

0-071-26

Louisville Metro Council City Agency Request

- Neighborhood Development Fund (NDF)
- Capital Infrastructure Fund (CIF)
- Municipal Aid Program (MAP)
- Paving Fund (PAV)

Primary Sponsor: Councilwoman Dr. Barbara Shanklin

Amount: ~~\$1,500~~ \$11,200 Date: 03/18/2026

Description of program/project including public purpose, additional funding sources, location of project/program and any external grantee(s):
 Funding of \$1,500.00 from D-2 NDF, out of a total request of \$39,000.00, for this year's annual "Back to School Festival" sponsored by First Neighborhood Place. FNP has been putting on this festival for over 20 years now—funding will be used for backpacks, school supplies, and other necessities for the first day of school. Each year this program attracts over 2,000 clients and has over 30 surrounding schools participating. This year's festival is to occur July 18, 2026; 10:00am-2:00pm.

City Agency: First Neighborhood Place - *Office of Social Services*
Contact Person: Ricky Owens, Director FNP
Agency Phone: (502) 357-6290

I have reviewed this request for an expenditure of city tax dollars, and have determined the funds will be used for a public purpose and have the attached documentation from the receiving department concerning the project/expenditure.

2	<input checked="" type="checkbox"/>	<i>Barbara Shanklin</i>	\$1,500.00	03/18/2026
District #		Council Member Signature	Amount	Date

Approved by: *[Signature]* Date: 4/15/26
 Appropriations Committee Chairman

Clerk's Office & OMB Use Only:

Request Amount: \$11,200 Amended Amount: _____
 Reference #: 0-071-26 To OMB: _____
 Budget Revision #: _____
 Account #: _____
 To Project Manager: _____ Completion Date: _____
 Actual Cost: _____ Funds Returned: _____

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Department/Project: *Office of Social Services*
\$1,500 from D-2 NDF for First Neighborhood Place's annual "Back to School Festival"

Additional Signatures

I have reviewed this request for an expenditure of city tax dollars, and have determined the funds will be used for a public purpose.

Council Member Signature and Amount

District 1	\$ <u>1,000</u>
District 2	\$ _____
District 3	\$ <u>1,700</u>
District 4	\$ _____
District 5	\$ _____
District 6	\$ _____
District 7	\$ _____
District 8	\$ <u>500</u>
District 9	\$ <u>1,500</u>
District 10	\$ <u>500</u>
District 11	\$ _____
District 12	\$ <u>500</u>
District 13	\$ <u>500</u>
District 14	\$ <u>500</u>
District 15	\$ <u>500</u>
District 16	\$ <u>500</u>
District 17	\$ <u>500</u>
District 18	\$ _____
District 19	\$ _____
District 20	\$ <u>500</u>
District 21	\$ <u>500</u>
District 22	\$ _____
District 23	\$ _____
District 24	\$ <u>500</u>
District 25	\$ _____
District 26	\$ _____

NDF, CIF, MAP OR PAV INTERAGENCY CHECKLIST

Interagency Name: First Neighborhood Place - *office of social services*

Program/Project Name: \$1,500 D-2 NDF for First Neighborhood Place's "Back to School Festival"

	Yes/No/NA	
Request Form: Is the Request Signed by all Council Member(s) Appropriating Funding?	Yes	<input type="checkbox"/>
Request Form: If matching funds are to be used, are they disclosed with account numbers in the request form description?	NA	<input type="checkbox"/>
Request Form: If matching funds are to be used, does the amount of the request exclude the matching fund amount?	NA	<input type="checkbox"/>
Request Form: If other funds are to be used for this project, are they disclosed with account numbers in the request form description?	NA	<input type="checkbox"/>
Funding Source: If CIF is being requested, does Metro Louisville own/will own the real estate, building or equipment? If not, the funding source is probably NDF.	NA	<input type="checkbox"/>
Funding Source: If CIF is being requested, does the project have a useful life of more than one year? If not, the funding source is probably NDF.	NA	<input type="checkbox"/>
Ordinance Required: Is the NDF request to a Metro Agency greater than \$5,000? If so, an ordinance is required.	Yes	<input type="checkbox"/>
Ordinance Required: Is the request a transfer from NDF to cost center? If so, is the amount given for the fiscal year \$25,000 or less?	No	<input type="checkbox"/>
Supporting Documentation: Does the attachment include a valid estimate and description of cost?	Yes	<input type="checkbox"/>

Submitted by: _____ Caleb Howard

Date: 03/18/2026

Howard, Caleb

From: Howard, Caleb
Sent: Monday, March 16, 2026 4:26 PM
To: Owens, Ricky
Cc: Shanklin, Barbara
Subject: Re: Metro Council request

Wonderful; I think I should be able to get the paperwork moving Wednesday. I'll let you know if I need additional things along the way. Thanks for working with me!

Appreciate it,



Caleb Howard
Legislative Assistant to
Councilwoman Dr. Barbara Shanklin
District 2
Louisville Metro Council

On Mar 16, 2026, at 4:24 PM, Owens, Ricky <Ricky.Owens@louisvilleky.gov> wrote:

Yes, that is the case First Neighborhood Place would be accepting the funding. I have already ran it by my directors. Thank you very much. And Dr. Shanklin all of this time I did not know you were Dr. Shanklin. I apologize for not putting some respect on your name over the years.

From: Howard, Caleb <Caleb.Howard@louisvilleky.gov>
Sent: Monday, March 16, 2026 4:20 PM
To: Owens, Ricky <Ricky.Owens@louisvilleky.gov>
Cc: Shanklin, Barbara <Barbara.Shanklin@louisvilleky.gov>
Subject: Re: Metro Council request

You know what, I think you're right. The money would be accepted by First Neighborhood Place, correct? If it were going through the church we would have to do the larger packet of paperwork I sent you, but if FNP is accepting the money, we shouldn't have to do all of that.

If so, I think your letter and confirmation of your approval in accepting \$1,500 D2 NDF of a total request of \$39,000 NDF for the Back to School festival should work. Dr. Shanklin can then request that the item go on "Old Business" and ask that any other Councilmember that would like to use their NDF funding to help support the event to add on at that time, so that we can get you all as close as possible to your total ask (\$1,500 x 26 = \$39,000.00).

So anyway, my apologies on sending you all of that initially—I had it in my mind that the event was going through an outside organization/the church, but if it's going through First Neighborhood Place, I won't need you to do all of that!

Just confirm with me that that's the case, and I'll get the paperwork in asap—I don't believe that the next available Appropriations meeting is until mid-April, but since we should have everything squared away for that meeting, I'm hopeful that your funding will get through OMB and to you all in time!

Thank you again,

<image001.png>
Caleb Howard
Legislative Assistant to
Councilwoman Dr. Barbara Shanklin
District 2
Louisville Metro Council

On Mar 16, 2026, at 4:07 PM, Owens, Ricky <Ricky.Owens@louisvilleky.gov> wrote:

So, Caleb do I need to get someone else to fill it out. In the past I haven't filled anything out because it was an inter-office transfer as we are all Louisville Metro?

From: Howard, Caleb <Caleb.Howard@louisvilleky.gov>
Sent: Monday, March 16, 2026 1:57 PM
To: Owens, Ricky <Ricky.Owens@louisvilleky.gov>
Cc: Shanklin, Barbara <Barbara.Shanklin@louisvilleky.gov>
Subject: Re: Metro Council request

Good afternoon Mr. Owens,

Please find all of the NDF request materials attached to this email. There is an instruction page, W9, a training, and an attestation form (that a representative viewed the training materials) and then the application form itself. If anyone at First Neighborhood Place has ever done an NDF via Metro Council in the past, they'll be super familiar—it's the same process as last year.

Please let us know if you all have any questions or concerns in filling out the paperwork. The sooner we're able to start the process, the better!

Thank you,

<image001.png>

Caleb Howard
Legislative Assistant to
Councilwoman Dr. Barbara Shanklin
District 2
Louisville Metro Council

On Mar 16, 2026, at 1:49 PM, Owens, Ricky <Ricky.Owens@louisvilleky.gov> wrote:

Ms. Shanklin and Caleb, attached is the letter asking for funding for the upcoming back to school festival. The Back to School Festival is scheduled for Saturday, July 18th from 10:00am. - 2:00pm. We are partnering with Newburg Apostolic Church as well as about 20 schools in the surrounding area. The event is open to everyone in the Jefferson County area. We are requesting \$1,500 from each Council member. Caleb is there an actual application form to send out with the request? If so, can you forward that to me or direct me how to get it, so I can fill that out immediately. Ms. Shanklin, I apologize I thought the letter was the request. I did not see the actual application.

Ricky Owens

1st Neighborhood Place...Administrator

1503 Rangeland Road Suite 16

Louisville, Ky 40219

(502)357-6290 (mobile) (502) 435-1453

Email: ricky.owens@louisvilleky.gov

<metro council.docx>

Dear Metro Council members,

The First Neighborhood Place is requesting funding for our annual Back to School Festival scheduled for Saturday, July 18th, 2026. We have been doing this event for over 20 years and have given backpacks and school supplies to well over 30,000 kids and families. We have been able to self-support the backpacks and supplies for the past few years. Unfortunately, our funding has been depleted. We are in need of support. We are asking each Metro Council person to donate \$1,500 to the cause.

We anticipate giving out over a 1,000 backpacks and school supplies again this year. Marginalized people of all races and ethnicities attend this event. We usually have well over 2,000 people attend every year. Families will be exposed to various community resources such as: registration to vote, mental health, clothing assistance, health care and much more. This event is a staple of our community and effects families city-wide. We have over 30 surrounding schools who participate in this event as sponsors. Over the years we have had families attend from just about every school in the district.

Without your help and support this year the Back To School Festival event will not be possible. We are asking for a relatively small amount of assistance from each of you in order to make a big impact in our city. As always we thank you for your support. If you have any questions or concerns please feel free to contact me, Ricky Owens, administrator of First Neighborhood Place.

Sincerely,

Ricky Owens, First Neighborhood Place

1501 Rangeland Road

502-357-6290 or © 502-435-1453