

**AGREEMENT**  
**Between**  
**██████████ College (DUNS 001960566)**  
**And ██████████ County Schools**

This Partners for Education (“PFE”) Integrated Planning Process Agreement (the “Agreement”) is entered into as of the date last set forth below by and between ██████████ COLLEGE (the “College”), a Kentucky nonprofit corporation, with its principal address at 101 Chestnut Street, Lincoln Hall, ██████████ Kentucky 40404 and the ██████████ County Board of Education (the “School District”), with its principal address at 120 Raider Way, Stearns, KY 42647.

WHEREAS, the College is the recipient of a GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) (“GEAR UP”) Partnership Grant, Award number ██████████ (GUPZ) from the U. S. Department of Education with the CFDA #84.334 for the purpose of implementing programming for early college preparation and awareness activities for low-income students in accord with the GEAR UP Program authorized under 20 U.S.C. 1070a-21 and 2 CFR Part 200 and other pertinent federal statutes and regulations (collectively, the “GEAR UP Program Regulations”). The Performance and Budget period applicable to Gear Up funds is 9/26/2016- 9/25/2017.

WHEREAS, the College and the School District desire to implement a comprehensive array of services for eligible students, their parents, School District faculty, and eligible community members.

WHEREAS, the College and the School District desire to provide for the placement of personnel (“Staff”) within the School District for the purposes of implementing certain aspects of the Grant.

WHEREAS, the School District is one of the local education agencies cooperating with the College under the terms for Grant in order to implement Grant program activities in Kentucky.

WHEREAS, the College desires to enter into an agreement with the School District to carryout services for the Grant program as described in this Agreement.

The School District is familiar with the objectives and terms of the Grant obtained by the College, including the grant materials submitted by the College and the pertinent program rules, policies and regulations of the United States Department of Education (“Department of Education”) pertaining to the grant and in consideration of the foregoing and the mutual agreements and covenants contained herein, the College and the School District agree as follows:

**A. Workplan Services**

1. *DIRECT SERVICES*: Services will hereby be defined as those services provided to eligible students, their families, faculty, or community members participating in the Grant. Eligible services are described in the detailed workplan prepared by the School District and approved by the College. For more detail regarding eligible services and eligible participants, see the approved US Department of Education grant. ██████████ College’s reimbursements to School District relative to the performance of the Direct Services described herein shall not exceed a total of **\$59,313.00**.

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- 2. *STAFF-* ("Staff"): The School District agrees to provide support for Staff as described in Appendix A; whereas Staff will work within the School District in order to provide Program services to qualified students identified as members of the GEAR UP cohort. [REDACTED] College's reimbursements to School District relative to Staff described herein shall not exceed a total of **\$66,500.00**.
  
- 3. *REGIONAL EXPENSES:* [REDACTED] College may offer additional funding, hereby referred to as Regional Expenses, to School District during the term of service to support the goals and objectives of the Grant. The School District will receive written notification describing how the Regional Expenses may be used. The written notification will include the maximum reimbursement amount for the approved Regional Expense and must be signed by or emailed from an authorized representative of the College.

Any payment to School District for Regional Expenses shall be due only upon the submission of any requested documentation clearly identified as Regional Expenses, and on four period ending disbursement dates: December 31, March 31, June 30, and September 30 of the corresponding year.

**B. Reimbursement for Work Plan Services**

Any payment to School District shall be due only upon the submission of any requested documentation, and on four period ending disbursement dates: December 31, March 31, June 30, and September 30, of the corresponding year. This agreement shall not be effective and binding until approved by the Superintendent of the School District, or designee who has contract authority, and the Authorized Representative of [REDACTED] College.

Payment by [REDACTED] College to the School District shall be made only after receipt of appropriate, acceptable and timely documentation submitted by School District to [REDACTED] College and as further outlined in the attached Payment Terms document hereby referred to as Appendix B.

**C. Type of Agreement**

Independent agreement with College. Except as described in the grant agreement, no partnership, joint venture or other association is created by or should be implied by this Agreement. School District shall utilize its own methods, judgment, and employees in connection with the provision of providing the Services. It is expressly understood and agreed that School District and its employees shall not be entitled to any employment benefits or payments of any kind from the College other than the reimbursements described in section B which shall be paid to School District without any provision for the withholding of any local, state and federal taxes or withholdings of any kind whatsoever. School District is and shall be responsible for the salaries and wages of its own employees, workers' compensation, unemployment insurance, liability insurance, and any taxes or withholdings that are the obligation of School District.

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**D. Contract Limits**

Expansion of the scope or extent of this agreement beyond the efforts contained herein may be made only through mutual agreement by both parties, the College and School District, as evidenced in writing.

**E. Term of Service**

The term of this Agreement shall be for a term commencing on September 26, 2016 and ending on September 25, 2017.

**F. Matching Funds**

The School District shall provide matching contributions of least **\$125,813** per academic year. Documentation of all matching funds shall be provided each quarter in form and substance acceptable by the College. Matching requirements are summarized in Appendix B, "Payment and Cost Terms". Documentation of all matching funds shall be provided each quarter.

**G. Source of Funding; Cancellation Due to Grant Termination or Reduction**

The parties acknowledge and agree that the sole source of funding for the Grant, including the Reimbursement for Expenses to be paid hereunder to School District is from the funding provided to the College from the Department of Education. If, for any reason, funding for the Grant is withdrawn, terminated or reduced by more than 5% annually by the Department of Education, this Agreement shall automatically terminate with the School District being entitled to remuneration for Services and Expenses incurred to the date of termination.

**H. Contract Termination**

Either party may terminate the contract at any time with a 30-day express written notice of the contract termination. Such notice shall be provided to parties via written notice to the undersigned authorized representatives. The terminating party is responsible for any costs or obligations entered into by the other party that the other party reasonably incurred prior to the date of termination.

**I. Indemnification, Insurance and Hold Harmless**

The School District agrees that, to the full extent of its liability insurance coverage, it shall indemnify and hold harmless the College, its trustees, officers, agents and employees from and against claims, damages, actions, causes of action, losses and expenses arising out of or resulting from the performance of the School District, its agents or employees, including but not limited to the Staff described herein. The School District agrees to provide the College with evidence of its liability insurance coverage upon request and to have the College properly endorsed as an additional insured when required.

██████ College agrees to indemnify and hold School District harmless from any damages, expenses and costs incurred from any property damages or bodily injury with respect to this contract.

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**J. Notices**

Notices permitted or required by this Agreement shall be sent, via certified mail or express mail through the U.S. Postal Service or by private carrier to:

For the College:

[Redacted contact information for the College]

For School District:

[Redacted contact information for the School District]

**K. Breach**

In event of either party committing a breach of any provisions of this agreement (“defaulting party”), then the party which is not so in breach (“aggrieved party”) shall be entitled to give the defaulting party written notice to remedy the breach. If the defaulting party fails to comply with the written notice of breach within 14 (fourteen) days of receipt thereof, the aggrieved party shall be entitled to cancel this agreement and/or to claim specific performance. Aforesaid is without prejudice to such other rights as aggrieved party may have at law.

**L. Copyright & Authorship**

Reports produced under this agreement unless otherwise released will be the exclusive property of the College. School District will not disseminate reports produced under this contract to anyone outside of the College without permission.

Where applicable, School District acknowledges that all files, videos, records, lists, books, literature, products and other materials College owns or uses in connection with performing the Services will at all times remain the College’s property, and that upon the completion of the Services, School District will surrender to College all such company property, including but not limited to files, videos, records, lists, books, literature, products and other materials. School District shall retain the ownership of instructional and course materials and any personal property or equipment used for providing the Services that are owned by School District. Any materials produced by School District expressly for the Grant shall constitute a “work for hire” with the College or the US Department of Education, as the case may be, retaining ownership and rights of use and School District retaining dual ownership and rights to use as its intellectual property.

\_\_\_\_\_ College Initials

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**M. Confidentiality**

School District agrees not to disclose any information gathered in the course of fulfilling the Workplan Services associated with this agreement to anyone not associated with this contract without express permission from the College. Confidentiality includes non-disclosure of information observed directly or viewed from data collection instruments. At no time will School District reveal the identity of any person participating in this project without permission.

**N. Right of Audit and Retention Requirements**

The US Department of Education and the College, as recipient and fiscal agent of the Grant, shall have the right to examine and audit all books and financial records of School District as they pertain to the Services provided by the School District for this project and all Reimbursements and Expenses paid hereunder to School District. Unless otherwise agreed in writing, School District agrees to maintain financial records related to this agreement until December 31, 2024 (GUPZ).

**O. Dispute Resolution**

Any dispute between and among the parties to this Agreement shall be resolved by binding arbitration administered according to the Commercial Arbitration Rules of the American Arbitration Association. Any arbitration proceedings shall be held before a single arbitrator appointed by the Chief Judge of the Madison County Circuit Court. Any hearing shall be held in Lexington, Fayette County, Kentucky. Any arbitration award may be enforced by any court of competent jurisdiction.

**P. Eligibility of Consultant**

School District covenants and agrees that it will, at all times, maintain its eligibility to serve as a partner under the Grant to the extent of any rules, policies or regulations promulgated by ██████████ College, the Department of Education, or any other federal agency or court having jurisdiction. A criminal background check may be required by ██████████ College for certain employees of the School District. The School District will be notified in writing if a criminal background check is required and in cases where the College determines a criminal background check is required, the College agrees to pay for any expenses associated with obtaining the background check. If, for any reason, the School District shall become ineligible on account of any of the foregoing, this Agreement shall automatically terminate with the School District being entitled to remuneration for Services and Expenses incurred to the date of termination.

**Q. Non-Discrimination Requirements**

School District represents and warrants that it is, and at all times during the term of this Agreement will be, in compliance with Title VI of the Civil Rights Act of 1964 as amended, and other applicable regulations, statutes and orders, and shall not discriminate on the basis of race, color, religion, sex, age, national origin, or disability in connection with the performance of this Agreement.

**R. Regulatory Compliance**

In the administration and performance of this Agreement, School District agrees that it shall comply with all applicable Federal laws and regulations pertaining to the grant including the Education Department's General Administrative Regulations (EDGAR) and the Code of Federal Regulations found in 2 CFR Part 200.

\_\_\_\_\_ College Initials

\_\_\_\_\_ School District Initials

**S. Entire Agreement**

The Agreement embodies the entire understanding between and among the parties. It supersedes any prior agreement, whether written or oral, and it is the final and complete expression of the parties' intent on the matters in this Agreement. Any changes, additions, revisions, or modifications shall only be effective if accomplished via a written instrument signed by the parties. No failure or delay by either party in exercising any right, power or remedy will operate as a waiver of such right, power, or remedy, and no waiver will be effective unless it is in writing and signed by the parties to be charged thereby. This Agreement may, however, be executed in counterpart originals, each of which shall constitute one and the same agreement. If an arbitrator or court of competent jurisdiction holds that any part, term or provision of this Agreement to be illegal or invalid (in whole or in part), the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not have the particular provision held to be illegal or invalid. Neither party may assign, sublicense or otherwise transfer or delegate any right or obligation in this Agreement without the written consent of the other party. This Agreement is governed by and shall be construed in all respects in accordance with the laws of the Commonwealth of Kentucky. Sections I through S of this document shall survive termination of the Agreement.

**T. Statement of Work**

School District agrees to perform the services outlined in this agreement in compliance with federal regulations. ██████ College agrees to the named services within this agreement. As duly authorized representatives of the College and School District, the signatures below indicate agreement with the aforementioned provisions. In witness whereof, the parties have executed this Agreement, as of the dates last set forth below.

\_\_\_\_\_ College Initials

\_\_\_\_\_ School District Initials

For the College:

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

For School District:

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**[REDACTED] COLLEGE:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**School District:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>For completion by [REDACTED] College</b>
Account Number(s) to charge: _____
Project Director(s) signature: _____
Director(s) Signature: _____

## APPENDIX A: Staff

### Academic Specialist – GEAR UP

PURPOSE. The GEAR UP Academic Specialist provides GEAR UP program services to qualified students identified as members of the GEAR UP cohort. Members of the GEAR UP Cohort in ██████████ County shall consist of any student enrolled in the **8<sup>th</sup> through 9<sup>th</sup> grades** in the School District during the 2016 – 2017 academic year.

1. **HIRING AND SUPERVISION OF THE ACADEMIC SPECIALIST.** The School District agrees to hire **one** Academic Specialist(s) who shall be an employee of the School District under the supervision of the GEAR UP Project Director and the Superintendent of the School District, or the Superintendent’s designee, subject to the provisions of this Agreement, the Partnership Grant and the GEAR UP Program Regulations. A ██████████ College representative shall be present during the interview and selection process of the Academic Specialist to provide information and to monitor the process. The Academic Specialist shall be employed by the School District for a 190 -day term from the date of July 1, 2016 - June 30, 2017 and must be dedicated 100% to the GEAR UP Program and cannot hold any other position within the district. The Academic Specialist shall not be considered an employee of the College for any purpose.

2. **QUALIFICATIONS OF THE ACADEMIC SPECIALIST.** The Academic Specialist must have a minimum of a Bachelor’s degree in education or counseling, three (3) years’ experience working in Kentucky schools, experience working with low-income youth, and must be a certified employee of the School District. Prior to offering any person employment as the Academic Specialist, the Superintendent must first receive written verification from ██████████ College that the candidate meets all qualifications under this Agreement and the GEAR UP Program Regulations. In addition, the School District shall confirm that the candidate meets such other eligibility and background check requirements for school employees as may be required by applicable state statutes or regulations.

3. **BUDGET FOR ACADEMIC SPECIALIST.** As fiscal agent of the federal GEAR UP Program awarded by the U. S. Department of Education under the Partnership Grant (“Program Funds”), the College has budgeted Program Funds in the amounts of, up to but not exceeding, \$66,500 for each Academic Specialist position under this Agreement (the “Academic Specialist Budget”). This amount includes compensation for salary and all fringe benefits for a 190 day contract. Any additional expenditure of Program Funds for the Academic Specialist position must be approved, in writing and in advance, by the College in the manner otherwise provided for the amendment of this Agreement. The allocation of Program Funds for the Academic Specialist position is a matter determined by the College acting in its sole discretion under the terms of the Partnership Grant and in accordance with the GEAR UP Program Regulations.

4. **SCHOOL DISTRICT SUPPORT.** The School District shall provide the Academic Specialist with an office in the School District together with reasonable administrative support (computer, printer, access to student records, phone with long distance access) and infrastructure as provided in the School District’s Partnership Identification Form and Cost Share Worksheet which is attached to and forms a part of the Partnership Grant documentation. In addition, the School District will provide the Academic Specialist with direct access to the GEAR UP cohort in all schools located within the School District and otherwise fulfill the obligations of a cooperating local educational agency under the Partnership Grant, the GEAR UP Program Regulations and this Agreement. The School District shall provide matching contributions as detailed in the Partnership Identification Form and Cost Share Worksheet. Documentation of all matching funds shall be provided each quarter.

\_\_\_\_\_ College Initials

\_\_\_\_\_ School District Initials



**APPENDIX A: Staff**

5. **ACADEMIC SPECIALIST RESPONSIBILITIES.** The Academic Specialist shall work on a full-time basis, consistent with the schedule for all faculty personnel within the School District and devote his or her professional time exclusively to the implementation of the GEAR UP Program in the School District. The Academic Specialist shall report to a designated GEAR UP Staff Member and to the Superintendent of the School District, or the Superintendent's designee, and shall regularly attend and participate in all GEAR UP Program training, orientation, instructional and program meetings and activities as scheduled by the Superintendent and/or the GEAR UP Staff Member. The Academic Specialist shall provide direct services to GEAR UP students - including academic counseling, guidance counseling and tutoring - recruit students for GEAR UP activities, maintain files on GEAR UP students, participate in GEAR UP activities, document participation in GEAR UP activities, and perform all such other work as may be assigned to the Academic Specialist consistent with the Partnership Grant.

6. **ACADEMIC SPECIALIST REPORTS.** The Academic Specialist shall submit weekly activity and program reports to the GEAR UP Program Director in the form as may be prescribed by the GEAR UP Program Director.

Reports produced under this contract unless otherwise released will be the exclusive property of the College. The School District will not disseminate reports to anyone outside of the College without permission. Where applicable, the School District acknowledges that all files, videos, records, lists, books, literature, products and other materials used in connection with conducting GEAR UP activities will at remain the College's property, and the School District shall dispose of said property without prior approval from the College.

7. **CONFIDENTIALITY.** The School District and the Academic Specialist will be responsible for insuring that proper procedures are followed to maintain the confidentiality of all education records of GEAR UP students, including all services provided under this Agreement consistent with state and federal law. It is agreed, however, that data may be collected and shared with the College for the sole purpose of compiling required reports, on a collective basis without personally identifying information, as provided in the Partnership Grant and the GEAR UP Program Regulations. The College agrees to cooperate with the School District to maintain the confidentiality of students' education records consistent with the foregoing.

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## APPENDIX B:

### Payment Terms

1. Payment by [REDACTED] College to the School District shall be made only after receipt of appropriate, acceptable and timely documentation submitted by the School District to [REDACTED] College each quarter. The quarters are: January to March; April to June; July to September; and October to December. Reimbursement requests are due 30 days after the quarter ends, specifically: April 30, July 30, October 30, and January 30. Reimbursements must include only those costs incurred within the current quarter. Costs outside of the current period may be disallowed.

These funds shall be paid to School District based upon the received budget paperwork within 30 days and according to the disbursement date specified in this contract, and only if the expenditures are in accordance with approved activities by the federal grant and by [REDACTED] College.

Carry forward of funds is not permissible and any unused balances will be forfeited by the School District. The School District agrees to provide an exact detail of funds expended and receipts of expenditures. Any funds expended in variance with the original invoice, or as approved items by [REDACTED] College, are the liability of the School District.

2. [REDACTED] College agrees that payment shall be made to the School District as billed, unless such is at variance with the performance of any function described herein before, and/or is variant with any federal, state, or college statute or regulation.

This agreement shall not be effective and binding until approved by the Superintendent of County Schools, or his designee who has contract authority and the Authorized Representative of [REDACTED] College.

### I. Additional Payment/Cost Terms

Any funds not covered in the initial budget shall only be paid upon the mutually agreed terms and schedule, and only if such are provided reciprocally in writing to both parties. Any additional costs incurred, beyond those in the approved budget, are the liability of the School District.

### II. Matching Requirements

The District agrees to report a minimum amount of matching funds as detailed below for each funding source. All reported cost share and matching funds are subject to meeting federal requirements as specified in CFR §200.306 and other pertinent federal statutes and regulations including the terms and conditions of each funding source.

<b>Funding Source:</b>	<b>Annual Matching Requirement:</b>
GEARUP	\$125,813

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