

LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

SECTION 1 – APPLICANT INFORMATION			
Legal Name of Applicant Organization:		Friends of the Jefferson County Public Law Library	
<i>(as listed on: http://www.sos.ky.gov/business/records)</i>			
Main Office Street & Mailing Address: 514 W. Liberty Street, Suite 240, Louisville, KY 40202			
Website: www.jcp11.net			
Applicant Contact:	Todd Lewis	Title:	Vice President
Phone:	502-855-7599	Email:	todd.lewis@toddlewislaw.com
Financial Contact:	Melissa Reynolds	Title:	Director
Phone:	502-876-5353	Email:	mreynolds@louisvilleprosecutor.gov
Organization's Representative who attended NDF Training: Todd Lewis			
GEOGRAPHICAL AREA(S) WHERE PROGRAM ACTIVITIES ARE (WILL BE) PROVIDED			
Program Facility Location(s):	514 W. Liberty Street, Suite 240, Louisville, KY 40202		
Council District(s):	all	Zip Code(s):	all
SECTION 2 – PROGRAM REQUEST & FINANCIAL INFORMATION			
PROGRAM/PROJECT NAME: Fresh Start Expungement Program			
Total Request: (\$)	20,000	Total Metro Award (this program) in previous year: (\$)	NA
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 Current year projected budget <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 (current & signed) Cost estimates from proposed vendor if request is for capital expense	Signed lease if rent costs are being requested <input checked="" type="checkbox"/> IRS Form W9 Evaluation forms if used in the proposed program Annual audit (if required by organization) Faith Based Organization Certification Form, if applicable		
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:	NA	Amount: (\$)	
Source:	NA	Amount: (\$)	
Source:	NA	Amount: (\$)	
Has the applicant contacted the BBB Charity Review for participation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Has the applicant met the BBB Charity Review Standards? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			



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SECTION 3 – AGENCY DETAILS

Describe Agency's Vision, Mission and Services:

The Friends of the Jefferson County Public Law Library is the fundraising and outreach arm of the Jefferson County Public Law Library. The Friends group consists of patrons of the library who believe in its mission of providing the community with a current collection of legal reference materials based upon the belief that access to knowledge and information is essential to the promotion of justice and respect for the law. The Friends group is a new organization which was formed in late 2016 and has worked this past year to promote the law library within the community by offering informational programs and services such as Law Day in the Park and Know Your Rights seminars. Its mission is to offer programs for the financial support of the law library and the benefit of the community as a whole.



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SECTION 4 - BOARD OF DIRECTORS AND PAID STAFF

Board Member	Term End Date
Robert F. Smith, President	January 2019
Todd Lewis, Vice President	January 2019
Jonathan Hardy, Secretary	January 2019
Robert Heleringer, Treasurer	January 2019
Melissa Spencer Reynolds, Director	January 2019
Josephine Layne Buckner, Director	January 2019
Michelle James, Director	January 2019

Describe the Board term limit policy:
 At the first election and thereafter, each director will be elected to serve a two-year term. Directors may serve no more than three consecutive terms, unless disqualifying a director under this provision would result in fewer than three directors qualifying for board service.

Three Highest Paid Staff Names	Annual Salary
NA -- no directors or board members receive compensation	

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SECTION 5 – 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.):

The Friends of the Jefferson County Public Law Library is interested in providing a service to the community at large to help those who have a qualifying misdemeanor or felony obtain an expungement. Funds are being requested to provide these services by employing an attorney at a reduced fee to research and prepare the documents necessary in these cases and to cover the court filing fees applicable to the offense. The goal is to start January 1, 2018 and continue until the allotted funds are depleted. Through the application process eligibility will be determined with preference given to single parents. Applicants must also meet financial hardship standards which will be set at 250% of the Federal Poverty level. This program seeks to address those persons eligible for expungement but who may "fall through the cracks" of eligibility at Legal Aid, the only other program currently offering expungement representation for free.

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

The budget allows for \$3000 to be used for a complete computer terminal dedicated to the project which would include a desktop computer, printer and Court Net subscription. This would be used by the attorney to research applicant history as well as prepare and print court documents. Legal malpractice insurance would need to be obtained to address any liability on the part of the preparer. A professional service contract would be issued and the preparing attorney would be compensated for his/her time and experience at \$150 per case. Outreach will be made to recent U of L Brandeis Law School graduates, with preference that reflects community diversity and a commitment to community development of under-served persons. An additional \$40 per case is needed for the costs of obtaining a certificate of eligibility from the Administrative Office of the Courts. Court filing fees are set by statute and are \$100 per charge for eligible misdemeanors and eligible felonies are \$500 per charge. With \$20,000 in Neighborhood Development Funds this program could help with the expungement of forty misdemeanors, and 6 felonies. If petitions to proceed in forma pauperis are granted, numbers could go "as high as" 78 misdemeanors. At \$10,000 in funding, the program expects to provide services to about ½ this number of persons. Any additional funds allotted would of course increase the number of applicants that could be serviced.

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

NA

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:

- 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.

- Reimbursements should not be made before application date 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.



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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:

A criminal record can affect a person's chances of acquiring an education, become a volunteer, obtaining housing or credit and can make it especially hard for those who are seeking employment. This is a problem in the community that can prevent citizens from bettering themselves and providing for their families. Providing expungement services to those who may not have an income that allows for that expense can help to put these citizens on an even playing field and increase their chances of success. An individual's success can lead to the betterment of family situations and ultimately the betterment of the community as a whole through a lower unemployment rate, decrease in need for public assistance and stable environments for children. Through this program, records will be kept on applicants and follow up information will be obtained to determine the success of the program.

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.

The Friends of the Jefferson County Public Law Library work first and foremost with the county law library itself. The Jefferson County Public Law Library, located in the Old Jail Building, will be the hub of the program. Applicants will apply through the library and the attorney will meet with the applicants at that location. Staff will provide any needed support. The Legal Aid society also works alongside the Friends group to help provide Know Your Rights programming. Legal Aid has agreed to refer those who do not fit their income guidelines to the Friends program for assessment. The Friends will provide program contact information to each member of Metro Council, to share with their individual and organizational constituents who have identified this need.



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SECTION 6 – 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			
B: Rent/Utilities			
C: Office Supplies			
D: Telephone			
E: In-town Travel			
F: Client Assistance (See Detailed List on Page 8)	\$8840*		\$8840*
G: Professional Service Contracts	\$6900*		\$6900*
H: Program Materials			
I: Community Events & Festivals (See Detailed List on Page 8)			
J: Machinery & Equipment	\$3000		\$3000
K: Capital Project			
L: Other Expenses (See Detailed List on Page 8)	\$1260		\$1260
*TOTAL PROGRAM/PROJECT FUNDS	\$20000		\$20000
% of Program Budget	100 %	0 %	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)	
Fees Collected from Program Participants	
Other (please specify)	
Total Revenue for Columns 2 Expenses **	

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

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

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Detail for Client Assistance, Community Events & Festivals or Other Expenses shown on Page 7 (circle one and use multiple sheets if necessary)	Column 1	Column 2	Column (1 + 2)=3
	Proposed Metro Funds	Non-Metro Funds	Total Funds
F: *A total of \$15,740 is allotted for expungements. The amount of expungements possible will vary according to whether or not court filing fees are waived by in forma pauperis. If IFP is granted, more expungements will be filed and then the professional services fees will increase. Total number of expungements performed cannot be predicted. \$3000 felony filing fees + \$4000 misdemeanor filing fees + \$1840 KSP assessments = \$8840	8,840		
G: *Professional services = \$6900 for 46 expungement cases			
F: *Client Assistance includes court filing fees and KSP assessment fees for each case			
I: No community events or festivals. Clients will apply for consideration through the law library and will be chosen by the attorney performing the expungements and assisted on a case-by-case basis.			
L: Approximate cost of legal malpractice insurance for one attorney performing expungements.	1,260		
Total	10,100		

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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
<i>Total Value of In-Kind</i> (to match Program Budget Line Item. Volunteer Contribution & Other In Kind)		

* 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 YES

If YES, please explain:

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SECTION 7 – 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 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 and the funds will not be disbursed to our organization.
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 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.

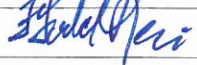
Standard Certifications

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 8 – 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:	
Legal Signatory: (please print):	Todd Lewis	Title:	VP
Phone:	502-855-7599	Extension:	
Email:	todd.lewis@toddlewislaw.com		