriminate based on age, color, race, disabled status, sexual orientation, national origin, religion, sex, or ~~Vietnam-era~~ veteran status.

Metro funds generally are not used to supplement more than 33% of the total agency operating budget. The 33% guideline is not applicable for capital projects or special on-time projects not in the general operating budget.

The organization may not require clients receiving services or project participants to participate in religious, political, fraternal, etc. activities in order to receive services or participate.

Any Council member, legislative assistant or family member of a Council member or legislative assistant must disclose any requesting organization including Metro Government agencies. No such person shall serve a grant recipient as an officer or have the fiduciary authority to sign checks or other documents on behalf of the grantee.

The organization agrees to participate in any required training.

The organization agrees to adhere to all terms of agreements/contracts set forth within the NDF application or agreement.

The organization agrees to be audited and/or monitored on site by the appropriate agency personnel to determine appropriate expenditure of funds and/or record keeping.

The organization agrees to submit any required written financial, program, or other monitoring reports timely.

The organization publicly acknowledges the funding is provided by Louisville Metro Council and may also acknowledge the individual Council member in its publicity and information material.

The organization agrees to expend funds by the end of the fiscal year or extension date of the grant agreement for purpose (s) stated in the grant proposal. Automatic extensions are given by Office of Management and Budget to entities receiving their grant check after April 1 in the fiscal year. Requests for extensions are also considered if the entity cannot spend funds for an extenuating circumstance through a written agreement prepared or approved by the County Attorney's Office.

Organizations expending funds prior to the execution of the grant agreement do so at their own risk. Louisville Metro is not liable for NDF related expenses incurred until the grant agreement is executed unless the application specifically requests reimbursements; however, reimbursement should not be made for expenditure prior to the NDF Application date absent demonstration of an emergency by the primary sponsor. NDF request to appropriate funds to Metro/Agencies to cover expenses for non-profit organization's event, activity or project must contain adequate documentation from the non-profit organization describing the event activity or project and be submitted to the Appropriations, NDF, CIF Committee for approval prior to the event ~~or~~ and contain evidence of the non-profit's request to fund the expenses prior to the event, activity or project and/or demonstrate an emergency by the primary sponsor as to the reason(s) for payment after the event, activity or project has occurred or been completed.

After the NDF application has been approved by Metro Council, a grant agreement is mailed to the organization by the Metro Clerk within ten business days of the approval and an email notification is sent to the primary sponsor.

**SECTION II:** This Resolution shall take effect upon its passage and approval.

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H. Stephen Ott  
Metro Council Clerk

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Jim King  
President of the Council

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Approval Date

**APPROVED AS TO FORM AND LEGALITY:**

Michael J. O'Connell  
Jefferson County Attorney

By: \_\_\_\_\_

Amnd.MC P&P,Sect.3 re NDF,CIF non-profit org.documentation-Parker,Engel ROC bkn 102814 Draft 1	102814
Amnd.MC P&P,Sect.3 re NDF,CIF non-profit org.documentation-Parker,Engel ROC bkn 102814 Draft 2	103014
Amnd.MC P&P,Sect.3 re NDF,CIF non-profit org.documentation-Parker,Engel ROC bkn 111214 Draft 3	111214
Amnd.MC P&P,Sect.3 re NDF,CIF non-profit org.documentation-Parker,Engel ROC bkn 120914 Draft 4	120914