

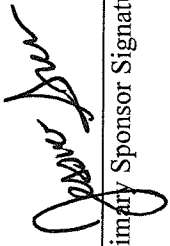
NEIGHBORHOOD DEVELOPMENT FUND Not-for-Profit Transmittal and Approval Form

Applicant/Program: Highland Park Educational Leadership Program
Applicant Requested Amount: \$ 4,500.00
Appropriation Request Amount: \$ 4,500.00

Executive Summary of Request
 Funds for a program providing educational and community outreach services addressing the needs of the youth in district 1 with emphasis on the Cane Run/Shagbark Neighborhoods. The program consist of 3 programs ,Fund for a program providing educational and community outreach services addressing the needs of the youth in district 1 with emphasis on the Cane Run/Shagbark Neighborhoods. (See Attachment)

Is this program/project a fundraiser? Yes No
 Is this applicant a faith based organization? Yes No
 Does this application include funding for sub-grantee(s)? Yes 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.

1 District #  Primary Sponsor Signature \$4,500 Amount 5/6/2018 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.
 None

Approved by:
 _____ Date
 Appropriations Committee Chairman
 Final Appropriations Amount: _____

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Applicant/Program:

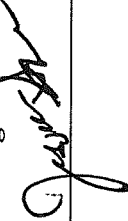
Highland Park Educational Leadership Program

Additional Disclosure and Signatures

Additional Council Office 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.
None

Council Member Signature and Amount

District 1		\$ 4,500.00
District 2		\$
District 3		\$
District 4		\$
District 5		\$
District 6		\$
District 7		\$
District 8		\$
District 9		\$
District 10		\$
District 11		\$
District 12		\$
District 13		\$
District 14		\$
District 15		\$

LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

Legal Name of Applicant Organization Highland Park Educational Leadership Program	
Program Name and Request Amount H.E.L.P. \$ 4,500.00	
	Yes/No/NA
Is the NDF Transmittal Sheet Signed by all Council Member(s) Appropriating Funding?	<input checked="" type="checkbox"/> Yes
Is the funding proposed by Council Member(s) less than or equal to the request amount?	<input type="checkbox"/> No
Is the proposed public purpose of the program viable and well-documented?	<input checked="" type="checkbox"/> Yes
Will all of the funding go to programs specific to Louisville/Jefferson County?	<input checked="" type="checkbox"/> Yes
Has Council or Staff relationship to the Agency been adequately disclosed on the cover sheet?	<input checked="" type="checkbox"/> Yes
Has prior Metro Funds committed/granted been disclosed?	<input checked="" type="checkbox"/> Yes
Is the application properly signed and dated by authorized signatory?	<input checked="" type="checkbox"/> Yes
Is proof of Tax Exempt status of 501(c) 3, 4, 6, 19, 1120-H included?	<input checked="" type="checkbox"/> Yes
If Metro funding is for a separate taxing district is the funding appropriated for a program outside the legal responsibility of that taxing district?	<input type="checkbox"/> No
Is the entity in good standing with: <ul style="list-style-type: none"> ▶ Kentucky Secretary of State? ▶ Louisville Metro Revenue Commission? ▶ Louisville Metro Government? ▶ Internal Revenue Service? ▶ Louisville Metro Human Relations Commission? 	<input checked="" type="checkbox"/> Yes
Is the current Fiscal Year Budget included?	<input checked="" type="checkbox"/> Yes
Is the entity's board member list (with term length/term limits) included?	<input checked="" type="checkbox"/> Yes
Is recommended funding less than 33% of total agency operating budget?	<input type="checkbox"/> N/A
Does the application budget reflect only the revenue and expenses of the project/program?	<input checked="" type="checkbox"/> Yes
Is the cost estimate(s) from proposed vendor (if request is for capital expense) included?	<input type="checkbox"/> N/A
Is the most recent annual audit (if required by organization) included?	<input type="checkbox"/> No
Is a copy of Signed Lease (if rent costs are requested) included?	<input type="checkbox"/> N/A
Is the Supplemental Questionnaire for churches/religious organizations (if requesting organization is faith-based) included?	<input type="checkbox"/> N/A
Are the Articles of Incorporation of the Agency included?	<input checked="" type="checkbox"/> Yes
Is the IRS Form W-9 included?	<input checked="" type="checkbox"/> Yes
Is the IRS Form 990 included?	<input checked="" type="checkbox"/> Yes
Are the evaluation forms (if program participants are given evaluation forms) included?	<input type="checkbox"/> No
Affirmative Action/Equal Employment Opportunity plan and/or policy statement included (if required to do so)?	<input type="checkbox"/> N/A
Has the Agency agreed to participate in the BBB Charity Review program? If so, has the applicant met the BBB Charity Review Standards?	<input type="checkbox"/> N/A
Prepared by: Charles Weathers Date: May 6, 2018	

LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

SECTION 1 – APPLICANT INFORMATION

Legal Name of Applicant Organization: Highland Park Community Development Corporation
(as listed on: <http://www.sos.ky.gov/business/records>)

Main Office Street & Mailing Address: 3500 Shanks Lane

Website: highlandparkcdc.com

Applicant Contact:	Sandra Miller	Title:	Executive Director
Phone:	(502) 449-3677	Email:	sandra1m1961@hotmail.com
Financial Contact:	Terry Watkins	Title:	Treasurer
Phone:	(502) 447-7875	Email:	N/A

Organization's Representative who attended NDF Training: Sandra Miller

GEOGRAPHICAL AREA(S) WHERE PROGRAM ACTIVITIES ARE (WILL BE) PROVIDED

Program Facility Location(s): 3500 Shanks and 3700 Shanks Lane

Council District(s): 1st Districts **Zip Code(s):** 40216

SECTION 2 – PROGRAM REQUEST & FINANCIAL INFORMATION

PROGRAM/PROJECT NAME: HPCDC Summer Leadership Camp

Total Request: (\$) 4,500 **Total Metro Award (this program) in previous year: (\$)** 0

Purpose of Request (check all that apply):
 Operating Funds (generally cannot exceed 33% of agency's total operating budget)
 Programming/services/events for direct benefit to community or qualified individuals
 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"/> Current financial statement
<input checked="" type="checkbox"/> Most recent IRS Form 990 or 1120-H
<input checked="" type="checkbox"/> Articles of Incorporation (current & signed)
<input checked="" type="checkbox"/> Cost estimates from proposed vendor if request is for capital expense | <input checked="" type="checkbox"/> Signed lease if rent costs are being requested
<input checked="" type="checkbox"/> IRS Form W9
<input checked="" type="checkbox"/> Evaluation forms if used in the proposed program
<input checked="" type="checkbox"/> Annual audit (if required by organization)
<input checked="" type="checkbox"/> 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:	External Agency Funding	Amount: (\$)	4,500
Source:		Amount: (\$)	
Source:		Amount: (\$)	

Has the applicant contacted the BBB Charity Review for participation? Yes No
 Has the applicant met the BBB Charity Review Standards? Yes No

LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

SECTION 3 – AGENCY DETAILS

Describe Agency's Vision, Mission and Services:

Our mission is to provide education and outreach to address the needs of youth, adults and seniors in the metro Louisville community with special emphasis on the Cane Run/Shagbark community. A holistic approach will be used to develop and implement programs to address issues that disproportionately affect high-risk and disadvantaged populations within the community including youth development, education, research and service.

To fulfill our mission we currently operate four youth programs year round and a youth summer leadership camp. This summer program directly aligns with our mission by providing education opportunities to the youth in our local community as well as citywide. This program is crucial during the summer because this is the time when most young people are most likely to forget what they had learned during the school year. Our staff, which will consist of 4 mentors/tutors, program coordinator and an activity coordinator, will work hands on with our Leaders five days a week, four hours a day for six weeks.

In order to continue developing strong, educated leaders after this summer program we will offer the youth, (our leaders), opportunities to enroll in our other youth programs if they do not already participate in them. We have four youth programs; H. E. L. P. (Highland Park Educational Leadership Program), S. W. A. G. (Students With Awesome Grades) and All About B. O. Y. s (Be Only You) and Lady Eunoia.

H. E. L. P. meets Monday – Thursday from 3:00 – 6:30 PM. This program is designed to help young Leaders in kindergarten – 5th with their homework, enrichment activities, and Leadership development. We also begin to introduce our leaders in H. E. L.P. to various careers. As stated above H. E. L. P. also offers a six week summer Leadership Camp for Leaders in Kindergarten – 8th grade. During camp, Leaders do reading, math, craft, physical, and leadership activities. They also go on field trips and have guest speakers who present to them. This is the most exciting and fun time of the year for our Leaders.

S. W. A. G. is geared for Leaders in 6th – 12th grades. They meet every third Friday of the month from 4:00 PM – 5:30 PM with the exception of guest speakers and field trip days. Leaders in this program are provided with services that will help them learn about various career choices. They are taught how to develop strategies that will help them choose a career and outline goals that will help them enter into that career field.

All About B. O. Y. s meets every 2nd and 4th Saturdays of the month from 2:00 – 4:00 PM. at the Highland Park Missionary Baptist Church. This is a mentoring program for young men ages 5 – 18. This program is geared to empower males, especially African-American males in our community to make positive life choices that enable them to maximize their personal potential development.

Lady Eunoia meets every 2nd and 4th Saturdays 1:30 – 3:30 at Highland Park Missionary Baptist Church. This exciting enrichment program is for young ladies ages 5 – 18. The program is geared to empower females, especially African-American females in our community to make positive life choices that enable them to maximize their personal potential development.

We strongly encourage all of our leaders to participate in our after school program.

LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

SECTION 4 - BOARD OF DIRECTORS AND PAID STAFF

Board Member	Term End Date
LaTascha Craig	12/19
Don Mack	12/18
Terry Watkins	12/18
Byron Cox	12/18
Angela Osborne	12/20
Pinenell Gradnigo	12/19

Describe the Board term limit policy:
The Directors shall serve for three-year terms or until their successors shall be elected. Directors may serve an unlimited number of terms. The initial board will serve on staggered terms as deemed by the Board of Directors.

Three Highest Paid Staff Names	Annual Salary
We have no permanent staff. All staff is contracted staff.	

LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

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 Summer Youth Leadership Camp will provide opportunities to the youth in our local community as well as citywide. The camp will operate from June 18 - July 27, 2018. The hours of operation will be Monday - Friday from 11:00 AM - 3:00 PM. The youth will participate in Reading, Math, Leadership and Craft activities. The youth will also go on field trips and there will be guest speakers to come in and talk to the youth on various topics. This year our theme is "Friendship" We would like all youth to leave the camp with at least one new friend. We will also work with our youth on Financial literacy. This is a crucial program due to the fact that so many youth fail to retain some of the skills they learned during the school year and have the potential to regress in the reading and math skills if they do not participate in some type of learning activity during this time. Our staff, which will consist of 4 mentors/tutors, program coordinator and an activity coordinator, will work hands on with our Leaders five days a week, four hours a day for six weeks.

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

- Kart Kountry
- 40 x 13.50 = \$540.00
- Kentucky Derby
- 40 x \$6.00 = \$240.00
- Altitude Trampoline Park
- 40 x \$9.50 = 380.00
- Bats Game
- 40 x \$10.00 = 400.00
- Visit to Metro Council District 1 Office
- 40 x 0 = 0
- Lunch after the visit to the Council Office (Spaghetti Factory)
- 40 x 11.50 = \$460.00
- Walnut Street Youth Center
- \$300.00
- Tee Shirts
- 40 x 10 = \$400.00
- Simmons College
- 40 x 0 = 0
- Transportation for two trips
- We will use the TARC Adventure Bus for 5 trips but will have to pay for transportation for the one more trip
- 200 x 1 = \$200.00
- Back to School Supplies
- \$1580.00



LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

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.

NA

- 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.

NA

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:

As a BLOCS Star Program will have learned the value of keeping accurate data so you will always be looking for continuous quality improvement. We also know that the summer is a crucial time when youth can experience a loss in their knowledge they have gained during the summer if they are not involved in some type of educational activities. Therefore our aim to make sure the youth in this camp are provided with at least 1 hour of reading and math activities each day, of the camp except for the days that we are on field trips.

To help measure the progress of our leaders we conduct a pre and post assessment on each one of them. The pre-assessments will be used to identify areas in reading and math that our Leaders require more help with. The post-assessment will gauge the progress Leaders made on that particular subject. The goal is for 20% of the students to show a 25% increase on their post assessment by the end of the program. The assessments will also cover information on leadership skills.

We would also like 50% of the students to be at the program 75% of the time. Attendance will be taken and monitored daily. Youth will sign-in and out each day as part of our attendance process. We will also keep daily attendance in Cascade, JCPS computer software. These are the outcomes we will strive to achieve during our Summer Leadership Camp. By implementing and accomplishing these activities we hope to fill part of our agency mission by educating the youth in our community and providing them with new skills that will help them become positive and successful leaders in our community. Along with surveys that Leaders, parents and staff take at the end of the program and the above goals we will be able to assess the success of this leadership camp.

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.

As stated previously we are a BLOCS Star Agency. We participate in BLOCS programming and quality improvement training. We also work closely with Jefferson County Public Schools by using their CASCADE software to keep our attendance in for all of our programs. We also monitor our youth attendance, grades and test scores through the CASCADE program and adjust how and what we work on with individual youth especially in our after school program. We also work closely with the JCPS School Resource Center near our agency to help identify youth that could benefit for the Out of School Time Programs we offer.

We will partner with the Louisville Free Public Library Summer Read Program again so that our youth will have ample reading material.

We will also partner with Highland Park Missionary Baptist Church again this year. We will use their educational wing of their church to house the summer camp. By using the church educational wing we will have ample space for our program.

LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

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	0	7536.00	7536.00
B: Rent/Utilities			
C: Office Supplies			
D: Telephone			
E: In-town Travel			
F: Client Assistance (See Detailed List on Page 8)			
G: Professional Service Contracts			
H: Program Materials			
I: Community Events & Festivals (See Detailed List on Page 8)			
J: Machinery & Equipment			
K: Capital Project			
L: Other Expenses (See Detailed List on Page 8)	4500.00	0	4500.00
*TOTAL PROGRAM/PROJECT FUNDS	4500.00	7536	12,036.00
% of Program Budget	.37	.63	100%

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

Other State, Federal or Local Government	
United Way	2,500.00
Private Contributions (do not include individual donor names)	1,036.00
Fees Collected from Program Participants	4,000.00
Other (please specify)	
Total Revenue for Columns 2 Expenses **	7536.00

**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 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
Kentucky Derby Museum	240	0	240
Kart Kountry	540	0	540
Altitude Trampoline Park	380	0	380
Spaghetti Factory	460	0	460
Walnut Street Youth Center/Gym	300	0	300
Tee Shirts	400	0	400
Transportation for one trip	200	0	200
Back to School Supplies	1,580	0	1,580
Bats Game	400	0	400
Total	4,500		4,500

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
3 Volunteers	1350.00	See Attachment
1 Janitor	225.00	See Attachment
<i>Total Value of In-Kind (to match Program Budget Line Item. Volunteer Contribution & Other In Kind)</i>	1575.00	

*** 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, 2018

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 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 (anceled 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:	<i>Sandra Miller</i>	Date:	<i>June 4, 2018</i>
Legal Signatory: (please print):	Sandra Miller	Title:	Ex. Director
Phone: (502) 449-3677	Extension:	Email:	sandra.lm1961@hotmail.com

LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

Pg. 9

3 volunteers assisting mentors for 2 hours each day for 5 days a week with the salary value of \$7.50 per hour. This would be \$1,350 for the entire 6 weeks.

1 janitor for 1 hour per day, 5 days a week with the salary value of \$7.50. This would be \$225.00 for the entire 6 weeks.

Internal Revenue Service
P.O. Box 2508
Cincinnati, Ohio 45201

Department of the Treasury

Date: July 27, 2009

Highland Park Community
Development Corporation
3500 Shanks Ln
Louisville, KY 40216

Employer Identification Number:
80-0162257

Person to Contact -- Group #:
Chitra Mamlatdarna - #7880
ID# 0508162

Contact Telephone Numbers:
410-962-9533 Phone
410-962-0133 Fax

Response Due Date:
August 16, 2009

Dear Sir or Madam:

We need more information before we can complete our consideration of your application for exemption. Please provide the information requested on the enclosure by the response due date shown above. Your response must be signed by an authorized person or an officer whose name is listed on your application. Also, the information you submit should be accompanied by the following declaration:

Under penalties of perjury, I declare that I have examined this information, including accompanying documents, and, to the best of my knowledge and belief, the information contains all the relevant facts relating to the request for the information, and such facts are true, correct, and complete.

To facilitate processing of your application, please attach a copy of this letter to your response. This will enable us to quickly and accurately associate the additional documents with your case file.

If we do not hear from you within that time, we will assume you no longer want us to consider your application for exemption and will close your case. As a result, the Internal Revenue Service will treat you as a taxable entity. If we receive the information after the response due date, we may ask you to send us a new application.

.....
In addition, if you do not respond to the information request by the due date, we will conclude that you have not taken all reasonable steps to complete your application for exemption. Under Code section 7428(b)(2), you must show that you have taken all the reasonable steps to obtain your exemption letter under IRS procedures in a timely manner and exhausted your administrative remedies before you can pursue a declaratory judgment. Accordingly, if you fail to timely provide the information we need to enable us to act on your application, you may lose your rights to a declaratory judgment under Code section 7428.

Letter 1312 (TEDS)

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Please mail information requested in this letter to the following address:

Internal Revenue Service
TE/GE T: EO: RA: D - Group 7880
P.O. Box 13163, Room 1400
Baltimore, MD 21203

Sincerely yours,



Chitra Mamlatdarna
Exempt Organizations Specialist

Enclosure: Information Request

The information you submit should be accompanied by the following declaration and has to be signed by officer of the Organization:

Under penalties of perjury, I declare that I have examined this information, including accompanying documents, and, to the best of my knowledge and belief, the information contains all the relevant facts relating to the request for the information, and such facts are true, correct, and complete.

- 1) You applied for exemption under section 501(c)(3) of the Code as a "School". Based on the information submitted it appears your activities are more resembles with those applying as educational organization under IRC 501©(3).

Submit a statement signed by a principal officer agreeing to classification as an "Educational organization" described in sections 501(c)(3) of the Internal Revenue Code, rather than as a "School"

Please have the enclosed Page 11 of Form 1023 signed by an authorized officer and return with this letter.

[Please see enclosed school requirement]

Highland Park Community Development Corporation
Proposal 2018 Budget

Category	Monthly Expense	Annual Expense
Louisville Gas & Electric	124.51635	
Louisville water	34.42005	
AT & T - Telephone & Internet	145.53	
Insurance		865.536
Utilities & Insurance Expenses	304.4664	3653.5968
Operating Supplies		400
Office supplies		1200
Director Salary		15000
Building maintenance Expense		1000
Programs		
H. E. L. P., S. W. A. G., A. A. B., &LE		44,663.00

Total Annual Operation Expenses \$ **66,782.13**

Treasurer Report

April 24, 2018

Beginning Balance	\$1978.00
Deductions	
Checks	(927.50)
Check Card Purchases	(630.74)
Fees	(12.00)
Deposit	\$ 3036.58
Ending Balance	\$3,444.34

Electronic Notice (e-Postcard)

OMB No. 1545-2085

Department of the Treasury
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2017

Open to Public Inspection

A For the **2017** Calendar year, or tax year beginning **2017-01-01** and ending **2017-12-31**

B Check if available

 Terminated for Business Gross receipts are normally \$50,000 or lessC Name of Organization: **HIGHLAND PARK COMMUNITY****DEVELOPMENT CORP****3500 Shanks Lane,****Louisville, KY, US, 40216**D Employee Identification
Number **80-0162257**

E Website:

www.highlandparkcdc.comF Name of Principal Officer: **Latoscha Craig****3500 Shanks Lane,****Louisville, KY, US, 40216**

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 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 the 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.

0653287.09

amcray
AMD

Trey Grayson, Secretary of State
Received and Filed:
11/3/2009 11:15 AM
Fee Receipt: \$8.00

ARTICLES OF AMENDMENT

of

Highland Park Community Development Corporation

A Nonprofit Corporation

For the purpose of amending nonprofit corporation in Kentucky Pursuant to KRS Chapter KRS 273, the undersigned Incorporators hereby submits the following Articles of Incorporation to the Secretary of State for filing:

**ARTICLE I
NAME**

The name of this corporation . :: Highland Park Community Development Corporation (HPCDC).

Articles II, IV, V, & VII are being amended

**ARTICLE II
PURPOSE**

This corporation is organized exclusively for charitable purposes within the meaning of Section of 501(c)3 of the Internal Revenue Code of 1986, as now enacted or hereafter amended, including, for such purposes, the making of distributions to organizations that also qualify as Section 501(c)(3) exempt organizations. To this end, the corporation shall provide education and outreach to address the needs of children, youth, adults and seniors in the Metro Louisville community, with an emphasis on the Cane Run and Shagbark community. All funds, whether income or principal, or whether acquired by gift or contribution or otherwise, shall be devoted to said purposes.

**ARTICLE III
REGISTERED OFFICE**

The street address of the corporation's initial registered office in Kentucky and the registered agent of this corporation is: 3500 Shanks Lane, Louisville, Kentucky 40216. Larry Bonnafon, Sr.

**ARTICLE IV
LIMITATIONS**

At all times the following shall operate as conditions restricting the operations and activities of the corporation:

1. No part of the net earnings of the corporation shall inure to any member of the corporation not qualifying as exempt under Section 501(c)(3) of the Internal Revenue Code of 1986, as now enacted or hereafter amended, nor to any Director or officer of the corporation, nor to any other private persons, excepting solely such reasonable compensation that the corporation shall pay for

services actually rendered to the corporation, or allowed by the corporation as a reasonable allowance for authorized expenditures incurred on behalf of the corporation;

2. No substantial part of the activities of the corporation shall constitute the carrying on of propaganda or otherwise attempting to influence legislation, or any initiative or referendum before the public, and the corporation shall not participate in, or intervene in (including by publication or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office; and

3. Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986, as now enacted or hereafter amended.

4. The corporation shall not lend any of its assets to any officer or director of this corporation [unless such loan program is regularly conducted as part of the activities of the organization and the qualification of the individual to participate in same is determined by a panel comprised solely of non-Board members], or guarantee to any person the payment of a loan by an officer or director of this corporation.

ARTICLE V DIRECTORS/MEMBERS

The corporation shall have no voting members. The management and affairs of the corporation shall be at all times under the direction of a Board of Directors, whose operations in governing the corporation shall be defined by statute and by the corporation's by-laws. No Director shall have any right, title, or interest in or to any property of the corporation.

ARTICLE VI DISSOLUTION

Upon the time of dissolution of the corporation, assets shall be distributed by the Board of Directors, after paying or making provisions for the payment of all debts, obligations, liabilities, costs and expenses of the corporation, for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

The above amendment were approved on 11/2/09 by the board of directors.

ARTICLE VII
INCORPORATORS

The incorporators of this corporation are:

Thomas Brown - 1823 Wilson Ave. Louisville Kentucky 40210
Roger Conwell, Jr. - 3508 Regatta Way Louisville Kentucky 40211
Dr. Wayne Meaux - P. O. Box 18400 Louisville Kentucky 40261

Executed by the Incorporators on: November 2, 2009
Date

Thomas A. Brown

Roger Conwell Jr.

Dr. Wayne Meaux

I, Larry Bonnafon, Sr. consent to serve as the registered agent on behalf of the corporation.

Larry M. Bonnafon Sr.
Signature of Registered Agent

LARRY M. BONNAFON SR. Director
Print Name of Agent and Title

**HIGHLAND PARK COMMUNITY DEVELOPMENT CORPORATION
2018 BOARD MEMBER ROSTER**

OFFICERS

**President – Latascha Craig – 11craig77@aol.com
4211 Southern Farm Blvd
Louisville, Kentucky 40216
(1st Term)**

**Vice President – Don Mack – ITYT.cpac@yahoo.com
2021 Garrs Lane
Louisville, Kentucky 40216
(1st Term)**

**Treasurer – Terry Watkins – greenmeadowscem@bellsouth.net
5903 Azalea Ln
Louisville, Kentucky 40258
(2nd Term)**

Board of Directors

**Pinenell Gradnigo
6209 Cooper Chapel Rd.
Louisville, KY 40229
(1st Term)**

**Angela Osborne – angela.eddings-osborne@Jefferson.kyschools.us
5921 Grandel Blvd.
Louisville, Kentucky 40258
(1st Term)**

**Rev. Byron Cox – revyrev1@bellsouth.net
7910 Cypress Green Way
Louisville, Kentucky 40291
(2nd Term)**

Executive Director

**Sandra Miller – sandra1m1961@hotmail.com
1412 Knight Rd.
Louisville, Kentucky 40214**

W-9

Form
(Rev. November 2017)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

► Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Highland Park Community Development Corporation

2 Business name/disregarded entity name, if different from above

Print or type
Specific Instructions on page 2.

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ► _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

Requester's name and address (optional)

5 Address (number, street, and apt. or suite no.) See instructions.

3500 Shanks Lane

6 City, state, and ZIP code

Louisville, Kentucky 40216

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 instructions for Part I, later. For other entities, it is your employer identification number (EIN), if you do not have a number, see *How to get a TIN*, later.

Social security number

8 0 - 0 1 6 2 2 5 7

OR

Employer identification number

8 0 - 0 1 6 2 2 5 7

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

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 for Part II, later.

Sign Here

Signature of U.S. person ► *Sandra Miller*

Date ►

5/16/18

General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

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, later.

HIGHLAND PARK COMMUNITY DEVELOPMENT CORPORATION

General Information

Organization Number	0653287
Name	HIGHLAND PARK COMMUNITY DEVELOPMENT CORPORATION
Profit or Non-Profit	N - Non-profit
Company Type	KCO - Kentucky Corporation
Status	A - Active
Standing	G - Good
State	KY
File Date	12/19/2006 3:11:41 PM
Organization Date	12/19/2006
Last Annual Report	4/23/2018
Principal Office	3500 SHANKS LANE LOUISVILLE, KY 40216
Registered Agent	BYRON L. COX 3500 SHANKS LANE LOUISVILLE, KY 40216

Current Officers

President	<u>La Toscha Craig</u>
Vice President	<u>Don Mack</u>
Treasurer	<u>Terry Wakins</u>
Director	<u>Terry Watkins</u>
Director	<u>Rev. Byron Cox</u>
Director	<u>Pinenell Gradnigo</u>
Director	<u>Shakita Davis</u>
Director	<u>Angela Osborne</u>

Individuals / Entities listed at time of formation

Director	<u>THOMAS BROWN</u>
-----------------	-------------------------------------

Director	<u>ROGER CONWELL JR</u>
Director	<u>DR WAYNE MEAUX</u>
Incorporator	<u>THOMAS BROWN</u>
Incorporator	<u>ROGER CONWELL JR</u>
Incorporator	<u>DR WAYNE MEAUX</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.

<u>Annual Report</u>	4/23/2018	1 page	<u>PDF</u>	
<u>Registered Agent name/address change</u>	5/20/2017 6:46:26 PM	1 page	<u>PDF</u>	
<u>Annual Report</u>	5/20/2017	1 page	<u>PDF</u>	
<u>Annual Report</u>	5/19/2016	1 page	<u>PDF</u>	
<u>Annual Report Return</u>	4/6/2016	2 pages	<u>tiff</u>	<u>PDF</u>
<u>Annual Report</u>	6/15/2015	1 page	<u>PDF</u>	
<u>Annual Report</u>	4/10/2014	1 page	<u>tiff</u>	<u>PDF</u>
<u>Annual Report</u>	6/27/2013	1 page	<u>tiff</u>	<u>PDF</u>
<u>Annual Report</u>	2/16/2012	1 page	<u>tiff</u>	<u>PDF</u>
<u>Reinstatement Certificate of Existence</u>	9/22/2011 2:24:48 PM	2 pages	<u>PDF</u>	
<u>Reinstatement</u>	9/22/2011 2:22:45 PM	2 pages	<u>PDF</u>	
<u>Administrative Dissolution</u>	9/10/2011	1 page	<u>PDF</u>	
<u>Annual Report</u>	9/22/2010	1 page	<u>PDF</u>	
<u>Amendment</u>	11/3/2009	3 pages	<u>tiff</u>	<u>PDF</u>
<u>Annual Report</u>	7/1/2009	1 page	<u>PDF</u>	
<u>Annual Report Amendment</u>	3/28/2008	1 page	<u>PDF</u>	
<u>Annual Report</u>	3/19/2008	1 page	<u>PDF</u>	
<u>Annual Report</u>	10/23/2007	1 page	<u>PDF</u>	
<u>Articles of Incorporation</u>	12/19/2006	1 page	<u>tiff</u>	<u>PDF</u>

Assumed Names

Activity History

Filing	File Date	Effective Date	Org. Referenced
Annual report	4/23/2018 5:33:21 PM	4/23/2018 5:33:21 PM	

Annual report	5/20/2017 6:57:57 PM	5/20/2017 6:57:57 PM
Registered agent address change	5/20/2017 6:46:26 PM	5/20/2017 6:46:26 PM
Annual report	5/19/2016 3:01:33 PM	5/19/2016 3:01:33 PM
Annual report	6/15/2015 6:37:39 PM	6/15/2015 6:37:39 PM
Annual report	4/10/2014 3:01:46 PM	4/10/2014
Annual report	6/27/2013 3:31:34 PM	6/27/2013
Annual report	2/16/2012 9:17:57 AM	2/16/2012
Reinstatement	9/22/2011 2:24:44 PM	9/22/2011
Admin Dis. A. report not in	9/10/2011	9/10/2011
Annual report	9/22/2010 2:04:51 PM	9/22/2010 2:04:51 PM
Amendment - Miscellaneous amendments	11/3/2009 11:15:47 AM	11/3/2009
Annual report	7/1/2009 1:23:55 PM	7/1/2009 1:23:55 PM
Amendment to annual report	3/28/2008 9:59:37 AM	3/28/2008 9:59:37 AM
Annual report	3/19/2008 4:35:51 PM	3/19/2008 4:35:51 PM
Annual report	10/23/2007 12:04:58 PM	10/23/2007 12:04:58 PM
Add	12/19/2006 3:11:56 PM	12/19/2006

Microfilmed Images

Electronic Notice (e-Postcard)

OMB No. 1545-2085

Department of the Treasury
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2017

Open to Public Inspection

A For the **2017** Calendar year, or tax year beginning **2017-01-01** and ending **2017-12-31****B** Check if available Terminated for Business Gross receipts are normally \$50,000 or less**C** Name of Organization: **HIGHLAND PARK COMMUNITY
DEVELOPMENT CORP****3500 Shanks Lane,****Louisville, KY, US, 40216****D** Employee Identification
Number **80-0162257****E** Website:**www.highlandparkcdc.com****F** Name of Principal Officer: **Latoscha Craig****3500 Shanks Lane,****Louisville, KY, US, 40216**

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