

AOC-FAC-46

Page 1 of 2

Rev. 7-21

Commonwealth of Kentucky  
Court of Justice [www.kycourts.gov](http://www.kycourts.gov)

AOC Policies for the Operation &  
Maintenance of Court Facilities



**NONRECURRING PROJECT  
APPROVAL LETTER**

**COURT FACILITIES USE ONLY**

PROJECT NAME: Replace 80 Gallon Water  
Heater  
ASSIGNED FC: Edgar Turner  
NR REQUEST #: 23-895.1-04  
OCCUPANCY %: 100%

February 21, 2023

Honorable Kris Knochelmann  
Kenton County Judge-Executive  
1840 Simon Kenton Way, Suite 5200  
Covington, KY 41011  
Email: [kris.knochelmann@kentoncounty.org](mailto:kris.knochelmann@kentoncounty.org)

RE: Nonrecurring Project No. 23-895.1-04: Replace 80 Gallon Water Heater

Dear Judge-Executive Knochelmann,

Our records indicate that the following request has been made and cost estimates received for the Replacement of the 80 Gallon Water Heater at the Kenton County Justice Center.

Project Description	Estimated Cost	Court Facilities Fees to be Used	% AOC Occupancy	Estimated County Cost	Estimated AOC Cost	Estimated Completion Date
Replace 80 Gallon Water Heater	\$14,802.00	\$ .00	100%	\$0.00	\$14,802.00	2/24/2023

This Project has been approved by the AOC Department of Court Facilities to proceed with an estimated AOC cost of \$14,802.00 and an estimated completion date of February 24, 2023.

Local units of government are required to make claims with applicable insurers before approval to proceed with AOC funding is granted. If you have a pending insurance claim related to this Project, the initial approved estimated AOC Cost is \$0.00. Please contact the AOC if the insurance claim is denied or does not cover the estimated cost of the Project. In that event, the AOC will issue a revised approval letter with an estimated AOC cost reflecting the AOC's pro rata share of estimated costs that were not covered by insurance.

This project will need to be completed no later than June 30, 2023 to ensure the availability of funds. Projects completed past this date may not be reimbursed by the AOC. **Please notify the AOC if you anticipate that the project will not be completed by this date so a revised approval letter can be issued. If a revised approval letter is not issued, costs incurred after this date may be denied.**

**Please notify the AOC if you become aware that the actual cost of the project will exceed more than 5% of the estimated cost. If a revised approval letter is not issued, all costs totaling more than 5% of the estimated cost will be denied.** Please complete and return the Acknowledgement and Agreement on page 2 to [DanielleCraig@kycourts.net](mailto:DanielleCraig@kycourts.net). Reimbursement will not be made until the Acknowledgement and Agreement is received.

To receive reimbursement, a copy of the invoice and a front/back copy of the cancelled check must be sent to [DanielleCraig@kycourts.net](mailto:DanielleCraig@kycourts.net) within **90 days** after conclusion of the Project. **Projects submitted for reimbursement more than 90 days after the completion date may not be reimbursed.**

Edgar Turner has been assigned to coordinate this project on behalf of the AOC. If you have any questions throughout this process, please contact Edgar at [EdgarT@kycourts.net](mailto:EdgarT@kycourts.net) or 502-573-2350 ext. 50820.

Sincerely,



Danny Rhoades  
Executive Officer  
AOC Department of Court Facilities

**ACKNOWLEDGEMENT AND AGREEMENT**

*(To be completed by County Judge-Executive)*

By signing below, I hereby agree to proceed with the project as approved by the AOC above. I understand and agree to provide the AOC Office of Audits access to any books, papers, documents, records, or other evidence which are directly pertinent to this Project.

ACCEPT     REJECT

\_\_\_\_\_  
Honorable Kris Knochelmann  
Kenton County Judge-Executive

\_\_\_\_\_  
Date

cc: Edgar Turner, Facilities Coordinator