

## GRANT APPLICATION SUMMARY SHEET

**Grant Name:** Connected Community Facilities 24-26

**Department:** INFORMATION TECHNOLOGY SERVICES

**Grantor:** TENNESSEE ECONOMIC & COMMUNITY

**Pass-Through Grantor (If applicable):**

**Total Applied For:** \$1,800,000.00

**Metro Cash Match:** \$200,000.00

**Department Contact:** Pearl Amanfu  
4296459

**Status:** NEW

**Program Description:**

The Connected Community Facilities (CCF) Grant Program aims to construct and improve digital access through the creation of buildings or rehabbing spaces. The goal of this program, which is funded by the Capital Project Fund (CPF) and the American Rescue Plan (ARPA) State Local Fiscal Recovery Funds (SLFRF), is to allow for digital workforce development, virtual health monitoring, and virtual education within one space.

**Plan for continuation of services upon grant expiration:**

The digital skills training aspects of the program are customized versions of existing, proven programs which have been previously successfully executed by our training partners. We plan to continue to pursue grants in partnership with Tech Goes Home Nashville. The older adult training will continue through Nashville Public Library's existing Cyber Seniors program. The youth certification will continue through LocalTek thrive. Fisk University, in partnership with Meharry Medical College, is developing and will run the virtual health monitoring program, and Fisk will take on any recurring costs associated with continuation of this program.

**APPROVED AS TO AVAILABILITY OF FUNDS:**

**APPROVED AS TO FORM AND LEGALITY:**

*Tessia Crumley/mjw* 2/5/2024 | 11:57 AM CST  
**Director of Finance** **Date**

*Erica Baker* 2/5/2024 | 12:14 PM PST  
**Metropolitan Attorney** **Date**

**APPROVED AS TO RISK AND INSURANCE:**

*Balaguru Cobb* 2/5/2024 | 3:08 PM CST  
**Director of Risk Management** **Date**  
**Services**

### Grants Tracking Form

Part One

Pre-Application <input type="radio"/>		Application <input checked="" type="radio"/>		Award Acceptance <input type="radio"/>		Contract Amendment <input type="radio"/>	
Department	Dept. No.	Contact		Phone	Fax		
INF. SYSTEMS	014	Pearl Amanfu		4296459			
<b>Grant Name:</b>		Connected Community Facilities 24-26					
<b>Grantor:</b>		Tennessee Department of Economic and Community Development (TDECD)		<b>Other:</b>		State of Tennessee	
<b>Grant Period From:</b>		06/30/24		<b>(applications only) Anticipated Application Date:</b>		02/23/24	
<b>Grant Period To:</b>		06/30/26		<b>(applications only) Application Deadline:</b>		02/23/24	
<b>Funding Type:</b>		STATE		<b>Multi-Department Grant</b>		<input type="checkbox"/> <b>If yes, list below.</b>	
<b>Pass-Thru:</b>		Select Pass-Thru --- >		<b>Outside Consultant Project:</b>		<input type="checkbox"/> Metro Action Commission Metro General Services	
<b>Award Type:</b>		COMPETITIVE		<b>Total Award:</b>		\$1,800,000.00	
<b>Status:</b>		NEW		<b>Metro Cash Match:</b>		\$200,000.00	
<b>Metro Category:</b>		New Initiative		<b>Metro In-Kind Match:</b>			
<b>CFDA #</b>				<b>Is Council approval required?</b>		<input checked="" type="checkbox"/>	
<b>Project Description:</b>				<b>Applic. Submitted Electronically?</b>		<input checked="" type="checkbox"/>	
<p>The Connected Community Facilities (CCF) Grant Program aims to construct and improve digital access through the creation of buildings or rehabbing spaces. The goal of this program, which is funded by the Capital Project Fund (CPF) and the American Rescue Plan (ARPA) State Local Fiscal Recovery Funds (SLFRF), is to allow for digital workforce development, virtual health monitoring, and virtual education within one space. It will allow rural and urban communities to build new community facilities or rehabilitate existing ones to provide these services and broadband access within one building. For this project, We are proposing utilizing space at 1281 Murfreesboro Road, where Metro Action Commission is entering into a long-term lease beginning in Q2 of 2024. This project will include digital skills training for adults and older adults, technology certifications for youth, and virtual health monitoring for blood</p>							
<b>Plan for continuation of service after expiration of grant/Budgetary Impact:</b>							
<p>The digital skills training aspects of the program are customized versions of existing, proven programs which have been previously successfully executed by our training partners, who have provided their expertise to the development of this model. For the adult training, we plan to continue to pursue grants in partnership with Tech Goes Home Nashville, a statewide program of The Enterprise Center in Chattanooga with a presence in Nashville. Their model is</p>							
<b>How is Match Determined?</b>							
<b>Fixed Amount of \$</b>		or		10.0%		<b>% of Grant</b>	
						<b>Other:</b> <input checked="" type="checkbox"/>	
<b>Explanation for "Other" means of determining match:</b>							
<b>For this Metro FY, how much of the required local Metro cash match:</b>							
<b>Is already in department budget?</b>		\$200,000.00		<b>Fund</b>		40023 <b>Business Unit</b> 10401023	
<b>Is not budgeted?</b>				<b>Proposed Source of Match:</b>			
<b>(Indicate Match Amount &amp; Source for Remaining Grant Years in Budget Below)</b>							
<b>Other:</b>							
<b>Number of FTEs the grant will fund:</b>		0.00		<b>Actual number of positions added:</b>		0.00	
<b>Departmental Indirect Cost Rate</b>		6.00%		<b>Indirect Cost of Grant to Metro:</b>		\$108,000.00	
<b>*Indirect Costs allowed?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No		<b>% Allow.</b> 6.00%		<b>Ind. Cost Requested from Grantor:</b>		\$108,000.00 <b>in budget</b>	
<b>*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)</b>							
<b>Draw down allowable?</b> <input type="checkbox"/>							
<b>Metro or Community-based Partners:</b>							
Tech Goes Home Tennessee, Fisk University, Darrell S. Freeman Center, LocalTek, Nashville International Center for Empowerment Nashville Public Library, Metro Action Commission, Metro General Services							

Part Two

Grant Budget										
Budget Year	Metro Fiscal Year	Federal Grantor	State Grantor	Other Grantor	Local Match Cash	Match Source (Fund, BU)	Local Match In-Kind	Total Grant Each Year	Indirect Cost to Metro	Ind. Cost Neg. from Grantor
Yr 1	FY25		\$900,000.00		\$100,000.00	40023, 10401023		\$1,000,000.00	\$54,000.00	\$54,000.00
Yr 2	FY26		\$900,000.00		\$100,000.00	40023, 10401023		\$1,000,000.00	\$54,000.00	\$54,000.00
Yr 3	FY__									
Yr 4	FY__									
Yr 5	FY__									
<b>Total</b>			\$1,800,000.00		\$200,000.00			\$2,000,000.00	\$108,000.00	\$108,000.00
<b>Date Awarded:</b>					<b>Tot. Awarded:</b>		<b>Contract#:</b>			
(or) <b>Date Denied:</b>					<b>Reason:</b>					
(or) <b>Date Withdrawn:</b>					<b>Reason:</b>					

Contact: [juanita.paulsen@nashville.gov](mailto:juanita.paulsen@nashville.gov)  
[vaughn.wilson@nashville.gov](mailto:vaughn.wilson@nashville.gov)

VW



## Application ID

2023-1523

## Application Type

Broadband Connected Community

**Released On:** October 02, 2023

## Application Guidelines

The Connected Communities Facilities Grant Program aims to construct and improve digital access through the creation of buildings or rehabbing spaces. The Connected Communities Facilities Grant Program is funded by the Capital Project Fund (CPF) and the State Local Fiscal Recovery Funds (SLFRF). The goal of this program is to allow for digital workforce development, virtual health monitoring, and virtual education within one space. It will allow rural and urban communities to build new or rehabilitate community facilities to provide these services, including broadband access within one building.

## Instructions

All applications guidelines should be reviewed on our website [found here](#) under the *Connected Community Facilities* tab prior to starting the application.

The final application deadline is **November 16, 2023 at 4:00 PM CST**. Applicants who have incomplete applications as of this date will not be considered.

We will not accept letters or other attachments via postal mail or email. All application information should be completed and submitted through the SmartSimple system.

**All contracts with grantees must be in effect by June 30, 2024, and the period of performance must end within two years of the contract execution.**

## Match Requirement

The grant will cover up to 90% of eligible project expenses. Grantee match of 10% may include federal match of American Rescue Plan Act Local Fiscal Recovery Funds from a political subdivision to be served in grant



Tennessee  
State Government

application. Grantee match may not include in-kind funds.

## Questions

Any questions regarding this application must be submitted in writing via email by November 11, 2023 at 2:00pm CST to:

**Recipient:** ECD.Broadband@tn.gov

**Subject Line:** Connected Community Facilities Broadband Application Question

## Acknowledgments

Our Organization has read and understands the requirements as they are described on our website and herein.

This application is complete and can stand alone, it does not rely on any additional application or documentation.

## Eligibility

Applications must be submitted, and projects must be led by, an organization in good standing in the relevant jurisdiction(s) where these funds would be incorporated and maintained. The applying entity must either be a local government entity, or an organization in partnership with a local government entity. Please choose from the drop-down list below to indicate your entity.

County

**What is the primary county where the project will be served?**

Davidson



**Is the county where the project will be implemented designated by the Appalachian Regional Commission as “at-risk” or “distressed”?**

An applicant’s project area must be one of the counties within Tennessee that are deemed “at-risk” or “distressed.”

Reference [here](#) to see a list of the eligible counties.

- Yes  
 No

**Select which of the following populations will your proposed program will serve:**

Households and populations residing in Qualified Census Tracts

**In 200 words or less, please explain how your organization will verify the eligibility of the individual end users to participate in the proposed project following state and federal guidelines.**

In nearly 42% of the census tracts in Davidson County, at least 20% of the residents live in poverty. Using data from the Census, Digital Equity Needs Assessment, ACS and other datasets, we will target our most at-risk and distressed communities, particularly council districts 13, 16, 28 and 30. We chose the facility at Murfreesboro Pike because of its proximity to some of our most distressed – and diverse – neighborhoods. In 2021, Metro Social Services reported that Districts 28 and 30 have the highest numbers of foreign-born residents. In District 30, 29% of residents are under 18 years old. 21% of District 30 residents have less than a 9th grade education. Our model incorporates ACP registration. All trainers and navigators will be trained on ACP using Information Superhighway's "Learn ACP" program. Each program participant will have the opportunity to register for ACP before training. The qualifications for ACP align with federal guidelines for poverty, thus this process will also serve as initial screening. Those who do not qualify for ACP will still be able to receive no-cost training/support from a digital navigator at a partner nonprofit in their area through our referral process.

## General Information

**Applicant Legal Entity Name**

Davidson County



Tennessee  
State Government

### Federal Employer Identification Number (FEIN)

620694743

### SAM

SAM ID:

### Mailing Address

700 President Ronald Reagan Way, Nashville, TN, 37210

### Project Name

No action is required. Project Name will autocomplete.

Davidson County - Davidson - Broadband Connected Community - 2023-1523

### Primary Contact Info

**Primary Contact Name:** Pearl Amanfu

**Primary Contact Title:** Digital Inclusion Officer

**Primary Contact Email:** pearl.amanfu@nashville.gov

**Primary Contact Phone Number:** 615-429-6459

### Other Contacts

### Entity Information

In 500 words or less, describe background, history, structure, and business model of your organization. This is not required if the applicant is a local government.



**In 500 words or less, describe how your entity is positioned to rehab, renovate, and/or construct a connected community facility. Include any relevant experience regarding project development and implementation in your community.**

Metro Nashville's Department of General Services regularly leads and manages design, construction, and renovation of new and existing facilities for a wide variety of government functions. Notable completed projects include managing design and construction of the Lentz Public Health Center, a 106K square foot certified LEED Silver health facility housing multiple Metro Public Health Department programs and 300 employees; and the Bellevue Branch Public Library, a 25K square foot certified LEED Gold facility with focused space, meeting room, and community computer lab.

Current projects include leading design and construction of the Donelson Branch Public Library, a 24K square foot facility targeting LEED Gold certification that incorporates community space into the design; and overseeing the large-scale renovation of lease spaces for multiple Metro agencies, including the Metro Nashville Public Defender's office, Metro Social Services, and the Office of Homeless Services, as part of a \$15M project that includes creating conference, collaboration, and training spaces with up-to-date technology. In its role, Metro General Services provides a wide range of services including design, construction, building technology, and building management, interfacing with other Metro organizations to ensure seamless implementation and to enable those community support organizations to provide services to the public including income constrained individuals and families, unemployed individuals, children, and other marginalized communities.

**Is your Connected Community Facilities Grant Application Project in partnership with another organization?**

- Yes  
 No

**In 500 words or less, please describe your partnership (how long have you been partnered, cost share plan, ownership of assets, dissolution plan, etc)**

The Department of General Services regularly partners with multiple Metro agencies to lead and manage design and construction of new and existing spaces for these agencies. Typically for capital projects, including the project proposed here, funds are issued to the Department of General Services in lieu of the partnering agency and DGS uses those specified funds to cover the costs of the entire project, including hard costs, soft costs, FF&E, technology costs, moving costs, and other miscellaneous expenses.

Metro General Services has been working closely with the partner agencies identified above and will cover the 10% required cost match.



## In 500 words or less, provide a general description the partner's related experience, and the need for the partnership

Metro Government will partner with a network of organizations that help us expand service offerings at 1281 Murfreesboro Pike to include free internet access, virtual education, digital workforce development, device access, and virtual health monitoring. Without them, we would not be able to propose this multifaceted solution.

A gap in digital opportunity can occur at any point. Someone might have connectivity but not a device. Or they might have connectivity and a device but limited digital skills. Or they may have all three but no guidance on how to apply their skills to find well-paying Jobs. Digital opportunity is a circle, and we mean to bring everyone together to fill the gaps in that circle. It's not a circle if pieces are missing. Our program will make the necessary services more accessible, affordable, and available to residents. Our partners: Nashville Public Library (NPL) has expertise in delivering digital skills training to people of all ages and skill levels, particularly older adults. Their award-winning Cyber Senior training program for older adults serves up to 2,000 seniors annually with customized training to suit their specific needs. Additionally, NPL's digital navigators will be on-hand to support non-training processes such as job search, resume prep, and printing. Tech Goes Home brings their proven train-the-trainer model to this initiative, offering services to nonprofits in the community surrounding 1281 Murfreesboro Pike, to enable us to train staff who serve the community to provide digital education and other digital opportunity services as part of their normal service delivery. Empowering organizations in the surrounding community to deliver training direct to the community is a key piece of the sustainability plan for this program.

LocalTek is a flexible workforce development program that combines on-the-job training with classroom instruction from industry leaders and 1-on-1 mentorship to accelerate learning and facilitate entry or transition into the tech workforce.

Fisk University and Meharry Medical College together will deliver the virtual health monitoring aspect of this program through health monitoring and digital education. They provide the capacity and expertise to monitor health indicators such as blood pressure, heart rate, blood oxygen saturation and more, and provide education on hypertension, diabetes, and other relevant public health issues. By the time of this grant award, Metro Government will have MOUs in place with Fisk and Meharry to engage with them to provide this service to our residents.

Nashville International Center for Empowerment is uniquely poised to provide culturally competent, knowledgeable, and appropriate support for new Americans participating in our programs.

## Project Information



**In 500 words or less, please describe the proposed project including timelines and milestones.**

This section contains details for the construction and build-out. The next “describe this project” question includes details regarding the digital opportunity programming aspects of the work at 1281 Murfreesboro Pike.

**Construction/buildout:** This project involves the renovation and fit-out of approximately 42K square feet across 3 floors of leased space to provide rejuvenated and expanded space to provide enhanced service to customers due to the location, accommodate 5-10 years of departmental growth, and provide an enhanced working space for employees. The new space will provide improved reception and in-take areas, as well as upgraded training space with enhanced technology to provide increased benefits to employees, customers, and the community. The space will also meet the surge demands of new long-term or term-bound initiatives such as annual or grant-funded programs.

Renovation of the space will include demolition of existing partitions and portions of partitions to allow for more open and collaborative areas on the first and fourth floors and to allow for a more efficient design of the space on the second floor. Additional partitions will create much needed program storage, collaborative rooms, private offices, and an executive admin suite. Updates will include energy-efficient LED lighting, new flooring, paint, wall boards, and casework. Upgrades will also include accessible restrooms on each floor and a mother’s room on the second floor. The space will be completed with new furniture, fixtures, equipment, and audiovisual technology, providing an enhanced space for the Department to be productive and serve the community and customers. Two of the specific uses related to Connected Community Facilities are:

- Dedicated training space for digital education and workforce development programs
- A computer lab with free broadband access and printing capabilities will offer two types of access: 1) drop-in access for ad hoc needs like searching for information or registering for public services online. 2) reserved access for anyone who need extended time for activities such as online learning or resume preparation and printing.
- Dedicated space for health monitoring equipment and client use.
- A private suite for health consultation to complement virtual health monitoring services.

**Timeline and Milestones:****Planning and Design (14 weeks)**

- Space design and furniture blocking plans – completed October 25, 2023.
- Lease signed and submitted to Metro Council – completed October 27, 2023.
- 100% Construction Drawings – completed November 3, 2023.
- Lease passed through three readings of Metro Council – est. December 5, 2023.
- Furniture order complete – est. December 15, 2023



Construction (14 weeks) – est. December 18, 2023, to March 23, 2024

- Demolition of select walls, partitions, casework, wall base, and flooring.
- Construction of interior spaces including select walls, electrical, plumbing, casework, flooring, and paint.

Furniture Install and Tenant Onboarding (8 weeks)

- Furniture installation – est. March 25 to May 4, 2024.
- Move of department items to new location – est. May 6 to May 11, 2024.
- Department enters new space – est. May 13, 2024.

**Does this Connected Community Facilities grant application proposed service area include at least one political subdivision designated as a Broadband Ready Community (BRC)?**

Broadband Ready Communities can be [found here](#).

- Yes  
 No

**In 250 words or less, please briefly describe the county/city/local government’s plan to obtain the Broadband Ready Communities designation.**

To obtain the Broadband Ready Communities designation, counties and local governments partnering with counties must apply for the Broadband Ready Communities grant, which requires them to upload a duly executed ordinance or policy that reflects the statutory requirements regarding the applicant’s commitment to promote broadband access. Please refer to an example of duly executed ordinance or policy reflecting the statutory requirements [here](#).

By the time of award notification, the Metropolitan Government of Nashville and Davidson County will be registered as a Broadband Ready Community by the State of Tennessee. We are in the process of drafting an ordinance and have taken the first two of four steps to complete this process: 1) We have completed final edits and had these reviewed for language appropriateness, and 2) We have submitted our documentation to Metro Legal for review. The remaining steps are 3) to submit this to Metro Council for approval, and 4) to obtain the mayor’s signature. Each item referred to Metro Council must be submitted six weeks prior to the upcoming council meeting. Thus, this ordinance will most likely be reviewed at the February meeting, though we do plan to submit a final draft this month.

**In 500 words or less, describe the proposed project.**

Include information on how the building will be used, managed and maintained, including acquisition, design, procurement, construction, closeout, etc. in the timeline if applicable.



In the interest of space, the timeline has been included in a supplemental document, as including it exceeds the 500-word maximum.

Digital education and workforce development: Introducing "TechTies Nashville: Connected Services for the Community."

The name "TechTies" refers to the ties connecting the multiple services built into this program, with the idea being that together, we can address multiple areas of digital opportunity and reach people of all ages: Early childhood and families through MAC programs, school-aged youth through LocalTek Thrive, basic digital skills for adults through Tech Goes Home, advanced digital skills and upskilling for adults through LocalTek, and digital skills training for older adults through Cyber Senior, all within a facility offering free broadband access. Thus, the "Connected Services" in the tagline references both internet connectivity and the fact that these services are woven together to serve needs for people of all ages, at multiple levels of skills and needs.

Holistic Digital Skills Training:

Leveraging the proven curriculum of Tech Goes Home to deliver comprehensive, tailored digital skills training for people of varying ages, backgrounds, and proficiency levels.

Tailored Support for Older Adults:

Catering to older adults' specific needs through specialized sessions to foster confidence and independence within a supportive and inclusive learning environment.

Career Pathways in Tech:

Offering pathways to employment through specialized training and apprenticeship opportunities to enter tech-related careers. Our partnerships with local tech companies facilitate internships and job placements, fostering a robust and inclusive tech workforce.

Free broadband access:

A computer lab offering free internet and computer access and printing for job search, telework, or other needs.

Program Implementation:

TechTies employs a structured curriculum blending in-person and online sessions, hands-on workshops, one-on-one monitoring, and tailored modules to cater to diverse skill levels and learning styles and foster collaboration.

Measuring Impact:

Regular assessments, participant feedback, and outcome evaluations ensure the program's efficacy. Key



metrics include improved digital literacy rates, increased workforce participation, and enhanced confidence in utilizing technology among seniors.

Virtual Health Monitoring: 1) Non-invasive assessment and monitoring of blood pressure and other health indicators. 2) Physical activity counseling and nutritional counseling through consultation, pamphlets and optional wearable activity trackers and an optional fitness/nutrition app download. A partnership with Second Harvest Food Bank Middle Tennessee offers the additional benefit of referrals to food security support for expanded options for nutrition management. Additional information is provided in a supplemental document included with this application.

## Facility Information

### Address of the facility

1281 Murfreesboro Pike, Nashville, TN 37217

### Does the local government entity own or lease the building being used for the proposed project?

- Own  
 Lease

Please upload the lease agreement in the Document and Upload Section

### In 250 words or less, please describe the length and terms of the lease and the legal name of the building owner

Yes – Metro Action Commission is entering a ten-year lease agreement to occupy the first, second, and fourth floors, comprising 42,350 square feet of a 78,920 square-foot facility. The proposed building is a vacant 5-story facility owned by Nashville Metropolitan LLC.



**In 500 words or less, please describe who/what entity is responsibility for operations and maintenance of the proposed project building**

The proposed building is a leased location. The lease outlines that Landlord is responsible for maintenance and operations of the facility. Metro will be responsible for janitorial and pest control for the leased space, as well as any repairs needed due to Metro employee or visitor actions.

**Does the project require the use of a historically significant structure or location?**

To determine if your proposed project will use a structure or location on the National Register of Historic Places, please visit the [National Park Service's website](#), and search by "Tennessee". The use of a structure or location on this list will make the application eligible for additional points.

Yes

No

**In 250 words or less, please explain the significance of the selected structure or location.**

While for the MAC facility our answer here is "no," our intent is to leverage partner relationships to expand services to non-program locations. Metro Action Commission manages Head Start early childhood development centers in Davidson County. Through a state partnership, Tech Goes Home provides digital skills training to Head Start locations at no additional cost to the center. Our partnership with Tech Goes Home includes implementation of Head Start trainings, to include North Head Start, a historically significant structure (Fehr School/"Nashville Plan" Schools Desegregation), which will serve as a key location for program recruitment, as the Murfreesboro Road facility is easily accessible from both North and South of town through bus line 55 and also by Briley Parkway, and the program will offer shuttle transportation.

**In 500 words or less, please describe how the operation and maintenance fiscal responsibility has been determined after the expiration of the grant**

The proposed building is a long-term leased location. The lease outlines that Landlord is responsible for maintenance and operations of the facility. Metro will be responsible for janitorial and pest control for the leased space, as well as any repairs needed due to Metro employee or visitor actions.

**In 500 words or less, describe in detail what rehabilitation, renovation, or construction is proposed for the facility. If the project is new construction, provide information on the proposed location, ownership, etc. If the project is rehabilitation, describe who currently owns the facility, its current use, etc.**

The proposed building is a vacant 5-story facility owned by Nashville Metropolitan LLC. Metropolitan Government of Nashville and Davidson County (Metro) will be leasing 3 floors of the facility (First, Second, and Fourth floors). Renovation of the facility will require some partitions and portions of partitions to be demolished on each of the three floors to allow for re-design of the space. On the first floor, demolition of partitions allows for more open spaces and storage room needs. Less demolition of partitions is required on subsequent floors. All floors require extensive demolition of flooring and wall base and some demolition of casework. The addition of new partitions on each floor allows for a more effective use of space. New partitions will be added on the first floor to create an IT data closet and program manager office.

On the second floor, partitions will be added to create a file storage room, additional private office, accessible restroom, mother's room, and to provide a separation from an area to be occupied by a separate Metro agency. On the fourth floor, partitions will be added to create an executive administration suite. Existing fluorescent lighting fixtures on all three floors will be replaced with LED flat acrylic panels and will also have local occupancy sensing and wall switch controls added for increased energy efficiency. Fire alarm devices will be relocated where possible to serve new room layouts, with new devices being added and tied into the existing fire alarm system as required for coverage. The single occupancy restroom on the first floor will be updated to meet accessibility standards and the second and fourth floors will have accessible single occupancy restrooms added.

The fourth floor will have an additional restroom added to the executive admin suite. Installation of new flooring and casework will take place on all three floors, in addition to new wall boards and paint. Proper network infrastructure and cabling will be installed on the three floors, along with new audiovisual equipment in collaborative and training spaces. New furniture, fixtures, and equipment meeting program needs will be installed on each floor, creating an efficient and visually appealing environment for employees and customers. Punch list walks will be conducted at the end of each phase to ensure all items are addressed before tenant occupancy.

**In 250 words or less, please describe access to transportation for patrons on the connected community facility (i.e., parking, near a bus stop location, along a public transit route, shuttles, etc.)**

The facility is located directly on a public transit route (55 Murfreesboro Pike) operated by WeGo transit. In 2022, WeGo saw an average increase in ridership from 20,000 to 25,000 per day, with ridership exceeding 100% over pre-COVID levels on weekend and on four specific routes, one of which is route 55 Murfreesboro Pike. This route provides access from all parts of the city to and throughout the South corridor. For those who drive, the facility is easily accessible from the North by Briley Parkway.

Additionally, through our partnership with Fisk University and LocalTek, we will be able to offer shuttles to-and-from the North side of town for program participants, enabling us to also provide services to Council districts 2, 21, and 17, which respectively have 25%, 27%, and 25% of households in poverty. The North Head Start center will serve as a primary recruitment location to target North Nashville, a particular area of need. People who can benefit from our services but do not have access to transportation will be able to get transportation from that location or Fisk University to and from the MAC facility.

**In 250 words or less, please describe how the use of the facility and any services provided by the facility will be marketed**

All of our partners have robust community networks. Metro ITS will provide creative assets for partners to use in flyers, brochures, and other promotional materials including (but not focused on) their websites. We also plan to have "community days," where staff visit businesses in the areas we serve to engage residents and share opportunities with them. Metro is fortunate to have access to an award-winning production studio, the Metro Nashville Network. Using public service announcements, we will be able to reach people who may not connect to Metro's and partners' websites. The North Head Start center will also serve as a primary recruitment location to target North Nashville, a particular area of need. People who can benefit from our services but do not have access to transportation will be able to get transportation from that location or Fisk University to and from the MAC facility.

Our scheduled presence at Metro Nashville Public School, nonprofit, university, and other community events will help us build both social capital and word-of-mouth promotion.

Finally, we will employ radio advertising at local stations to ensure that we are reaching people from multiple channels at multiple times of the day, along with social media, newspaper, and other promotional elements, detailed in the supplemental budget information document.

## Project Implementation



The facility being built or rehabilitated must be able to meet 100/20mbps and 100/100mbps where possible.

**Does the project location currently have broadband service available?**

- Yes
- No

**Indicate the service provider and if they participated in the development of the project**

With the lease just completed, the plan is for initial preparations for construction to begin this month. The facility does not currently have an active broadband subscription because the site is vacant. But Metro Information Technology Services, as Metro's service organization managing the installation of technology resources, will oversee the process to ensure that 1) upload/download quality will be able to meet 100/20mbps and 100/100mbps where possible and 2) the facility will be equipped with resources to support all of the proposed activities.

**Project Preparation**

**Does your organization have all necessary permits, contracts, and approvals in place to begin construction immediately upon award?**

Yes



**In 500 words or less, please describe the construction, rehabilitation, engineering, etc. activities needed to prepare the proposed facility.**

To prepare the facility, some partitions and portions of partitions need to be demolished on each of the three floors to allow for small re-designs of the space. On the first floor, demolition of partitions allows for more open spaces and storage room needs. Less demolition of partitions is required on subsequent floors. All floors require extensive demolition of flooring and wall base and some demolition of casework. The addition of new partitions on each floor allows for a more effective use of space. New partitions will be added on the first floor to create an IT data closet and program manager office. On the second floor, partitions will be added to create a file storage room, additional private office, accessible restroom, mother's room, and to provide a separation from an area to be occupied by a separate Metro agency.

On the fourth floor, partitions will be added to create an executive administration suite. Existing fluorescent lighting fixtures on all three floors will be replaced with LED flat acrylic panels and will also have local occupancy sensing and wall switch controls added for increased energy efficiency. Fire alarm devices will be relocated where possible to serve new room layouts, with new devices being added and tied into the existing fire alarm system as required for coverage.

The single occupancy restroom on the first floor will be updated to meet accessibility standards and the second and fourth floors will have accessible single occupancy restrooms added. The fourth floor will have an additional restroom added to the executive admin suite. Installation of new flooring and casework will take place on all three floors, in addition to new wall boards and paint. Proper network infrastructure and cabling will be installed on the three floors, along with new audiovisual equipment in collaborative and training spaces. New furniture, fixtures, and equipment meeting program needs will be installed on each floor, creating an efficient and visually appealing environment for employees and customers. Punch list walks will be conducted at the end of each phase to ensure all items are addressed before tenant occupancy.



**In 500 words or less, describe any remaining relevant information regarding this proposed grant project.**

This year, Metropolitan Nashville and Davidson County was awarded the top level of recognition for a Digital Inclusion Trailblazer, "Visionary Digital Inclusion Trailblazer," from National Digital Inclusion Alliance. This achievement was due to our approach of building a web of programs and organizations that together address all areas of digital inclusion. This program proposal represents one part of that approach. Please see the supplemental logic model for a big picture of all correlated elements of our approach. Our Logic Model outlines a comprehensive look at the inputs, activities, outputs, outcomes, and impacts of Metro Digital Inclusion's programs. We utilized the guide outlined by the W.K Kellogg Foundation (2004) to determine our categories. The Logic Model provides a holistic look at all programs – including the proposed TechTies program, Affordable Connectivity Program (ACP), Digital Navigators, and Community Asset Mapping.

## Community Impact

## Project Objectives

**In 500 words or less, describe how the project will directly enable education. If the services will be offered for a fee, describe how that fee will be set.**

### Holistic Digital Skills Training:

Leveraging the proven curriculum of Tech Goes Home for comprehensive digital skills training to varying ages and backgrounds. Participants undergo tailored training sessions catered to their proficiency levels.

### Tailored Support for Older Adults:

Cyber Seniors caters to older adults' specific needs through specialized sessions that empower them with skills and resources to instill confidence and independence in navigating the digital landscape.

### Community Focus:

In addition to providing the community with a physical location, easily accessible by bus, for training and other activities, this program will enable us to provide additional services--at more flexible hours--to suit the needs of the community, including after--school-hours childcare for participants through Head Start partnerships. We can do this through partnership. The three council districts in closest proximity to our facility, Districts 13, 16, 28, and 30, have 14%, 16%, 24%, and 33% of residents, respectively, who do not have high school educations. Metro Action Commission can work with other Metro departments and local partners to expand their service delivery and take full advantage of the access that Metro has to people who live in disadvantaged situations – but who can thrive with the right resources and support including



broadband and device access.

In addition to the districts in the South part of town referenced earlier, through our partnership with Fisk University and LocalTek, we will be able to offer shuttles to-and-from the North side of town for program participants, enabling us to also provide services to Council districts 2, 21, and 17, which respectively have 25%, 27%, and 25% of households in poverty.

In addition to the named partners for this program, in January 2024, through a grant from Comcast Southeast, Metro Digital inclusion in partnership with Tech Goes Home will launch our digital navigator program through which, in the coming year, we will train 240 nonprofit staff who will be able to provide digital opportunity services to their clients.

Our aim is to target the areas surrounding 1281 Murfreesboro Pike first. This will accomplish two things: 1) the digital navigator program provides a network of community serving organizations who can work in tandem and share resources to meet digital opportunity needs. By targeting organizations in the program area first, we will have built a strong referral network for the services proposed in this grant. 2) Sustainability of this model will be built-in from the start. In addition to building and expanding the digital opportunity network in this area, the MAC facility will allow us to join hands with the local nonprofit agencies to meet people wherever they are in their digital inclusion journeys and offer them help to become job ready, build their careers, manage their health build social capital by becoming an active part of the digital opportunity network. As residents build their digital lives, they can positively impact their friends and families and connect them to the resources offered at our facility so that the community as a whole will see positive change.

**Please select all education-related activities that the facility will provide to the community.**

Afterschool Childcare, Student Enrichment (Class Assistance), Student Enrichment (Summer Courses), Adult Education (Professional Development), Adult Education (Seniors)

**In 500 words or less, please describe how this project will provide the community with workforce development assistance. If the services will be offered for a fee, describe how that fee will be set.**

Career Pathways in Tech:

LocalTek bridges the digital divide by offering pathways to employment, including in trade-based roles. Our program provides specialized training and apprenticeship opportunities, equipping participants with the skills needed to excel in tech-related careers. Our partnerships with local tech companies facilitate internships and job placements, fostering a robust and inclusive tech workforce.



**Please select all workforce development-related activities that the facility will provide to the community.**

Apprenticeship Opportunities, Certification Classes, Trade-focused Digital Skills, Adult Education Courses, Other

**Please list how the project will support workforce development needs of the community.**

The LocakTek program will also support direct job placement through relationships with local companies and provide transportation to training for those who need it.

**In 500 words or less, describe how the project will directly enable healthcare monitoring. If the services will be offered for a fee, describe how that fee will be set.**

Virtual Health Monitoring: This program offers non-invasive assessment and monitoring of blood pressure, percent body fat analysis, and blood oxygen saturation. The program also provides physical activity counseling and nutritional counseling through consultation, pamphlets and optional wearable activity trackers and an optional fitness/nutrition app download. Additionally, our partnership with Second Harvest Food Bank Middle Tennessee offers participants the additional benefit of referrals to food security support for expanded options for nutrition management.

Services:

Percent body fat analysis (non-invasive): Excess body fat, especially when concentrated around vital organs, is associated with an increased risk of various health conditions, including cardiovascular diseases, diabetes, and certain cancers. Measuring body fat percentage helps assess these risks more accurately than relying solely on overall body weight or Body Mass Index (BMI). Percent body fat will be measured using bioelectrical impedance analysis (BIA).

Blood oxygen saturation (non-invasive): Oxygen saturation is closely linked to cardiovascular health. It reflects how well the heart is pumping oxygenated blood to the body's tissues. Abnormalities in oxygen saturation can indicate issues with heart function or circulation. Blood oxygen saturation will be measured using a pulse oximeter.

Blood pressure (non-invasive): Blood pressure readings are a key indicator of cardiovascular health. Consistently high blood pressure, or hypertension, can strain the heart and arteries, increasing the risk of heart disease, stroke, and other cardiovascular problems. Blood pressure will be measured using a digital blood pressure monitor.

Physical activity counseling (non-invasive): Physical activity is important for health due to a multitude of benefits that positively impact various aspects of well-being, including cardiovascular, mental, and immune health. Physical activity counseling will be provided through the issuance of a pamphlet and wearable activity tracker.

Nutritional counseling (non-invasive): Nutrition is important for health because it provides the body with the necessary substances and energy to function. A well-balanced and nutritious diet supports various physiological processes, contributes to disease prevention, and promotes overall well-being. Nutritional counseling will be provided through the issuance of a pamphlet and optional fitness/nutrition app download.



**Please select all healthcare-related activities that the facility will provide to the community.**

Telehealth Privacy Rooms, Health Education Courses, Nutrition Courses, Free Healthcare Monitoring (i.e. blood pressure checks, etc...)

**In 250 words or less, describe how the project will provide broadband accessibility and how the facility will promote the Affordable Connectivity Program and direct patrons to low-cost resources for broadband access, training, and devices. If the services will be offered for a fee, describe how that fee will be set.**

1281 Murfreesboro Pike will be equipped with a computer lab offering free internet access and computer access to the community. Additionally, digital education program participants will receive devices to use during training and will be given these devices at the completion of their programs. There will be a computer lab with free broadband access and printing capabilities will offer two types of access: 1) drop-in access for ad hoc needs like searching for information or registering for public services online. 2) reserved access for anyone who need extended time for activities such as online learning or resume preparation and printing.

**Select all broadband services that will be available at the facility**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Digital skills training                        | <input checked="" type="checkbox"/> Free Wi-Fi                  |
| <input checked="" type="checkbox"/> Teleworking space                              | <input type="checkbox"/> Device rentals                         |
| <input checked="" type="checkbox"/> Digital navigator                              | <input checked="" type="checkbox"/> Technology helpdesk         |
| <input checked="" type="checkbox"/> Computer assistance                            | <input checked="" type="checkbox"/> Broadband service resources |
| <input checked="" type="checkbox"/> Information on Affordable Connectivity Program | <input checked="" type="checkbox"/> Other                       |

**Please list how the project will support broadband access or adoption-related needs.**

All training participants will receive a Chromebook to keep when they complete their training.

**Will any of the services provided by the facility generate program income?**

"Program income" is generated when the facility charges facility patrons fees for the services provided.

- Yes  
 No

**Partnerships & Community Access**

**In 250 words or less, please describe what community anchor institutions are involved with the proposed project and/or how the facility will serve as a community anchor institution.**

Community anchor institution (CAI): an entity such as a school, library, health clinic, health center, hospital or other medical provider, public safety entity, institution of higher education, public housing organization, eligible faith-based institutions, or community support organization that facilitates greater use of broadband service by vulnerable populations, including (but not limited to) low-income individuals, unemployed individuals, children, the incarcerated, and aged individuals.

**Focus on COVID impacted and/or disproportionately impacted communities as defined by the ARPA SLFRF Final Rule. Please refer to the ARPA SLFRF Final Rule [here](#).**

Please also refer to our guidebook found here for additional clarification on impacted communities descriptions and definitions.

The districts impacted by our program are also some of the hardest-hit by COVID. Part of the issue was lack of technology resources to find information or schedule appointments. Data from our 2021 Digital Equity Study indicated that a lack of confidence finding health information or scheduling an appointment using technology has been a challenge for some of our residents. Three of our partners are community anchor institutions.

Three of our partners are community anchor institutions:

- Fisk University – Fisk University will coordinate with Metro on the virtual health monitoring aspect of this program. A description of this program is included in this grant, along with a letter of support as a supplement.
- Meharry Medical College – In partnership with Fisk University, Meharry Medical College will contribute to the virtual health monitoring piece of this program. In addition to the program description referenced above, a letter of support is included with this grant.
- Tech Goes Home – Our training partner Tech Goes Home will coordinate with Metro on the adult digital education piece of this program. A letter of commitment is included as a supplement to this grant.
- Nashville Public Library, as part of the digital education category, will replicate their award-winning CyberSeniors older adult digital education program within the facility.

**Select all of the COVID-impacted and/or disproportionately impacted communities (as defined by the ARPA SLFRF Final Rule) will this facility serve?**

Please refer to the ARPA SLFRF Final Rule [here](#)

- Low- or-moderate income households or communities
- Households that experienced unemployment
- Households that experienced increased food or housing insecurity
- Households that qualify for the Children's Health Insurance Program, Childcare Subsidies through the Child Care Development Fund (CCDF) Program, or Medicaid
- When providing affordable housing programs: households that qualify for the National Housing Trust Fund and Home Investment Partnerships Program
- When providing services to address lost instructional time in K-12 schools: any student that lost access to in-person instruction for a significant period of time

**How many individuals are expected to benefit from the proposed project?**

19350

**In 250 words or less, please describe how the number of people benefiting from this facility has been calculated.**

Our work primarily targets these zip codes: 37013, 37207, 37208, 37209, 37211, and 37217. These are five of the six zip codes initially targeted for ACP outreach (see supplemental document titled "Eligible Housholds\_ACP" for the list of targeted (highlighted) zip codes). North Nashville, not identified in the attached document, was also targeted through informing and engaging local nonprofits. (This is one example of how well grassroots engagement works -- North Nashville has one of the higher ACP enrollment rates, out of the zip codes with high eligibility.)

Combined, these zip codes represent somewhere in the area of 45,000 eligible residents. According to Benton's ACP Dashboard, about 43% of ACP-eligible households have registered nationwide. The highest success is seen in Detroit. Their high registration numbers are due to an approach of installing tech hubs throughout the city, where residents can come and receive training and computer support while accessing free internet. By incorporating ACP registration into the process at these tech hubs, they have seen as much as a 65% registration rate. The "TechTies Nashville" project is utilizing a "tech hub" approach, while leveraging organizational relationships to expand program impact from North to South, across all of our most distressed communities. Please the supplemental document "Metro Digital Inclusion\_2023-2024\_CCF Targets" for additional details.





**In 250 words or less, describe how the project will improve access and opportunity for COVID impacted and/or disproportionately impacted communities as defined by the ARPA SLFRF Final Rule (pages 17-20).**

Please refer to the ARPA SLFRF Final Rule [here](#)

Some of the zip codes targeted in this program are also the zip codes in Davidson County that were hardest hit by COVID, specifically 37207, 37208, and 37211. These zip codes also have the highest financial and education needs, in addition to (historically) low digital and healthcare opportunities. This program proposes to address interlocking issues, all of which impact social determinants of health, that are based on digital opportunity in large part, because technology touches all aspects of life and can be a differentiating factor when it comes to healthcare quality and access.

**Please describe any activities planned to increase awareness of the facility to the residents. This may include marketing campaigns or community event. Please explain any resources the applicant will be contributing or partnerships within the community to engage residents.**

In addition to the marketing campaigns described earlier in this application, we will greatly leverage our digital navigator program to raise awareness, and utilize physical presence at local events:

Two events per quarter, 14 total, with an estimated total reach of 7,000 based on event attendance and community activities. Event types include school parades and fairs, college enrollment and orientation days, and live events at local nonprofits. All activities will be measured and tracked compared to goals using a dashboard developed by Metro's GIS and Data Insights team.



**In 500 words or less, please describe the economic and community impact your proposed project will have in, around, and for the application area. If applicable, also explain how the project will support the impacted community and their efforts to respond to the COVID-19 pandemic. For example, describe how the completion of the proposed project will lead to job creation in this community, improve health care delivery, serve an economically distressed area, and/or improve educational access.**

This question is intended to understand how the applicant worked with the local community in identifying areas of greatest need and determining specific community impacts of broadband connectivity. Narrative here should explain the expected results the project will have on the specific community, not just a general explanation of the positive impact of broadband.

Please provide numerical estimates, a justification on how these estimates were calculated, and an explanation of how the applicant plans to measure the impact.

Our logic model (attached as a supplement) is the result of multiple interviews with stakeholders/careholders and secondary analysis of existing datasets. It represents the breadth of our program approach, including TechTies, which is part of a web of programming to meet multiple and interlocking areas of need. This model identifies expected impacts and outcomes. We chose not to pursue numerical estimates, as this is the first program of its kind for Davidson County. Instead, we focused on developing a robust program evaluation model, which we have attached as a supplemental document. We have conducted secondary analysis on relevant datasets to give us baseline information on the needs and characteristics of the community, and our evaluation model is designed to give us solid reference material on the program value and use, which we can combine with community data to develop numerical goals within the first six months of the program.

## Budget

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The Broadband Accessibility Grant Program has designed the Capitol Project Fund, Connected Community Facilities grant opportunity. The grant will cover up to 90% of eligible project expenses, with a required 10% match by the Grantee. Applicants with additional local match or leveraged funds will receive additional points in the scoring process. Federal grant or other federal broadband funding is not an eligible match.

Eligible project costs can be found on our website [here](#) under the **Connected Community Facilities - Use of Project Funds** section. Budget Help Text can be [found here](#).

### Budget Detail Overview

	Total Grant Project Budget	Broadband Grant Funds	Match Funds	Additional Match
Construction	\$0.00	\$0.00	\$0.00	\$0.00
Architect/Engineering Fees	\$135,720.00	\$0.00	\$0.00	\$135,720.00
Grant/Project Administration	\$119,999.60	\$119,999.60	\$13,333.29	(\$13,333.29)
Occupancy	\$0.00	\$0.00	\$0.00	\$0.00
Professional Fee, Grant and Award	\$885,369.38	\$885,369.38	\$98,374.38	(\$98,374.38)
Supplies, Telephone, Postage & Shipping, Equipment Rental & Maintenance, Printing and Publications	\$694,965.08	\$694,965.08	\$77,218.34	(\$77,218.34)
Capital Purchases	\$165,733.71	\$165,733.71	\$18,414.85	(\$18,414.85)
Project Contingency	\$176,696.19	\$112,416.19	\$12,490.69	\$51,789.31
Other Non-Personnel	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$2,178,483.96</b>	<b>\$1,978,483.96</b>	<b>\$219,831.55</b>	<b>(\$19,831.55)</b>



### Construction Budget

Item Description	Unit Cost	Number. of Units	Total Unit Cost	Grant Funds Requested	Cash Match Amount	Additional match funds
Per lease included as a supplemental document, landlord covers initial construction costs as part of Tenant Improvement allowance.	\$30.00	43820	\$1,314,600.00	\$0.00	\$0.00	\$0.00
	<b>\$30.00</b>	<b>43820</b>	<b>\$1,314,600.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

### Architect/Engineering Fees Budget

Item Description	Unit Cost	Number. of Units	Total Unit Cost	Grant Funds Requested	Cash Match Amount	Additional match funds
IT Engineering Services	\$250.00	300	\$75,000.00	\$0.00	\$0.00	\$0.00
Project management, Architecture & Engineering	\$232.00	585	\$135,720.00	\$0.00	\$0.00	\$135,720.00
	<b>\$482.00</b>	<b>885</b>	<b>\$210,720.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$135,720.00</b>



### Grant/Project Administration Budget

Item Description	Unit Cost	Number. of Units	Total Unit Cost	Grant Funds Requested	Cash Match Amount	Additional match funds
Grant manager	\$32.42	520	\$16,858.40	\$16,858.00	\$1,873.11	(\$1,873.11)
Program supervisor	\$47.64	1040	\$49,545.60	\$49,545.60	\$5,505.07	(\$5,505.07)
Grant assistant	\$26.34	780	\$20,545.20	\$20,545.20	\$2,282.80	(\$2,282.80)
Program coordinator	\$47.64	780	\$37,159.20	\$33,050.80	\$3,672.31	(\$3,672.31)
	<b>\$154.04</b>	<b>3120</b>	<b>\$124,108.40</b>	<b>\$119,999.60</b>	<b>\$13,333.29</b>	<b>(\$13,333.29)</b>

### Occupancy Budget

Item Description	Unit Cost	Number. of Units	Total Unit Cost	Grant Funds Requested	Cash Match Amount	Additional match funds
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### Professional Fee, Grant & Award Budget

Item Description	Unit Cost	Number. of Units	Total Unit Cost	Grant Funds Requested	Cash Match Amount	Additional match funds
Project assessment	\$175.00	150.25	\$26,293.75	\$23,664.38	\$2,629.38	(\$2,629.38)
TGH program planning	\$75.00	264	\$19,800.00	\$17,820.00	\$1,980.00	(\$1,980.00)
TGH program implementation	\$75.00	792	\$59,400.00	\$53,460.00	\$5,940.00	(\$5,940.00)
TGH data management and communications	\$75.00	264	\$19,800.00	\$17,820.00	\$1,980.00	(\$1,980.00)
TGH trainer orientation	\$75.00	30	\$2,250.00	\$2,025.00	\$225.00	(\$225.00)
TGH trainer stipends	\$1,000.00	66	\$66,000.00	\$0.00	\$0.00	\$0.00



TGH program execution	\$89,150.00	1	\$89,150.00	\$80,235.00	\$8,915.00	(\$8,915.00)
TGH post-session IT support	\$50.00	1000	\$50,000.00	\$45,000.00	\$5,000.00	(\$5,000.00)
NICE immigrant and refugee services	\$250.00	48	\$12,000.00	\$10,800.00	\$1,200.00	(\$1,200.00)
CyberSeniors trainer stipends	\$2,400.00	5	\$12,000.00	\$0.00	\$0.00	\$0.00
LocalTek adult digital skills education	\$700.00	150	\$105,000.00	\$94,500.00	\$10,500.00	(\$10,500.00)
LocalTek Thrive youth technology education	\$667.00	150	\$100,050.00	\$90,045.00	\$10,005.00	(\$10,005.00)
Fisk University: Virtual Health Monitoring	\$500,000.00	1	\$500,000.00	\$450,000.00	\$50,000.00	(\$50,000.00)
AV system Engineer	\$96.00	16	\$1,536.00	\$0.00	\$0.00	\$0.00
AV project manager contractor	\$92.00	12	\$1,104.00	\$0.00	\$0.00	\$0.00
Professional services for installation - technician	\$75.00	104	\$7,800.00	\$0.00	\$0.00	\$0.00
	<b>\$594,955.00</b>	<b>3053.25</b>	<b>\$1,072,183.75</b>	<b>\$885,369.38</b>	<b>\$98,374.38</b>	<b>(\$98,374.38)</b>

#### Supplies, Telephone, Postage & Shipping, Equipment Rental & Maintenance, Printing & Publications

Item Description	Unit Cost	Number. of Units	Total Unit Cost	Grant Funds Requested	Cash Match Amount	Additional match funds
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Printing and digital advertising-utility bill inserts	\$4,550.00	2	\$9,100.00	\$8,190.00	\$910.00	(\$910.00)
Print and digital advertising-Facebook ads	\$15.00	126	\$1,890.00	\$1,701.00	\$189.00	(\$189.00)
Print and digital advertising-local print news ads	\$4,567.92	1	\$4,567.92	\$4,111.13	\$456.79	(\$456.79)
Print and digital advertising, radio	\$65.00	120	\$7,800.00	\$7,020.00	\$780.00	(\$780.00)
Print and digital advertising, radio prime time	\$225.00	48	\$10,800.00	\$9,720.00	\$1,080.00	(\$1,080.00)
Printed materials-flyers	\$0.18	7000	\$1,260.00	\$1,134.00	\$126.00	(\$126.00)
LocalTek workbooks and printed materials for youth	\$25.00	150	\$3,750.00	\$3,375.00	\$375.00	(\$375.00)
LocalTek: Printed materials for adults	\$10.00	150	\$1,500.00	\$1,350.00	\$150.00	(\$150.00)
Tech Goes Home: participant Chromebooks (to keep)	\$250.00	1000	\$250,000.00	\$225,000.00	\$25,000.00	(\$25,000.00)



Tech Goes Home: trainer/agency Chromebooks (to keep)	\$250.00	30	\$7,500.00	\$6,750.00	\$750.00	(\$750.00)
TGH computer mice	\$8.00	1000	\$8,000.00	\$7,200.00	\$800.00	(\$800.00)
TGH mice-replacements	\$8.00	250	\$2,000.00	\$1,800.00	\$200.00	(\$200.00)
Tech Goes Home: Additional technology	\$1,000.00	1	\$1,000.00	\$9,000.00	\$1,000.00	(\$1,000.00)
Virtual health monitoring: Wearable devices	\$35.00	500	\$17,500.00	\$15,750.00	\$1,750.00	(\$1,750.00)
Virtual health monitoring: Inbody 770 BIA	\$30,000.00	2	\$60,000.00	\$54,000.00	\$6,000.00	(\$6,000.00)
Virtual health monitoring: Masimo Rad-57 Pulse Oximeter	\$600.00	10	\$6,000.00	\$5,400.00	\$600.00	(\$600.00)
Virtual health monitoring: Digital Blood Pressure Monitor	\$30.00	10	\$300.00	\$270.00	\$30.00	(\$30.00)
Virtual health monitoring: color copies for two brochures	\$0.48	2000	\$960.00	\$864.00	\$96.00	(\$96.00)





Virtual health monitoring						
MyFitnessPal app subscription	\$80.00	1000	\$80,000.00	\$72,000.00	\$8,000.00	(\$8,000.00)
CyberSeniors Samsung Galaxy tablets	\$173.88	150	\$26,082.00	\$23,473.80	\$2,608.20	(\$2,608.20)
CyberSeniors Tablet cases	\$15.19	150	\$2,278.50	\$1,281.15	\$142.35	(\$142.35)
CyberSeniors graduation food	\$15.00	450	\$6,750.00	\$6,075.00	\$675.00	(\$675.00)
LocalTek adult Chromebooks to keep	\$250.00	150	\$37,500.00	\$33,750.00	\$3,750.00	(\$3,750.00)
LocalTek youth Chromebooks to keep	\$250.00	150	\$37,500.00	\$33,750.00	\$3,750.00	(\$3,750.00)
Participant transportation	\$30,000.00	1	\$30,000.00	\$27,000.00	\$3,000.00	(\$3,000.00)
Training program transportation	\$75,000.00	2	\$150,000.00	\$135,000.00	\$15,000.00	(\$15,000.00)
	<b>\$147,423.65</b>	<b>14453</b>	<b>\$764,038.42</b>	<b>\$694,965.08</b>	<b>\$77,218.34</b>	<b>(\$77,218.34)</b>



## Capital Purchase Budget

Item Description	Unit Cost	Number of Units	Total Unit Cost	Grant Funds Requested	Cash Match Amount	Additional match funds
AV huddle rooms 2011-2013	\$6,006.57	2	\$12,013.14	\$10,811.83	\$1,201.31	(\$1,201.31)
AV huddle rooms 4015-4022	\$3,658.44	2	\$7,316.88	\$6,585.19	\$731.69	(\$731.69)
AV conf room 2026	\$9,814.92	1	\$9,814.92	\$8,833.43	\$981.49	(\$981.49)
AV conf room 4039	\$9,481.61	1	\$9,481.61	\$8,533.45	\$948.16	(\$948.16)
Room displays	\$7,644.92	1	\$7,644.92	\$6,880.43	\$764.49	(\$764.49)
AV in training rooms	\$65,457.63	1	\$65,457.63	\$58,911.87	\$6,545.76	(\$6,545.76)
Sound masking	\$29,068.55	1	\$29,068.55	\$26,161.70	\$2,906.86	(\$2,906.86)
Room bar 2026	\$5,000.00	1	\$5,000.00	\$4,500.00	\$500.00	(\$500.00)
Room bar 4039	\$10,000.00	1	\$10,000.00	\$9,000.00	\$1,000.00	(\$1,000.00)
Room bar 4021	\$17,000.00	1	\$17,000.00	\$15,300.00	\$1,700.00	(\$1,700.00)
Technician	\$75.00	70	\$5,250.00	\$0.00	\$0.00	\$0.00
Computer lab desktops	\$803.00	10	\$8,030.00	\$7,227.00	\$803.00	(\$803.00)
Keyboards, mice	\$17.09	10	\$170.90	\$153.81	\$17.09	(\$17.09)
Headphones	\$15.00	10	\$150.00	\$135.00	\$15.00	(\$15.00)
White boards	\$500.00	5	\$2,500.00	\$2,700.00	\$300.00	(\$300.00)
	<b>\$164,542.73</b>	<b>117</b>	<b>\$188,898.55</b>	<b>\$165,733.71</b>	<b>\$18,414.85</b>	<b>(\$18,414.85)</b>



## Project Contingency Budget

Item Description	Unit Cost	Number of Units	Total Unit Cost	Grant Funds Requested	Cash Match Amount	Additional match funds
Contingency	\$205,767.20	0.60703005	\$124,906.87	\$112,416.19	\$12,490.69	\$51,789.31
	<b>\$205,767.20</b>	<b>0.607</b>	<b>\$124,906.87</b>	<b>\$112,416.19</b>	<b>\$12,490.69</b>	<b>\$51,789.31</b>

## Other Non-Personnel

Item Description	Unit Cost	Number of Units	Total Unit Cost	Grant Funds Requested	Cash Match Amount	Additional match funds
------------------	-----------	-----------------	-----------------	-----------------------	-------------------	------------------------

## Budget Justification and Explanation

Proof of the project's financing including the ability of the applicant's to fund the total project costs, prior to reimbursement, is required in the Document Upload and Submission tab.

Please see the attached budget document. Because these are a combination of professional services single-line items and comprehensive budgetary information from Metro General Services, we do not have the information laid out as it is in the budget sheet. As an attachment, we have provided an annual comprehensive financial report from Metro General Services, along with line items costs and totals (for a two-year period) for digital opportunity program items.

## Other

### Annual Operation Budget Estimate

\$893,169.73

**In 500 words or less, please describe how the annual estimation has been determined and how this cost shall be sustained. Describe any and all funding sources.**

Please see the attached budget detail supplemental document.

Our Organization acknowledges that fiscal responsibility of this facility shall be maintained by the applicant for a period of at least five (5) years.

Our Organization has read and understands the budget terms, limitations, and requirements as they are described on the website and associated documents.



## Document Upload and Submission

Attach your organization's procurement policy.

**1-CCF\_Revisions\_Checklist\_and\_Notes-combined.pdf**

3.5 MB - 01/11/2024 11:51PM

**Metro\_Procurement.docx**

101.8 KB - 12/12/2023 11:23PM

**NEW-CCF\_Budget\_Info-Narrative.docx**

123.4 KB - 01/11/2024 11:51PM

**NEW-CCF\_Project\_Timeline\_Required\_Attachment.xlsx**

268 KB - 01/11/2024 11:51PM

**NEW-CCF\_Revisions\_Checklist\_and\_Notes.docx**

20 KB - 01/11/2024 11:51PM

**NEW-ECD\_Grant\_Payment\_Setup\_Form\_rev\_072021\_MetroNashville-Davidson\_v2.pdf**

187.7 KB - 01/11/2024 11:51PM

**NEW-GS\_Funding\_Letter\_\_CCF\_signed.pdf**

142.4 KB - 01/11/2024 11:51PM

**NEW-GS\_Partner\_Letter\_CCF\_signed.pdf**

127.8 KB - 01/11/2024 11:51PM

**NEW-Lease\_Approved-Adopted\_BL2023-80-Airway\_Plaza.pdf**

1.3 MB - 01/11/2024 11:51PM

**NEW-Revised\_CCF\_Estimated\_Budget-01-11-2024\_Actual.xlsx**

34.2 KB - 01/11/2024 11:51PM

**NEW-Revised\_CCF\_Estimated\_Budget-01-11-2024\_Proposed.xlsx**

33.7 KB - 01/11/2024 11:51PM

**NEW-Sam\_Registration\_2-6-24.pdf**

885.3 KB - 01/11/2024 11:51PM

Total Files: 12



**Attach a completed Grant Payment Setup Form**

The Grant Payment Setup Form can be [found here](#).

**ECD\_Grant\_Payment\_Setup\_Form\_rev\_072021.pdf**  
277.1 KB - 12/12/2023 11:26PM

Total Files: 1

**Attach the proposed boundary map area this facility will serve**

**Metro\_Digital\_Inclusion\_2023-2024\_CCF\_Targets.pdf**  
594.8 KB - 12/12/2023 11:27PM

Total Files: 1

**Attach Partnership Agreement**

**Attach the additional infrastructure funding supporting documentation.**

**2022\_Annual\_Comprehensive\_Financial\_Report\_121922\_(1).pdf**  
109.1 MB - 12/12/2023 11:28PM

Total Files: 1

**Attach any miscellaneous Supplemental Documentation.**

**2022\_Annual\_Comprehensive\_Financial\_Report\_121922\_(1).pdf**  
109.1 MB - 12/12/2023 11:34PM

**About\_the\_Council\_District\_Data\_Dashboard.docx**  
96.9 KB - 12/12/2023 11:34PM

**CCF\_Budget\_Info.docx**  
103.1 KB - 12/12/2023 11:34PM



**Community\_Health\_Grant\_Information\_(Stevenson).docx**

14.9 KB - 12/12/2023 11:34PM

**Eligible\_households\_ACP.pdf**

81.4 KB - 12/12/2023 11:34PM

**Fisk\_university\_Data\_Privacy\_Policy.docx**

16.5 KB - 12/12/2023 11:34PM

**Immigration\_Services\_at\_NICE\_(5\_5\_\_8\_5\_in)\_(002).pdf**

285.3 KB - 12/12/2023 11:34PM

**Lease\_Approved-Adopted\_BL2023-80-Airway\_Plaza.pdf**

1.3 MB - 12/12/2023 11:34PM

**LocalTek-Thrive\_Impact\_Report\_2023.pdf**

2.9 MB - 12/12/2023 11:34PM

**Metro\_Contractual\_Obligations\_MISA-Exhibits\_v1\_9.pdf**

342.7 KB - 12/12/2023 11:34PM

**Metro\_DI\_Logic\_Model.pptx**

1.4 MB - 12/12/2023 11:34PM

**Metro\_Digital\_Inclusion\_2023-2024\_CCF\_Targets.pdf**

594.8 KB - 12/12/2023 11:34PM

**Metro\_Procurement.docx**

101.8 KB - 12/12/2023 11:34PM

**Metro\_Security\_Policies.docx**

100.6 KB - 12/12/2023 11:34PM

**Program\_Evaluation\_High-level\_Model\_Information.pdf**

2.6 MB - 12/12/2023 11:34PM

**Program\_Evaluation\_High-level\_Model\_Information.pptx**

8 MB - 12/12/2023 11:34PM

**Program\_Evaluation\_High-level\_Model\_Information\_CCF.pdf**

2.6 MB - 12/12/2023 11:34PM

**Program\_Evaluation\_High-level\_Model\_Information\_CCF.pptx**

8 MB - 12/12/2023 11:34PM



Tennessee  
State Government

**RS2023-1978\_Legislation\_Text\_\_Exhibit\_A.pdf**

310.2 KB - 12/12/2023 11:34PM

**TGH\_Budget\_Proposal\_-\_Sheet1.pdf**

75.2 KB - 12/12/2023 11:34PM

**TGH\_Budget\_Proposal\_-\_Sheet1\_(006).pdf**

79.2 KB - 12/12/2023 11:34PM

**TGH\_General\_Proposal.pdf**

51.3 KB - 12/12/2023 11:34PM

**TechTies\_Nashville\_-\_Implementation\_Timeline.docx**

99.5 KB - 12/12/2023 11:34PM

**Virtual\_Health\_Monitoring\_Program\_for\_Underrepresented\_Communities.docx**

16.5 KB - 12/12/2023 11:34PM

Total Files: 24

## Project Timeline

Please attach a detailed project timeline that will include projected completion dates for each major activity from permitting, network design, environmental reviews, construction, procurement, etc..

Please download, populate, and upload the excel file (Construction Timeline Estimate (Excel)) located on [our website](#) . This will be found under **Connected Communities Facilities - Application Resources** section.

**Full\_project\_timeline\_CCF.docx**

105 KB - 12/12/2023 11:36PM

Total Files: 1

Please upload proof of the proposed project structure historical significance.



Tennessee  
State Government

## Community Impact

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### Attach Community Support Letter(s)

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**CCF\_Letter\_of\_Commitment\_LocalTek\_(002).docx**

37.5 KB - 12/12/2023 11:43PM

**CCF\_Letter\_of\_Commitment\_NICE.pdf**

108.4 KB - 12/12/2023 11:30PM

**LOC-Enterprise\_Center\_and\_Tech\_Goes\_Home.pdf**

314.1 KB - 12/12/2023 11:30PM

Total Files: 3

### Attach Community Partner Agreement(s)

---

### Attach Community Anchor Institution Letter(s)

---

**CCF\_Letter\_of\_Commitment\_Fisk.docx**

36.3 KB - 12/12/2023 11:44PM

Total Files: 1

**Attach proof of project's financing, including the ability of the applicants to fund the match as well as the grant funds (prior to reimbursement).**

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**2022\_Annual\_Comprehensive\_Financial\_Report\_121922\_(1).pdf**

109.1 MB - 12/12/2023 11:32PM

Total Files: 1





**Attach any applicable local match letters of assurances.**

---

**Attach your budget narrative**

---

What should be included in the budget narrative can be found [here](#).

**CCF\_Budget\_Info.docx**

103.1 KB - 12/12/2023 11:32PM

Total Files: 1

**Attach Long-Term Lease Agreement, if applicable**

---

**Lease\_Approved-Adopted\_BL2023-80-Airway\_Plaza.pdf**

1.3 MB - 12/12/2023 11:32PM

Total Files: 1

- The proposed project narrative(s) throughout the application provide information related to the fiscal and operational responsibility maintenance for at least five (5) years upon project completion.
- Assurance of Completeness: This application is complete and final and does not rely on another application submitted on behalf of our organization.

## Services:

Percent body fat analysis (non-invasive): Excess body fat, especially when concentrated around vital organs, is associated with an increased risk of various health conditions, including cardiovascular diseases, diabetes, and certain cancers. Measuring body fat percentage helps assess these risks more accurately than relying solely on overall body weight or Body Mass Index (BMI). **Percent body fat will be measured using bioelectrical impedance analysis (BIA).**

Blood oxygen saturation (non-invasive): Oxygen saturation is closely linked to cardiovascular health. It reflects how well the heart is pumping oxygenated blood to the body's tissues. Abnormalities in oxygen saturation can indicate issues with heart function or circulation. **Blood oxygen saturation will be measured using a pulse oximeter.**

Blood pressure (non-invasive): Blood pressure readings are a key indicator of cardiovascular health. Consistently high blood pressure, or hypertension, can strain the heart and arteries, increasing the risk of heart disease, stroke, and other cardiovascular problems. **Blood pressure will be measured using a digital blood pressure monitor.**

Physical activity counseling (non-invasive): Physical activity is important for health due to a multitude of benefits that positively impact various aspects of well-being, including cardiovascular, mental, and immune health. **Physical activity counseling will be provided through the issuance of a pamphlet and wearable activity tracker.**

Nutritional counseling (non-invasive): Nutrition is important for health because it provides the body with the necessary substances and energy to function. A well-balanced and nutritious diet supports various physiological processes, contributes to disease prevention, and promotes overall well-being. **Nutritional counseling will be provided through the issuance of a pamphlet and optional fitness/nutrition app download.**

<b>Equipment</b>	<b>Price</b>	<b>Quantity</b>	<b>Total</b>
Inbody 770 BIA	\$30,000.00	2	\$60,000.00
Masimo Rad-57 Pulse Oximeter	\$600.00	10	\$6000.00
Digital Blood Pressure Monitor	\$30.00	10	\$300.00
Colored Copies (2 Brochures)	\$0.50	2000	\$1000.00
MyFitnessPal App Subscription	\$80.00	1000	\$80000.00
Amazfit Activity Tracker	\$30.00	1000	\$30000.00
<b>Grand Total</b>			<b>\$177,300.00</b>

ZIP Code	Area	Enrolled Households	Eligible Households	%Percent Enrolled	NPL Library
37011	Antioch				
37013	Antioch	2,139	12,412	17	SE
37070	Goodlettsville				
37076	Hermitage	817	4,823	16	HM
37072	Goodlettsville/Millersville	616	4,355	14	GO
37080	Joelton	192	1,237	15	
37115	Madison	1,647	8,004	20	MA
37116	Madison				
37138	Old Hickory/Lakewood	400	2,836	14	OH
37189	Whites Creek	98	358	27	
37201	Nashville	24	80	30	
37202	Nashville				
37203	Nashville	917	2,862	32	EH & WP
37204	Nashville/Melrose/Berry Hill	145	1,368	10	
37205	Nashville/Belle Meade	84	1,705	4	
37206	Nashville	1,144	4,143	27	EA
37207	Nashville	2,553	7,804	32	HP & NO
37208	Nashville	1,281	3,989	32	
37209	Nashville	783	5,358	14	RP
37210	Nashville	1,052	3,703	28	PR
37211	Nashville/Woodbine	1,335	11,313	11	EP & TL
37212	Nashville	163	2,230	7	
37213	Nashville	0	0		
37214	Nashville	493	3,831	12	DO
37215	Nashville/Forest Hills	45	1,660	2	GH
37216	Nashville	328	2,356	13	IN
37217	Nashville	819	5,514	14	
37218	Nashville	740	2,792	26	BO
37219	Nashville	6	156	3	MN
37220	Nashville/Oak Hill	5	308	1	
37221	Nashville/Belleve	290	3,584	8	BL
37222	Nashville				
37223	Nashville				
37224	Nashville				
37225	Nashville				
37226	Nashville				
37227	Nashville				
37228	Nashville	101	475	21	LO

## Data Privacy and Security Policy

### 1. Introduction

This Data Privacy and Security Policy outlines the measures and guidelines adopted by Fisk University to protect the privacy and security of private health information (PHI). This policy complies with applicable data protection laws and regulations, including but not limited to the Health Insurance Portability and Accountability Act (HIPAA) in the United States.

### 2. Scope

This policy applies to all employees, contractors, vendors, and third parties who handle, process or have access to private health information within Fisk University. It covers all forms of PHI, whether in electronic, paper, or oral formats.

### 3. Definitions

- **PHI:** Private health information includes individually identifiable health information, such as medical records, treatment plans, and payment information.
- **Covered Entities:** Entities, as defined by HIPAA, that transmit health information electronically.
- **Business Associates:** Entities that perform functions involving the use or disclosure of PHI on behalf of a covered entity.

### 4. Privacy Principles

- **4.1 Purpose Limitation:** PHI will only be collected for specified, explicit, and legitimate purposes.
- **4.2 Data Minimization:** Only the minimum necessary PHI required to accomplish the intended purpose will be collected and processed.
- **4.3 Consent:** Obtain explicit consent from individuals before collecting or processing their PHI, unless otherwise permitted by law.
- **4.4 Individual Rights:** Individuals have the right to access, correct, or request the deletion of their PHI.

### 5. Security Measures

- **5.1 Access Controls:** Implement role-based access controls to ensure that only authorized personnel have access to PHI.
- **5.2 Encryption:** Use encryption methods to secure the transmission and storage of PHI.
- **5.3 Physical Security:** Implement measures to protect physical access to areas where PHI is stored or processed.
- **5.4 Data Backups:** Regularly backup PHI data to prevent data loss and facilitate recovery in case of an incident.
- **5.5 Incident Response:** Establish an incident response plan to detect, respond to, and recover from security incidents involving PHI.

## **6. Employee Training**

- Conduct regular training sessions to educate employees about data privacy and security policies, procedures, and their responsibilities.

## **7. Business Associates and Third-Party Vendors**

- Ensure that business associates and third-party vendors comply with the same standards of privacy and security.

## **8. Auditing and Monitoring**

- Regularly audit and monitor systems and processes handling PHI to identify and address security vulnerabilities.

## **9. Documentation and Record-keeping**

- Maintain comprehensive records of all PHI processing activities, risk assessments, and security measures.

## **10. Reporting and Accountability**

- Promptly report any breaches or violations of this policy to the designated privacy officer.

## **11. Review and Revision**

- Regularly review and update this policy to adapt to changes in technology, regulations, and organizational requirements.

## **12. Enforcement**

- Violations of this policy may result in disciplinary action, up to and including termination of employment or contract.

By adhering to this Data Privacy and Security Policy, Fisk University aims to maintain the confidentiality, integrity, and availability of private health information, fostering trust among individuals and ensuring compliance with relevant legal and regulatory requirements.

# Immigration Services at NICE



NASHVILLE INTERNATIONAL  
*Center for Empowerment*

## We Help With

- Green Card applications, renewals, and replacements
- Citizenship applications
- Citizenship for children
- Travel Documents
- Fiancé Visas
- Family Reunification (to bring parents, spouses, or children from other countries)
- Other services as needed



NICE has provided services to the refugee and immigrant communities in Nashville since 2005. Our immigration team is accredited by the US Department of Justice.

For a free consultation or to schedule an appointment,  
call 615-315-9681 or text (615) 392-0536

[www.empowernashville.org](http://www.empowernashville.org)



NASHVILLE INTERNATIONAL  
*Center for Empowerment*

**SCAN THE QR CODE  
TO CONTACT US**



For a free consultation or to schedule an appointment,  
call 615-315-9681 or text (615) 392-0536

[www.empowernashville.org](http://www.empowernashville.org)





# LOCALTEK

# IMPACT REPORT

**2022 - 2023 SCHOOL YEAR**  
**YEAR 1 OF 3 (PILOT PROGRAM)**



# PROGRAM



Launched in Aug 2022 by **Blacks in Technology Nashville and Local Tek** LocalTek-Thrive is a 3-year pilot program aims to increase tech education opportunities in minority high school students by providing a year long technology course Unlike most technology courses which focus on coding, LocalTek-Thrive is a survey of technology and exposes students to coding, analytics, web/app development and an intro into AI and machine learning. Through the program the students earn 6 hours of college credit from an HBCU and an industry certification.



## STARTED WITH 3-YEAR PILOT PROGRAM AT RHS

All **150 juniors** at Republic High School, a Charter School located in north Nashville participated in the program in 22-23.



**91%** of students at RHS are non-white.



**+50%** come from financially disadvantaged households

## STUDENTS EARN 6HR OF COLLEGE CREDIT FROM TSU

Each student earns **6-hours of college credit** from Tennessee State University, an HBCU located in north Nashville.



**3 Credit Hours** for **Coding Languages**



**3 Credit Hours** for **Web/App Development**

## STUDENTS EARN GOOGLE CERTIFICATION

Each student had the opportunity to earn a Google Certification in **IT Automation & Python** OR **Digital Marketing & E-commerce**.

# PARTNERS

LOCALTEK 

**DELL** Technologies




**Nashville State**  
Community College

 \$50,000 to fund the first year of the program

 Helped develop curriculum alongside LocalTek

 Donated Google Certification Credits

 Provided computers for computer lab

 Provided 6 hours of college technology credit to students

 **BELMONT DATA**  
COLLABORATIVE

**theWONDRY**  
VANDERBILT'S INNOVATION CENTER

 Organized AirBnB hackathon at RHS for all 150 students

 Tour of the Wondry

 Provided computers for computer lab

# EVENTS



## AIRBNB HACKATHON SEPTEMBER 2022


The 150 students were divided up into teams of 10 to analyze historic AirBNB data to determine "What makes a Superhost?" Using the conclusions they drew, they were tasked with evaluating another AirBnB host's property and advising them on what changes to make to increase their rating and revenue. They presented their findings and recommendations to a panel of judges.



## TECH CAREER FAIR MAY 2023



During the tech career fair, students in the LocalTek Thrive program met with companies to learn about career pathways as well as college and high school internships. 10+ employers ranging from startup to Fortune 500 companies participated in the event.

# PRESS



**Blacks In Technology Nashville starts high school course to boost diverse talent pipeline**

[Read Here](#)



**Tech organization launches program for high school students**

[Read Here](#)

**NashvillePost**



**Republic High School students to earn college credit for new tech courses**

[Read Here](#)



# PRESS



**Blacks In Technology Nashville starts high school course to boost diverse talent pipeline**

[Read Here](#)

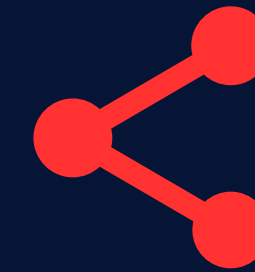


**150 kids, 6 college credit hours, 1 certification: How a Nashville non-profit is expanding tech education**

[Read Here](#)

**tennbeat**

# GET INVOLVED



## SUPPORT LOCALTEK



### Donate to LocalTek

Every dollar goes towards making a difference.  
[Click here to donate](#)



### Volunteer with LocalTek

We're always looking for helping hands.  
Contact us to receive emails on volunteer opportunities!

## CONNECT TO LOCALTEK



### Holly Rachel

BIT President  
[pres@bitnash.org](mailto:pres@bitnash.org)



### Lena Winfree

BIT Vice President  
[vp@bitnash.org](mailto:vp@bitnash.org)



## SECTION A-1

### **General Terms and Conditions**

- 1 Safeguards.** In addition to the controls specified in the exhibits to this Agreement, Contractor agrees to implement administrative, physical, and technical safeguards to protect the availability, confidentiality and integrity of Metropolitan Government of Nashville and Davison County (Metro Government) Information, information technology assets and services. All such safeguards shall be in accordance with industry-wide best security practices and commensurate with the importance of the information being protected, but in no event less protective than those safeguards that Contractor uses to protect its own information or information of similar importance, or is required by applicable federal or state law.
- 2 Inventory.** Contractor agrees to maintain at all times during the Term of this Agreement a Product and Service Inventory. Contractor shall upon request of Metro Government, which shall be no more frequently than semi-annually, provide the current Product and Service Inventory to Metro Government within thirty (30) days of the request.
- 3 Connection of Systems or Devices to the Metro Government Network.** Contractor shall not place any systems or devices on the Metro Government Network without the prior written permission of the Director of ITS, designee, or the designated Metro Government contact for this Agreement.
- 4 Access Removal.** If granted access to Metro Government Network or systems, Contractor and its Agents shall only access those systems, applications or information which they are expressly authorized by Metro Government to access, even if the technical controls in the system or application do not prevent Contractor or its Agent from accessing those information or functions outside of Metro Government's authorization. Contractor shall impose reasonable sanctions against any Agent who attempts to bypass security controls. Notwithstanding anything to the contrary in the Purchasing Agreement or other agreement between Metro Government and Contractor, Metro Government at its sole discretion, may refuse granting access right to Metro Government Network or Sensitive Information to any Agent of Contractor, and may at any time remove access rights (whether physical premise access or system access) from Contractor or any Agents, without prior notice or liability to Contractor, if Metro Government reasonably suspects a security violation by Contractor or such Agent or otherwise deems such action appropriate to protect Metro Government Infrastructure, Metro Government Network or Metro Government Information.
- 5 Subcontracting/Outsourcing.**
  - 5.1 Prior Approval.** Without Metro Government's prior written consent, Contractor may not subcontract with a third party to perform any of its obligations to Metro Government which involves access to Metro Government Information or connection to Metro Government Network. Nor shall Contractor outsource any Contractor infrastructure (physical or virtual) which Stores Sensitive Information without such consent. To obtain Metro Government's consent, Contractor shall contact the Metro Government ITS department. In addition, Metro Government may withdraw any prior consent if Metro Government reasonably suspect a violation by the subcontractor or outsource provider of this Agreement, or otherwise deems such withdraw necessary or appropriate to protect Metro Government Network, Metro Government Infrastructure or Metro Government Information.
  - 5.2 Subcontractor Confidentiality.** Contractor Agents are bound by the same confidentiality obligations set forth in this Agreement. Contractor or its Agent may not transfer, provide access to or otherwise make available Metro Government Information to any individual or entity outside of the United States (even within its own organization) without the prior written consent of Metro Government. To obtain such consent, Contractor shall send Metro Government a notice detailing the type of information to be disclosed, the purpose of the disclosure, the recipient's identification and location, and other information required by Metro Government.
  - 5.3 Contractor Responsibility.** Prior to subcontracting or outsourcing any Contractor's obligations to Metro Government, Contractor shall enter into a binding agreement with its subcontractor or outsource service provider ("Third Party Agreement") which (a) prohibits such third party to further subcontract any of its obligations, (b) contains provisions no less protective to Metro Government Network, Metro Government Infrastructure and/or Metro Government Information than those in this Agreement, and (c) expressly provides Metro Government the right to audit such subcontractor or outsource service provider to the same extent that Metro Government may audit Contractor under this Agreement. Contractor warrants that the Third Party Agreement will be enforceable by Metro Government in the U.S. against the subcontractor or outsource provider (e.g., as an intended third party beneficiary under the Third Party Agreement). Without limiting any other rights of Metro Government in this Agreement, Contractor remains fully responsible and liable for the acts or omissions of its Agents.



In the event of an unauthorized disclosure or use of Sensitive Information by its Agent, Contractor shall, at its own expense, provide assistance and cooperate fully with Metro Government to mitigate the damages to Metro Government and prevent further use or disclosure.

- 6 **Technological Errors and Omissions Insurance.** Contractor will carry Technological Errors and Omissions Liability insurance in the amount of one million (\$1,000,000.00) dollars. This is in addition to any other insurance requirement identified.
- 7 **Additional Cyber Liability Insurance.** Contractor will carry an additional four million (\$4,000,000) dollars of Cyber Liability insurance if they collect, store, and/or process any Metro Government Information that has not been specifically classified as public information by Metro.

## **SECTION A-2**

### **Definitions**

Capitalized terms used in the Agreement shall have the meanings set forth in this Exhibit A-2 or in the [\*Metropolitan Government Information Security Glossary\*](#), which can be found on the Metropolitan Government of Nashville website . Terms not defined in this Exhibit A-2 or otherwise in the Agreement shall have standard industry meanings.

1. "Affiliates" as applied to any particular entity, means those entities, businesses, and facilities that are controlled by, controlling, or under common control with a stated entity, as well as (with respect to Metro Government) any entity to which Metro Government and/or any of the foregoing provides information processing services.
2. "Agent" means any subcontractor, independent contractor, officer, director, employee, consultant or other representative of Contractor, whether under oral or written agreement, whether an individual or entity.
3. "Agreement" means this Information Security Agreement, including all applicable exhibits, addendums, and attachments.
4. "Information Breach" means any actual or suspected unauthorized disclosure or use of, or access to, Metro Government Information, or actual or suspected loss of Metro Government Information.
5. "Effective Date" means the date first set forth on page 1 of the Agreement.
6. "Metro Government Information" means an instance of an information type belonging to Metro Government. Any communication or representation of knowledge, such as facts, information, or opinions in any medium or form, including textual, numerical, graphic, cartographic, narrative or audiovisual, owned by or entrusted to Metro Government.
7. "Metro Government Infrastructure" means any information technology system, virtual or physical, which is owned, controlled, leased, or rented by Metro Government, either residing on or outside of the Metro Government Network. Metro Government Infrastructure includes infrastructure obtained from an IAAS provider or systems that are provided and located on the Metro Government Network as part of a Service.
8. "Metro Government Network" means any Wide Area Network (WAN) or Local Area Network (LAN) owned, operated, managed or controlled by Metro Government.
9. "Term" means the period during which this Agreement is in effect.
10. "Security Incident" means an occurrence that actually or potentially jeopardizes the confidentiality, integrity, or availability of an information system or the information the system processes, stores, or transmits or that constitutes a violation or imminent threat of violation of security policies, security procedures, or acceptable use policies.

## SECTION AST

### **Agent Security and Training**

- 1 Background Check.** Contractor shall perform a background check which includes a criminal record check on all Agents, who may have access to Metro Government Information. Contractor shall not allow any Agents to access Metro Government Information or perform Services under a Purchasing Agreement if Contractor knows or reasonably should know that such Agent has been convicted of any felony or has been terminated from employment by any employer or contractor for theft, identity theft, misappropriation of property, or any other similar illegal acts.
- 2 Information Security Officer.** If Agents will access or handle Metro Government Information, Contractor shall designate an Information Security Officer, who will be responsible for Contractor information security and compliance with the terms of this Agreement as it relates to Metro Government Information.
- 3 Agent Access Control.** Contractor shall implement and maintain procedures to ensure that any Agent who accesses Metro Government Information has appropriate clearance, authorization, and supervision. These procedures must include:
  - 3.1** Documented authorization and approval for access to applications or information stores which contain Metro Government Information; e.g., email from a supervisor approving individual access (note: approver should not also have technical rights to grant access to Sensitive Information); documented role-based access model; and any equivalent process which retains documentation of access approval.
  - 3.2** Periodic (no less than annually) reviews of Agent user access rights in all applications or information stores which contain Sensitive Information. These reviews must ensure that access for all users is up-to-date, appropriate and approved.
  - 3.3** Termination procedures which ensure that Agent's user accounts are promptly deactivated from applications or information stores which contain Sensitive Information when users are terminated or transferred. These procedures must ensure that accounts are deactivated or deleted no more than 14 business days after voluntary termination, and 24 hours after for cause terminations.
  - 3.4** Procedures which ensure that Agent's user accounts in applications or information stores which contain Sensitive Information are disabled after a defined period of inactivity, no greater than every 180 days.
  - 3.5** Procedures which ensure that all Agents use unique authentication credentials which are associated with the Agent's identity (for tracking and auditing purposes) when accessing systems which contain Sensitive Information.
  - 3.6** Contractor will maintain record of all Agents who have been granted access to Metro Government Sensitive Information. Contractor agrees to maintain such records for the length of the agreement plus 3 years after end of agreement. Upon request, Contractor will supply Metro Government with the names and login IDs of all Agents who had or have access to Metro Government Information.
- 4 Agent Training.**
  - 4.1** Contractor shall ensure that any Agent who access applications or information stores which contain Metro Government Information are adequately trained on the appropriate use and protection of the information or information and the security of the application. Completion of this training must be documented and must occur before Agent may access any Sensitive Information. This training must include, at a minimum:
    - 4.1.1** Appropriate identification and handling of Metro Government Information

4.1.1.1 Awareness of confidentiality requirements contained in this Agreement;

4.1.1.2 Procedures for encrypting Metro Government Information before emailing or transmitting over an Open Network, if the information classification of the information requires these controls;

4.1.1.3 Procedures for information storage on media or mobile devices (and encrypting when necessary).

- 4.1.2** Education about the procedures for recognizing and reporting potential Information Security Incidents;
- 4.1.3** Education about password maintenance and security (including instructions not to share passwords);
- 4.1.4** Education about identifying security events (e.g., phishing, social engineering, suspicious login attempts and failures);
- 4.1.5** Education about workstation and portable device protection; and
- 4.1.6** Awareness of sanctions for failing to comply with Contractor security policies and procedures regarding Sensitive Information.
- 4.1.7** Periodic reminders to Agents about the training topics set forth in this section.

**4.2** Contractor shall ensure that any Agent who accesses applications or information stores which contain Metro Government Information are adequately trained on the appropriate use and protection of this information. Completion of this training must be documented and must occur before Agent may access any Metro Government Information. This training must include, at a minimum:

- 4.2.1** Instructions on how to identify Metro Government Information.
- 4.2.2** Instructions not to discuss or disclose any Sensitive Information to others, including friends or family.
- 4.2.3** Instructions not to take media or documents containing Sensitive Information home unless specifically authorized by Metro Government to do so.
- 4.2.4** Instructions not to publish, disclose, or send Metro Government Information using personal email, or to any Internet sites, or through Internet blogs such as Facebook or Twitter.
- 4.2.5** Instructions not to store Metro Government Information on any personal media such as cell phones, thumb drives, laptops, personal digital assistants (PDAs), unless specifically authorized by Metro Government to do so as part of the Agent's job.
- 4.2.6** Instructions on how to properly dispose of Metro Government Information, or media containing Metro Government Information, according to the terms in Exhibit DMH as well as applicable law or regulations.

**5 Agent Sanctions.** Contractor agrees to develop and enforce a documented sanctions policy for Agents who inappropriately and/or in violation of Contractor's policies and this Agreement, access, use or maintain applications or information stores which contain Sensitive Information. These sanctions must be applied consistently and commensurate to the severity of the violation, regardless of level within management, and including termination from employment or of contract with Contractor.

**SECTION AV**

**Protection Against Malicious Software**

- 1 Microsoft Systems on Metro Government Networks.** For Products which will be installed on Microsoft Windows Systems residing on Metro Government Network, Contractor warrants that the Product will operate in conjunction with Metropolitan Government Antivirus Software, and will use real time protection features.
  
- 2 Non-Microsoft Systems on Metro Government Networks.** For Products installed on non-Microsoft Windows Systems residing on Metro Government Network, Contractor shall allow Metro Government to install Antivirus Software on such Products where technically possible. Upon Metro Government's request, Contractor shall provide the requisite information to implement such Antivirus Software in a manner which will not materially impact the functionality or speed of the Product.

## **SECTION BU**

### **Information Backup, Contingency Planning and Risk Management**

#### **1 General.**

- 1.1** Contractor agrees to backup Metro Government Information which Contractor maintains or Stores. Backup and restoration procedures and related infrastructure, including frequency of backup, offsite storage, media lifespan and media reliability, must be commensurate with the criticality and availability requirement of the Metro Government Information being backed up.
- 1.2** Upon Metro Government's request, Contractor shall supply Metro Government with an inventory of Metro Government Information that Contractor Stores and/or backed up.
- 1.3** Contractor shall periodically, no less often than annually, test backup tapes or media by restoring Metro Government Information to a system similar to the original system where the Metro Government Information are stored.
- 1.4** Upon Metro Government's request, Contractor shall supply copies of Metro Government Information in a format requested by Metro Government.
- 1.5** Contractor shall backup business critical information at a frequency determined by Metro Government business owner.

**2 Storage of Backup Media.** Contractor shall store archival and backup media in a secured offsite location. Upon request, Contractor will promptly notify Metro Government of the physical address of the offsite location. The backups of the information should be stored in a manner commiserate with the security around the information. The backup tapes should be encrypted if the sensitivity of the information requires that level of security.

**3 Disaster Recovery Plan.** Contractor will maintain a Disaster Recovery Plan for all applications or information stores which contain business critical information. This plan will outline the procedures necessary to restore business critical information on the application or systems in a timely fashion in the case of an emergency or disaster.

**4 Emergency Mode Operation Plan.** Contractor shall maintain an emergency mode operating plan which ensures that systems or applications using or accessing business critical information are operational during an emergency or natural disaster, or are made operational after a disaster in a prompt manner, commensurate with the criticality of the information on the system.

**5 Testing and Revision Procedure.** Contractor agrees to test, at least annually, Contractor Disaster Recovery Plan and emergency mode operations plan and maintain a documented procedure for such testing. Contractor shall document the results and findings from such testing and revise the plan accordingly.

**6 Risk Management Requirements.** Contractor shall implement internal risk management practices to ensure the confidentiality, integrity and availability of Metro Government Information. These practices will be no less secure than the ones used by Contractor to protect Contractor's own Sensitive Information or information of comparable sensitivity.

## SECTION CSP

### **Cloud Service and Hosted Service Providers**

#### **1 Certifications and Compliance.**

- 1.1. Contractor will, on at least an annual basis, hire a third party auditing firm to perform a Statement on Standards for Attestation Engagements (SSAE) No. 16 audit, or equivalent audit, on internal and external Contractor procedures and systems that access or contain Metro Data.
- 1.2. Contractor shall adhere to SOC 1/SSAE 16 audit compliance criteria and data security procedures (or any successor report of a similar nature that is generally accepted in the industry and utilized by Contractor) applicable to Contractor. Upon Metro's request, Contractor will provide Metro with a copy of the audit results set forth in Contractor's SOC 1/SSAE 16 audit report.
- 1.3. Metro shall have the right to terminate this Agreement (together with any related agreements, including licenses and/or Statement(s) of Work) and receive a full refund for all monies prepaid thereunder in the event that the Contractor fails to produce an acceptable SSAE-16/ SOC-1 Type II report.
- 1.4. The Contractor will ensure that its environment is compliant with the control standards of FISMA (Federal Information Security Management Act) 44 U.S.C. § 3541, et seq.), NIST standards in FIPS 140-2, FIPS 180, FIPS 198-1, FIPS 199, FIPS 200, FIPS 201 and NIST Special Publications 800-53, 800-59, and 800-60. In addition, the Contractor must provide Metro with any documentation it requires for its reporting requirements within 10 days of a request.
- 1.5. Contractor agrees to comply with all applicable privacy laws.

2 **Data Security.** Metro data, including but not limited to data hosted, stored, or held by the Contractor in the Product(s) or in the platform operated by Contractor, or on any device owned or in the custody of Contractor, its employees, agents or Contractors, will be encrypted. Contractor will not transmit any unencrypted Metro Data over the internet or a wireless network, and will not store any Metro Data on any mobile computing device, such as a laptop computer, USB drive or portable data device, except where there is a business necessity and then only if the mobile computing device is protected by industry-standard encryption software approved by Metro.

3 **Use of Subcontractors.** The Contractor shall retain operational configuration and control of data repository systems used to process and store Metro data to include any or remote work. In the event that the Contractor has subcontract the operational configuration and control of any Metro data, Contractor is responsible for ensuring that any third parties that provide services to the Contractor meets security requirements that the Contractor has agreed upon in this contract.

4 **Location of Data.** The Contractor shall maintain all data within the United States, which means the 50 States, the District of Columbia, and outlying areas. The Contractor shall provide Metro with a list of the physical locations that may contain Metro data within 20 days with updates on a quarterly basis.

5 **Personnel Access.** The Contractor will require all employees who will have access to Metro data, the architecture that supports Metro data, or any physical or logical devices/code to pass an appropriate background investigation.

#### **6 Asset Availability.**

- 6.1. The Contractor must inform Metro of any interruption in the availability of the cloud service as required by the agreed upon service level agreement. Whenever there is an interruption in service, the Contractor must inform Metro of the estimated time that the system or data will be unavailable. The Contractor must provide regular updates to Metro on the status of returning the service to an operating state according to any agreed upon SLAs and system availability requirements.
- 6.2. The Contractor shall be responsible for maintaining and ensuring continued compatibility and interoperability with Metro's systems, infrastructure, and processes for the term of the contract. In the event of an unavoidable compatibility and interoperability issue, the Contractor shall be responsible for providing timely notification to Metro and shall be responsible for working with Metro to identify appropriate remedies and if applicable, work with Metro to facilitate a smooth and seamless transition to an alternative solution and/or provider.

#### **7 Misuse of Metro Data and Metadata.**

- 7.1. The Contractor shall not access, use, or disclose Metro data unless specifically authorized by the terms of this contract or a task order issued hereunder. If authorized by the terms of this contract or a task order issued hereunder, any access to, or use or disclosure of, Metro data shall only be for purposes specified in this contract or task order. Contractor shall ensure

that each of its employees and representatives, and any others (e.g., subcontractor employees) performing duties hereunder, shall, prior to obtaining access to any Metro data, sign a contract or task order specific nondisclosure agreement.

7.2. The Contractor shall use Metro-related data only to manage the operational environment that supports Metro data and for no other purpose unless otherwise permitted with the prior written approval of the Contracting Officer. A breach of the obligations or restrictions may subject the Contractor to criminal, civil, administrative, and contractual actions in law and equity for penalties, damages, and any other appropriate remedies by any party adversely affected by the breach.

## **8 Data Breach and Incident Reporting.**

8.1. The Contractor will submit reports of cyber incidents through approved reporting mechanisms. The Contractor's existing notification mechanisms that are already in place to communicate between the Contractor and its customers may be used, as long as those mechanisms demonstrate a level of assurance, equivalent to the listed encrypted mechanisms, for the confidentiality and integrity of the information.

8.2. The Contractor will use a template format when reporting initial incidents by secure fax, telephonically, or by other electronic means. Initial reports may be incomplete. Reporting should balance the necessity of timely reporting (reports with critical information) versus complete reports (those with all blocks completed). Timely reporting is vital, and complete information should follow as details emerge.

8.3. In addition to the above, if the incident concerns a breach of PII or a potential breach of PII, the Contractor will report to the contracting officer's designee within 24 hours of the discovery of any data breach. The Contractor shall provide Metro with all information and cooperation necessary to enable compliance by the Contractor and/or Metro with data breach reporting and mitigation actions required by applicable law, regulation, policy, and this contract.

9 **Facility Inspections.** The Contractor agrees to have an independent third party or other industry recognized firm, which has been approved by Metro, conduct a security audit based on Metro's criteria as needed, but no more than once a year. The audit results and Contractor's plan for addressing or resolving of the audit results shall be shared with Metro within 20 days of the Contractor's receipt of the audit results.

## **10 Law Enforcement.**

10.1. The Contractor shall record all physical access to the cloud storage facilities and all logical access to Metro data. This may include the entrant's name, role, purpose, account identification, entry and exit time.

10.2. If Metro data is co-located with the non-Metro data, the Contractor shall isolate Metro data into an environment where it may be reviewed, scanned, or forensically evaluated in a secure space with access limited to authorized Metro personnel identified by the Metro personnel, and without the Contractor's involvement.

11 **Maintenance.** The Contractor shall be responsible for all patching and vulnerability management (PVM) of software and other systems' components supporting services provided under this agreement to prevent proactively the exploitation of IT vulnerabilities that may exist within the Contractor's operating environment. Such patching and vulnerability management shall meet the requirements and recommendations of NIST SP 800-40, with special emphasis on assuring that the vendor's PVM systems and programs apply standardized configurations with automated continuous monitoring of the same to assess and mitigate risks associated with known and unknown IT vulnerabilities in the Contractor's operating environment. Furthermore, the Contractor shall apply standardized and automated acceptable versioning control systems that use a centralized model to capture, store, and authorize all software development control functions on a shared device that is accessible to all developers authorized to revise software supporting the services provided under this agreement. Such versioning control systems shall be configured and maintained to assure all software products deployed in the Contractor's operating environment and serving Metro are compatible with existing systems and architecture of Metro.

12 **Notification.** The Contractor shall notify Metro within 60 minutes of any warrants, seizures, or subpoenas it receives that could result in the loss or unauthorized disclosure of any Metro data. The Contractor shall cooperate with Metro to take all measures to protect Metro data from any loss or unauthorized disclosure that might reasonably result from the execution of any such warrant, seizure, subpoena, or similar legal process.

13 **Supply Chain.** The Contractor is responsible for exercising due diligence to use genuine hardware and software products that are free of malware.

14 **Service Level Agreements.** The Contractor shall work with Metro to develop a service level agreement, including defining roles, responsibilities, terms, and clear measures for performance by Contractor.



## **SECTION DEV**

### **Development**

- 1 Source Code License/Source Code Escrow.** Source code is to be provided to either Metro Government or an escrow agent as a deliverable of any software development project or any other projects which requires code to be created as a deliverable and after any updates to code. CONTRACTOR must provide proof that all source code provided to Metro Government or to escrow agent is complete, up to date and includes all components necessary to function in production environment. Said source code shall be considered the Confidential Information of CONTRACTOR or its successor and Metro Government may only use, copy and/or modify the source code consistent with the purposes of this agreement.

  - 1.1 Source Code License.** CONTRACTOR agrees to provide Metro Government a source code license and will provide, as part of deliverable, source code that is developed as part of this contract, including any customizations. Source code to be provided in an agreed upon media and will be provided within 30 days after any updates. Any third party libraries used in the development of the software will also be included. Documentation provided must be sufficient for a developer versed in the applicable programming language to fully understand source code.
  - 1.2 Source Code Escrow.** In the event that (i) CONTRACTOR becomes insolvent or bankrupt, (ii) CONTRACTOR makes an assignment for the benefit of creditors, (iii) CONTRACTOR consents to a trustee or receiver appointment, (iv) a trustee or receiver is appointed for CONTRACTOR or for a substantial part of its property without its consent, (v) CONTRACTOR voluntarily initiates bankruptcy, insolvency, or reorganization proceedings, or is the subject of involuntary bankruptcy, insolvency, or reorganization proceedings, or (vi) CONTRACTOR announces that it has entered into an agreement to be acquired by a then named Competitor, then CONTRACTOR will negotiate in good faith to enter into a source code escrow agreement with a mutually agreed source code escrow company setting forth source code escrow deposit procedures and source code release procedures relating to the software provided as part of this contract. Notwithstanding the foregoing, the escrow instructions shall provide for a release of the source code to Metro Government only upon the occurrence of (a) the filing of a Chapter 7 bankruptcy petition by CONTRACTOR, or a petition by CONTRACTOR to convert a Chapter 11 filing to a Chapter 7 filing; (b) the cessation of business operations by CONTRACTOR; or (c) the failure on the part of CONTRACTOR to comply with its contractual obligations to Metro Government to comply with its maintenance and support obligations for a period of more than thirty (30) days after it has received written notice of said breach. In the event of a release of source code pursuant to this section, said source code shall continue to be the Confidential Information of CONTRACTOR or its successor in interest. In the event of a release of source code to Metro Government from escrow, Metro Government may only use, copy and/or modify the source code consistent with the purposes of this agreement (or have a contractor who has agreed in writing to confidentiality provisions as restrictive as those set forth in this Agreement do so on its behalf).
- 2 Mobile Applications Security.** CONTRACTOR shall have the ability/expertise to develop secure mobile applications. Specifically, an awareness of secure mobile application development standards, such as OWASP's Mobile Security project. Development should be able to meet at a minimum OWASP's MASVS-L1 security standard or a similar set of baseline security standards as agreed upon by Metro Government.

## **SECTION DMH**

### **Device and Storage Media Handling**

- 1 Portable Media Controls.** Contractor (including its Agents) shall only store Metro Government Information on portable device or media when expressly authorized by Metro Government to do so. When Contractor stores Metro Government Sensitive Information or on portable device or media, Contractor shall employ the following safeguards:
  - 1.1** Access to the device or media shall require a password or authentication;
  - 1.2** The device or media shall be encrypted using Strong Encryption;
  - 1.3** The workstation or portable device or media containing Metro Government Information must be clearly identified or labeled in such a way that it can be distinguished from other media or device which is not used to store Sensitive Information.
  - 1.4** The device or media must be accounted for by a system or process which tracks the movements of all devices or media which contain Metro Government Information.
  
- 2 Media Disposal.**
  - 2.1** Contractor shall only dispose of media containing Metro Government Information when authorized by Metro Government.
  - 2.2** Contractor shall dispose of any media which stores Metro Government Information in accordance with media sanitization guidelines for media destruction as described in NIST document [NIST SP800-88: Guidelines for Media Sanitization](#).
  - 2.3** Upon Metro Government request, Contractor shall promptly provide written certification that media has been properly destroyed in accordance with this Agreement.
  - 2.4** Contractor may not transport or ship media containing Metro Government Information unless the media is Encrypted using Strong Encryption, or the information on the media has been sanitized through complete information overwrite (at least three passes); or media destruction through shredding, pulverizing, or drilling holes (e.g. breaking the hard drive platters).
  
- 3 Media Re-Use.**
  - 3.1** Contractor shall not donate, sell, or reallocate any media which stores Metro Government Information to any third party, unless explicitly authorized by Metro Government.
  - 3.2** Contractor shall sanitize media which stores Metro Government Information before reuse by Contractor within the Contractor facility.

**SECTION ENC**

**Encryption and Transmission of Information**

- 1** Contractor shall Encrypt Metro Government Sensitive Information whenever transmitted over the Internet or any untrusted network using Strong Encryption. Encryption of Sensitive Information within the Metro Government Network, or within Contractor's physically secured, private information center network, is optional but recommended.
- 2** Contractor shall Encrypt Metro Government Authentication Credentials while at rest or during transmission using Strong Encryption.
- 3** Contractor shall Encrypt, using Strong Encryption, all Sensitive Information that is stored in a location which is accessible from Open Networks.
- 4** If information files are to be exchanged with Contractor, Contractor shall support exchanging files in at least one of the Strongly Encrypted file formats, e.g., Encrypted ZIP File or PGP/GPG Encrypted File.
- 5** All other forms of Encryption and secure hashing must be approved by Metro Government.

## **SECTION IR**

### **Incident Response**

**1 Incident Reporting.** Contractor shall report any Information Security Incident of which it becomes aware, or failure of any technical or procedural controls, which has or had a potential to affect Metro Government Network, Metro Government Infrastructure or Metro Government Information to Metro Government and according to the following timeline and procedure:

**1.1** Contractor shall promptly report to Metro Government any successful Information Security Incident (with or without actual harm to system or information) within 24 hours of becoming aware of the incident. At a minimum, such report shall contain: (a) date and time when the Information Security Incident occurred; (b) the date and time when such incident was discovered by Contractor; (c) identification of the systems, programs, networks and/or Metro Government Information affected by such incident; (d) preliminary impact analysis; (e) description and the scope of the incident; and (f) any mitigation steps taken by Contractor. However, if Contractor is experiencing or has experienced a Information Breach or a successful Information Security Incident to systems that host or Store Sensitive Information or an Information Security Incident that is causing or has caused material disruption to the functionality or operation of Contractor systems or damage to Contractor hardware, software or information, including a successful attack by Malicious Software, Contractor shall report such security breach or incident to Metro Government both to the ITS Help Desk at (615) 862-HELP and to the Metro Government department within 24 hours from Contractor's reasonable awareness of such security breach or incident.

**1.2** Contractor shall document any attempted but unsuccessful Information Security Incident of which it becomes aware and report to Metro Government upon its request. The frequency, content, and format of such report will be mutually agreed upon by the parties.

**2 Incident Response.**

**2.1** Contractor shall have a documented procedure for promptly responding to an Information Security Incidents and Information Breach that complies with applicable law and shall follow such procedure in case of an incident. Contractor shall have clear roles defined and communicated within its organization for effective internal incidence response.

**2.2** Contractor shall designate a contact person for Metro Government to contact in the event of an Information Security Incident. This contact person should possess the requisite authority and knowledge to: (i) act as a liaison to communicate between Contractor and Metro Government regarding the incident (including providing information requested by Metro Government); (ii) perform the reporting obligations of Contractor under this exhibit; and (iii) develop a mitigation strategy to remedy or mitigate any damage to Metro Government Network, Metro Government Infrastructure, Metro Government Information or the Product or Service provided to Metro Government that may result from the Information Security Incident.

## **SECTION LOG**

### **Audit Logs**

- 1 Audit Log Information.** The Product or Service will provide user activity Audit Log information. Audit Log entries must be generated for the following general classifications of events: login/logout (success and failure); failed attempts to access system resources (files, directories, information bases, services, etc.); system configuration changes; security profile changes (permission changes, security group membership); changes to user privileges; actions that require administrative authority (running privileged commands, running commands as another user, starting or stopping services, etc.); and remote control sessions (session established, login, logout, end session, etc.). Each Audit Log entry must include the following information about the logged event: date and time of event; type of event; event description; user associated with event; and network identifiers (IP address, MAC Address, etc.) or logical identifiers (system name, port, etc.).
- 2 Audit Log Integrity.** Contractor shall implement and maintain controls to protect the confidentiality, availability and integrity of Audit Logs.
- 3 User Access Audit.** Upon Metro Government's request, Contractor shall provide Audit Logs of Metro Government's users of the Product or Service to Metro Government.
- 4 Audit Log Feed.** Upon request, Contractor shall implement a regular, but in no event less than daily, automated Audit Log feed via a secured, persistent connection to Metro Government Network so that Metro Government may monitor or archive Audit Log information relating to Metro Government's users on Metro Government systems.
- 5 Audit Log Availability.**
  - 5.1** Contractor shall ensure that Audit Logs for the Product or Service for the past 90 days are readily accessible online.
  - 5.2** If for technical reasons or due to an Information Security Incident, the online Audit Logs are not accessible by Metro Government or no longer trustworthy for any reason, Contractor shall provide to Metro Government trusted Audit Log information for the past 90 days within 2 business days from Metro Government's request.
  - 5.3** Contractor shall provide or otherwise make available to Metro Government Audit Log information which are 91 days or older within 14 days from Metro Government's request.
  - 5.4** Contractor shall make all archived Audit Logs available to Metro Government no later than thirty (30) days from Metro Government's request and retrievable by Metro Government for at least one (1) year from such request.
  - 5.5** Contractor shall agree to make all Audit Logs available in an agreed upon format.

## SECTION NET

### **Network Security**

#### **1 Network Equipment Installation.**

- 1.1 Contractor shall not install new networking equipment on Metro Government Network without prior written permission by the Metro Government ITS department. Contractor shall not make functional changes to existing network equipment without prior written consent of such from Metro Government ITS department.
- 1.2 Contractor shall provide the Metro Government ITS department contact with documentation and a diagram of any new networking equipment installations or existing networking equipment changes within 14 days of the new installation or change.
- 1.3 Contractor shall not implement a wireless network on any Metro Government site without the prior written approval of the Metro Government ITS contact , even if the wireless network does not connect to the Metro Government Network. Metro Government may limit or dictate standards for all wireless networking used within Metro Government facility or site.

#### **2 Network Bridging.** Contractor shall ensure that no system implemented or managed by Contractor on the Metro Government Network will bridge or route network traffic.

#### **3 Change Management.** Contractor shall maintain records of Contractor installations of, or changes to, any system on the Metro Government Network. The record should include date and time of change or installation (start and end), who made the change, nature of change and any impact that the change had or may have to the Metro Government Network, Metro Government system or Metro Government Information.

#### **4 System / Information Access.**

- 4.1 Contractor and its Agents shall only access system, application or information which they are expressly authorized by Metro Government to access, even if the technical controls in the system or application do not prevent Contractor or its Agent from accessing those information or functions outside of Metro Government's authorization. Contractor shall impose reasonable sanctions against any Agent who attempts to bypass Metro Government security controls.
- 4.2 Contractor shall only use Metro Government approved methods to configure Metro Government systems or application or grant access to systems.
- 4.3 Contractor shall use the Principle of Least Privilege when granting access to Metro Government Information, network or systems.

## SECTION PAT

### **Patch Creation and Certification**

- 1 Security Patch Required.** Unless otherwise expressly agreed by Metro Government and Contractor, for Products that are no longer under performance warranty, Contractor shall provide no less than standard maintenance and support service for the Products, which service includes providing Security Patches for the Products, for as long as Metro Government is using the Products.
- 2 Timeframe for Release.** For Vulnerabilities contained within the Product that are discovered by Contractor itself or through Responsible Disclosure, Contractor shall promptly create and release a Security Patch. Contractor must release a Security Patch: (i) within 90 days for Critical Vulnerabilities, (ii) within 180 days for Important Vulnerabilities, and (iii) within one (1) year for all other Vulnerabilities after Contractor becomes aware of the Vulnerabilities. For Vulnerabilities contained within the Product that have become publicly known to exist and are exploitable, Contractor will release a Security Patch in a faster timeframe based on the risk created by the Vulnerability, which timeframe should be no longer than thirty (30) days. For the avoidance of doubt, Contractor is not responsible for creation of Security Patches for Vulnerabilities in the Product that is caused solely by the Off-the-Shelf Software installed by Metro Government.
- 3 Timeframe for Compatibility Certification.** Contractor shall promptly Certify General Compatibility of a Security Patch for third party software which the Product is dependent upon when such patch is released. For a Security Patch for Microsoft Windows Operating Systems, Contractor shall Certify General Compatibility of a Critical Security Patch within five (5) days, and shall Certify General Compatibility of an Important Security Patch within thirty (30) days, from the release of the patch. For Security Patches for Off-the-Shelf Software (OTS), Contractor shall Certify General Compatibility of a Critical Security Patch within five (5) days and Certify General Compatibility of an Important Security Patch within thirty (30) days from its release. For Security Patch for all other third party software or system, Contractor shall Certify General Compatibility of a Critical Security Patch within five (5) days and an Important Security Patch within thirty (30) days from its release. . Contractor shall publish whether the Security Patches are generally compatible with each related Product.
- 4 Notice of Un-patchable Vulnerability.** If Contractor cannot create a Security Patch for a Vulnerability, or Certify General Compatibility of a Security Patch for OTS software, within the timeframe specified herein, Contractor shall notify Metro Government of the un-patchable Vulnerability in writing. Such notice shall include sufficient technical information for Metro Government to evaluate the need for and the extent of immediate action to be taken to minimize the potential effect of the Vulnerability until a Security Patch or any other proposed fix or mitigation is received.
- 5 Vulnerability Report.** Contractor shall maintain a Vulnerability Report for all Products and Services and shall make such report available to Metro Government upon request, provided that Metro Government shall use no less than reasonable care to protect such report from unauthorized disclosure. The Vulnerability Report should (a) identify and track all known Vulnerabilities in the Products or Services on a continuing and regular basis, (b) document all Vulnerabilities that are addressed in any change made to the Product or Service, including without limitation Security Patches, upgrades, service packs, updates, new versions, and new releases of the Product or Service, (c) reference the specific Vulnerability and the corresponding change made to the Product or Service to remedy the risk, (d) specify the critical level of the Vulnerability and the applicable Security Patch, and (e) other technical information sufficient for Metro Government to evaluate the need for and the extent of its own precautionary or protective action. Contractor shall not hide or provide un-documented Security Patches in any type of change to their Product or Service.
- 6 SCCM Compatibility for Windows Based Products.** Contractor Patches for Products that operate on the Microsoft Windows Operating System must be deployable with Microsoft's System Center Configuration Manager.

## SECTION PES

### **Physical and Environmental Security**

Contractor shall implement security measures at any Contractor facilities where Sensitive Information is stored. Such security measures must include, at a minimum:

- 1 Contingency Operations.** A documented Disaster Recovery Plan for accessing the facility and the Sensitive Information, and restoring Sensitive Information if needed, in the case of an emergency or crisis.
- 2 Environmental Safeguards.** Reasonable environmental safeguards to protect systems storing Sensitive Information from smoke, heat, water, fire, humidity, or power surge damage.
- 3 Access Control.** Appropriate controls which ensure that only authorized personnel are allowed physical access to the facility. Examples of appropriate controls include, but are not limited to: signage; personnel badges and controlled badge access; visitor sign in, escort, and sign out; security guards; and video surveillance for information centers which store Sensitive Information.
- 4 Maintenance Records.** Contractor shall conduct regular maintenance on systems which contain Sensitive Information and to facility's physical and environmental controls (e.g., temperature, physical access). Contractor shall maintain documentation of any repairs or maintenance performed on the systems or facility and shall provide Metro Government a copy of such records upon its reasonable request.
- 5 Physical Safeguards.** Contractor shall use best efforts to prevent theft or damage to Contractor systems or storage media containing Sensitive Information. Such efforts shall include, but are not limited to:
  - 5.1** Protecting systems or devices that contain un-encrypted Sensitive Information with physical barriers such as locked cabinet, floor to ceiling room, or secured cage.
  - 5.2** Not storing Un-encrypted Sensitive Information in "multi-party" shared physical environments with other entities.
  - 5.3** Not transporting or shipping un-encrypted media which stores Sensitive Information unless the information is sanitized through full media overwrite (at least one complete pass), or media destruction through shredding, pulverizing, or drive-punching (e.g., breaking the hard drive platters).
  - 5.4** In the event Products generate, store, transmit or process Sensitive Information and the Product does not support encryption, Contractor shall be solely responsible for the provision of physical security measures for the applicable Products (e.g., cable locks on laptops).



## SECTION REM

### **Remote Access to Metro Government Network/System**

#### **1 B2B VPN or Private Circuit Requirements.**

- 1.1 For Contractor's Business to Business ("B2B") or private circuit network connections which terminate on the outside of the Metro Government Network, Contractor must protect such connections by an International Computer Security Association Labs certified firewall.
- 1.2 Government may deny any traffic type due to risk and require Contractor to use a more secured protocol. Microsoft protocols such as those used in Window File Shares are considered risky and will not be allowed.
- 1.3 B2B Virtual Private Network ("VPN") connections to the Metro Government Network will only terminate on Metro Government managed network infrastructure.
- 1.4 Contractor shall authenticate the VPN to the Metro Government Network using at least a sixteen (16) character pre-shared key that is unique to the Metro Government.
- 1.5 Contractor shall secure the VPN connection using Strong Encryption.
- 1.6 Contractor shall connect to the Metro Government Network using a device capable of Site-to-Site IPSec support.
- 1.7 Contractor shall connect to the Metro Government Network using a device capable of performing policy-based Network Address Translation (NAT).
- 1.8 Contractor shall connect to the Metro Government Network through the Metro Government VPN concentrator.
- 1.9 Contractor shall not implement any form of private circuit access to the Metro Government network without prior written approval from the Metro Government ITS Department.
- 1.10 Metro Government reserves the right to install filtering or firewall devices between Contractor system and the Metro Government Network.

#### **2 Requirements for Dial-In Modems.**

- 2.1 If Contractor is using an analog line, the analog line shall remain disconnected from the modem when not in use, unless Metro Government has expressly authorized permanent connection.
- 2.2 Contractor shall provide the name of the individual(s) connecting to Metro Government Network and the purpose of the connection when requesting connectivity.

#### **3 System / Information Access.** Contractor and its Agents shall only access system, application or information which they are expressly authorized by Metro Government to access, even if the technical controls in the system or application do not prevent Contractor or its Agent from accessing those information or functions outside of Metro Government's authorization. Contractor shall impose reasonable sanctions against any Agent who attempts to bypass Metro Government security controls.

#### **4 Remote Access Account Usage.**

- 4.1 Upon request, Contractor shall provide Metro Government with a list of active Agent user accounts and access levels and other information sufficient for Metro Government to deactivate or disable system access if it deems appropriate.
- 4.2 Contractor may not share Metro Government-issued ID's, or any user accounts which grant access to Metro Government Network or Metro Government systems.

- 4.3 Contractor Agent shall use unique accounts assigned to the Agent to perform work. Service accounts (or accounts that are configured and used by systems to gain access to information or other systems) may not be used by Contractor Agents to access any system.

**5 Metro Government Network Access Requirements.**

- 5.1 Contractor shall only use Contractor systems which are compatible with Metro Government Remote Access technology to access Metro Government Network. If Contractor does not have a system that is compatible, it is Contractor's responsibility to obtain a compatible system.
- 5.2 Contractor shall implement security controls to protect Metro Government Network from risk when its systems or Agents connect to the Metro Government Network. Such controls include, but are not limited to:
- 5.2.1 Installing and maintaining ICSA Labs certified Anti-virus Software on Contractor system and, to the extent possible, use real time protection features. Contractor shall maintain the Anti-virus Software in accordance with the Anti-virus Software Contractor's recommended practices.
  - 5.2.2 Contractor may not access the Metro Government Network with systems that may allow bridging of the Metro Government Network to a non-Metro Government network.
  - 5.2.3 Contractor shall only access the Metro Government Network with systems that have the most current Security Patches installed.

**6 Use of Remote Support Tools on Metro Government Network.**

- 6.1 Contractor shall connect to the Metro Government Network using only Metro Government provided or approved Remote Access Software.
- 6.2 Contractor shall not install or implement any form of permanent Remote Access (e.g., GotoMyPC) on the Metro Government Network or Metro Government systems.

**7 Remote Control Software**

- 7.1 Contractor may not install any form of Remote Control Software on systems that are maintained or administered by Metro Government without Metro Government's consent. Contractor is only allowed to install Remote Control Software on Contractor Managed Systems.
- 7.2 Remote Control Software must secure all network traffic using Strong Encryption.
- 7.3 Contractor shall ensure that Remote Control Software contained within the Product supports the logging of session establishment, termination, and failed login attempts. Each log entry must include the following information about the logged event: date and time of event; type of event; event description; user associated with event; and network identifiers (IP address, MAC Address, etc.) or logical identifiers (System name, port, etc.). For Contractor Maintained Systems, Contractor shall ensure that such systems are configured to do the above.
- 7.4 Remote Control Software shall not provide escalation of user account privileges.
- 7.5 Contractor shall only access the Metro Government Network via Metro Government approved remote access methods. Contractor shall not supply Products, nor make configuration changes that introduce non-approved forms of Remote Access into the Metro Government Network.

## SECTION SOFT

### Software / System Capability

#### **1 Supported Product.**

- 1.1 Unless otherwise expressly agreed by Metro Government in writing, Contractor shall provide Metro Government only supported versions of the Product, which will not become "end of life" for at least 24 months. When the Product or Service requires third party components, Contractor must provide a Product that is compatible with currently supported third party components. Unless otherwise expressly agreed by Metro Government, Contractor represents that all third party components in its Product are currently supported, are not considered "end of life" by the third party provider of such components, and will not become "end of life" in less than 24 months from the date of acquisition by Metro Government.
- 1.2 If Open Source Software is incorporated into the Product, Contractor shall only use widely supported and active Open Source Software in the Product, and shall disclose such software to Metro Government prior to its acquisition of the Product.
- 1.3 Information transfers within applications and involving services should be done using web services, APIs, etc. as opposed to flat file information transport.

#### **2 Software Capabilities Requirements.**

- 2.1 Contractor shall disclose to Metro Government all default accounts included in their Product or provide a means for Metro Government to determine all accounts included in the Product.
- 2.2 Contractor shall not include fixed account passwords in the Product that cannot be changed by Metro Government. Contractor shall allow for any account to be renamed or disabled by Metro Government.
- 2.3 Contractor's Product shall support a configurable Session Timeout for all users or administrative access to the Product.
- 2.4 Contractor shall ensure that the Product shall transmit and store Authentication Credentials using Strong Encryption.
- 2.5 Contractor Products shall mask or hide the password entered during Interactive User Login.
- 2.6 Contractor shall ensure that Products provided can be configured to require a Strong Password for user authentication.
- 2.7 Contractor's Product shall allow user accounts to be disabled after a configurable amount of failed login attempts over a configurable amount of time.
- 2.8 Contractor's Product shall have the capability to require users to change an initial or temporary password on first login.
- 2.9 Contractor's Product shall have the capability to report to Metro Government, on request, all user accounts and their respective access rights within three (3) business days or less of the request.
- 2.10 Contractor's Product shall have the capability to function within Metro Governments Information Technology Environment. Specifications of this environment are available upon request.

- 3 **Backdoor Software.** Contractor shall not provide Products with Backdoor Software, including, without limitation, undocumented or secret access functions (e.g., accounts, authorization levels, over-rides or any backdoor). Contractor shall supply all information needed for the Metro Government to manage all access (local or remote) capabilities within the Product including denying of Remote Access entirely from any party including Contractor. Contractor shall not include any feature within the Product that would allow anyone to circumvent configured authorization remotely.

**SECTION VMGT****Contractor Managed System Requirements****1 Vulnerability and Patch Management.**

- 1.1** For all Contractor Managed Systems that store Metro Government Information, Contractor will promptly address Vulnerabilities through Security Patches. Unless otherwise requested by Metro Government, Security Patches shall be applied within fourteen (14) days from its release for Critical Security Patches, thirty (30) days for Important Security Patches, and twelve (12) months for all other applicable Security Patches. Contractor may provide an effective technical mitigation in place of a Security Patch (if no Security Patch is available or if the Security Patch is incompatible) which doesn't materially impact Metro Government's use of the system nor require additional third party products.
- 1.2** If the application of Security Patches or other technical mitigations could impact the operation of Contractor Managed System, Contractor agrees to install patches only during Metro Government approved scheduled maintenance hours, or another time period agreed by Metro Government.
- 1.3** Contractor Managed Systems on the Metro Government Network or Metro Government Infrastructure, the Metro Government retains the right to delay patching for whatever reason it deems necessary.
- 1.4** Metro Government will monitor compliance and check for Vulnerabilities on all Products on the Metro Government Network or Metro Government Infrastructure. Contractor shall provide Metro Government administrative credentials upon request for the purpose of monitoring compliance of a given Product. Metro Government will not knowingly change configurations of the Contractor Managed Systems without prior approval from Contractor.
- 1.5** Government may monitor compliance of Contractor Managed Systems. Contractor agrees to allow Metro Government to check for Vulnerabilities during agreed upon times using mutually agreed upon audit methods.
- 1.6** Contractor shall use all reasonable methods to mitigate or remedy a known Vulnerability in the Contractor Managed System according to the level of criticality and shall cooperate fully with Metro Government in its effort to mitigate or remedy the same. Upon Metro Government's request, Contractor shall implement any reasonable measure recommended by Metro Government in connection with Contractor's mitigation effort.

**2 System Hardening.**

- 2.1** Contractor Managed Systems, Contractor shall ensure that either: (i) file shares are configured with access rights which prevent unauthorized access or (ii) Contractor shall remove or disable file shares that cannot be configured with access controls set forth in (i) hereof. Access rights to file shares that remain under (i) must use the Principle of Least Privilege for granting access.
- 2.2** In the event that Contractor is providing Products or systems that are to be directly accessible from the Internet, Contractor shall disable or allow disabling by Metro Government of all active or executed software components of the Product or system that are not required for proper functionality of the Product or system.
- 2.3** Contractor shall ensure that Contractor Managed Systems are synchronized with reliable time sources and have the proper time zone set or no time offset (e.g., GMT or UTC). In the case of systems residing on the Metro Government Network, Contractor shall ensure that all such systems are synchronized with an Metro Government corporate timeserver in their respective Regional Information Centers (RDC).
- 2.4** For Contractor Managed Systems, Contractor shall remove or disable any default or guest user accounts. Default accounts that cannot be removed or disabled must have their default password changed to a Strong Password that is unique to the respective site and Metro Government.
- 2.5** For Contractor Managed Systems, Contractor shall ensure that the system is configured to disable user accounts after a certain number of failed login attempts have occurred in a period of time less than thirty (30) minutes of the last login attempt or that system monitoring and notification is configured to alert system administrators to successive failed login attempts for the same user account.

### **3 Authentication.**

- 3.1 Contractor shall assign a unique user ID to any Agent or end user who accesses Sensitive Information on Contractor Managed Systems. This unique ID shall be configured so that it enables tracking of each user's activity within the system.
- 3.2 Contractor agrees to require authentication for access to Sensitive Information on Contractor Managed System.
- 3.3 Contractor agrees to configure the system to support Strong Authentication for accessing Sensitive Information from any Open Network (e.g., Internet, open wireless). For avoidance of doubt, Metro Government Network is considered a trusted network.
- 3.4 Contractor shall configure the system to expire passwords at least every one-hundred and eighty (180) days and require a password change on the next successful login. For system that cannot support Strong Passwords, Contractor shall configure the system to expire passwords every ninety (90) days.
- 3.5 Unless otherwise agreed by Metro Government, Contractor shall ensure that Contractor Managed Systems will require Strong Password for user authentication.

4 **Automatic Log off.** Contractor shall configure systems which store Sensitive Information to automatically logoff user sessions at the most after 20 minutes of inactivity.

5 **User Accountability.** Contractor shall report to Metro Government, on request, all user accounts and their respective access rights within the system within five (5) business days or less of the request.

6 **Information Segregation, Information Protection and Authorization.** Contractor shall implement processes and/or controls to prevent the accidental disclosure of Metro Government Sensitive Information to other Contractor Metro Governments, including an Affiliates of Metro Government.

7 **Account Termination.** Contractor shall disable user accounts of Agents or Metro Government end users for the system within five (5) business days of becoming aware of the termination of such individual. In the cases of cause for termination, Contractor will disable such user accounts as soon as administratively possible.

### **8 System / Information Access.**

- 8.1 Contractor and its Agents shall only access system, application or information which they are expressly authorized by Metro Government to access, even if the technical controls in the system or application do not prevent Contractor or its Agent from accessing those information or functions outside of Metro Government's authorization. Contractor shall impose reasonable sanctions against any Agent who attempts to bypass Metro Government security controls.
- 8.2 Contractor agrees to use the Principle of Least Privilege when granting access to Contractor Managed Systems or Metro Government Information.

### **9 System Maintenance.**

- 9.1 Contractor shall maintain system(s) that generate, store, transmit or process Metro Government Sensitive Information according to manufacturer recommendations. Contractor shall ensure that only those personnel certified to repair such systems are allowed to provide maintenance services.
- 9.2 Contractor shall keep records of all preventative and corrective maintenance on systems that generate, store, transmit or process Metro Government Sensitive Information. Such records shall include the specific maintenance performed, date of maintenance, systems that the maintenance was performed on including identifiers (e.g., DNS name, IP address) and results of the maintenance. Upon request by Metro Government, Contractor shall supply such record within thirty (30) days.

**SECTION BAA**

**HIPAA Business Associate Agreement**

This Agreement is initiated by and between **THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY (METRO)**, a metropolitan form government organized and existing under the laws and constitution of the State of Tennessee ("**Metro**" or "**Covered entity**") and the Contractor ("**Business Associate**").

**SECTION 1 - DEFINITIONS**

- a. **Business Associate.** "Business Associate" shall generally have the same meaning as the term "Business Associate" in 45 CFR § 160.103, and in reference to the party to this agreement, shall mean the Contractor.
- b. **Covered Entity.** "Covered Entity" shall generally have the same meaning as the term "covered entity" at 45 CFR § 160.103, and in reference to the party to this agreement, shall mean **Metro**, which must fall under one of the following categories:
  - (1) A health plan.
  - (2) A health care clearinghouse.
  - (3) A health care provider who transmits any health information in electronic form in connection with a transaction covered by this subchapter.
- c. **Disclosure.** "Disclosure" means the release, transfer, provision of access to, or divulging in any manner of information outside the entity holding the information.
- d. **Electronic Media.** "Electronic Media" shall have the same meaning as set forth in 45 CFR § 160.103.
- e. **Employer.** "Employer" is defined as it is in 26 U.S.C. § 3401(d).
- f. **Genetic Information.** "Genetic Information" shall have the same meaning as set forth in 45 CFR § 160.103.
- g. **HITECH Standards.** "HITECH Standards" means the privacy, security and security Breach notification provisions under the Health Information Technology for Economic and Clinical Health (HITECH) Act, Final Rule of 2013, and any regulations promulgated thereunder.
- h. **Individual.** "Individual" shall have the same meaning as set forth in 45 CFR § 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR § 164.502(g).
- i. **Person.** "Person" means a natural person, trust or estate, partnership, corporation, professional association or corporation, or other entity, public or private.
- j. **Privacy Rule.** "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Part 160 and Part 164, Subparts A and E.
- k. **Protected Health Information.** "Protected Health Information" or "PHI":
  - (1) Shall have the same meaning as set forth in 45 CFR § 160.103.
  - (2) Includes, as set forth in 45 CFR § 160.103, any information, *now also including genetic information*, whether oral or recorded in any form or medium, that:
    - (i) Is created or received by a health care provider, health plan, public health authority, employer, life insurer, school or university, or health care clearinghouse; and
    - (ii) Relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present, or future payment for the provision of health care to an individual.

- l. **Required By Law.** "Required By Law" shall have the same meaning as the term "required by law" in 45 CFR § 164.103.
- m. **Secretary.** "Secretary" shall mean the Secretary of the Department of Health and Human Services or his designee.
- n. **Security Rule.** "Security Rule" shall mean the Standards for Security of Individually Identifiable Health Information at 45 CFR part 160 and subparts A and C of part 164.
- o. **Subcontractor.** "Subcontractor" means a person to whom a business associate delegates a function, activity, or service, other than in the capacity of a member of the workforce of such business associate.
- p. **Transaction.** "Transaction" shall have the same meaning as set forth in 45 CFR § 160.103.
- q. **Catch-all definition.** Terms used but not otherwise defined in this Agreement shall have the same meaning as the meaning ascribed to those terms in the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), the Health Information Technology Act of 2009, as incorporated in the American Recovery and Reinvestment Act of 2009 ("HITECH Act"), implementing regulations at 45 Code of Federal Regulations Parts 160-164 and any other current and future regulations promulgated under HIPAA or the HITECH Act.

## SECTION 2 - OBLIGATIONS AND ACTIVITIES OF BUSINESS ASSOCIATE

- a. **Permitted Uses of Protected Health Information.** Business Associate shall not use or disclose Protected Health Information other than as permitted or required by this Agreement or as Required by Law. Business Associate may: 1) use and disclose PHI to perform its obligations under its contract with Metro; (2) use PHI for the proper management and administration of Business Associate; and (3) disclose PHI for the proper management and administration of Business Associate, if such disclosure is required by law or if Business Associate obtains reasonable assurances from the recipient that the recipient will keep the PHI confidential, use or further disclose the PHI only as required by law or such disclosure is authorized by Metro.
- b. **Safeguards.** Business Associate shall use appropriate administrative, physical and technical safeguards to prevent use or disclosure of the Protected Health Information other than as provided for by this Agreement. Business Associate shall develop and implement policies and procedures that comply with the Privacy Rule, Security Rule, and the HITECH Act. The Business Associate must obtain satisfactory assurances that any subcontractor(s) will appropriately safeguard PHI.
- c. **Mitigation.** Business Associate shall mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of Protected Health Information by Business Associate in violation of the requirements of this Agreement.
- d. **Notice of Use or Disclosure, Security Incident or Breach.** Business Associate shall notify Metro of any use or disclosure of PHI by Business Associate not permitted by this Agreement, any Security Incident (as defined in 45 C.F.R. section 164.304) involving Electronic PHI, and any Breach of Protected Health Information within five (5) business days.
  - (i) Business Associate shall provide the following information to Metro within ten (10) business days of discovery of a Breach except when despite all reasonable efforts by Business Associate to obtain the information required, circumstances beyond the control of the Business Associate necessitate additional time. Under such circumstances, Business Associate shall provide to Metro the following information as soon as possible and without unreasonable delay, but in no event later than thirty (30) calendar days from the date of discovery of a Breach:
    - (1) The date of the Breach;
    - (2) The date of the discovery of the Breach;
    - (3) A description of the types of PHI that were involved;
    - (4) identification of each individual whose PHI has been, or is reasonably believed to have been, accessed, acquired, or disclosed; and
    - (5) Any other details necessary to complete an assessment of the risk of harm to the Individual.

- (ii) Business Associate shall cooperate with Metro in investigating the security breach and in meeting Metro's notification obligations under the HITECH Act and any other security breach notification laws.
  - (iii) Business Associate agrees to pay actual costs for notification after a determination by Metro that the Breach is significant enough to warrant such measures.
  - (iv) Business Associate agrees to establish procedures to investigate the Breach, mitigate losses, and protect against any future Breaches, and to provide a description of these procedures and the specific findings of the investigation to Metro in the time and manner reasonably requested by Metro.
  - (v) Business Associate shall report to Metro any successful: (1) unauthorized access, use, disclosure, modification, or destruction of Electronic Protected Health Information; and (2) interference with Business Associate's information systems operations, of which Business Associate becomes aware.
- e. **Compliance of Agents.** Business Associate agrees to ensure that any agent, including a subcontractor, to whom it provides Protected Health Information received from, or created or received by Business Associate on behalf of Metro, agrees to the same restrictions and conditions that apply through this Agreement to Business Associate with respect to such information.
- f. **Access.** Business Associate agrees to provide access, at the request of Metro, and in the time and manner designated by Metro, to Protected Health Information in a Designated Record Set, to Metro or, as directed by Metro, to an Individual, so that Metro may meet its access obligations under 45 CFR § 164.524, HIPAA and the HITECH Act.
- g. **Amendments.** Business Associate agrees to make any amendment(s) to Protected Health Information in a Designated Record Set that Metro directs or agrees at the request of Metro or an Individual, and in the time and manner designated by Metro, so that Metro may meet its amendment obligations under 45 CFR § 164.526, HIPAA and the HITECH Act.
- h. **Disclosure of Practices, Books, and Records.** Business Associate shall make its internal practices, books, and records relating to the use and disclosure of Protected Health Information received from, or created or received by Business Associate on behalf of, Metro available to Metro, or at the request of Metro to the Secretary, in a time and manner designated by Metro or the Secretary, for purposes of determining Metro's compliance with the HIPAA Privacy Regulations.
- i. **Accounting.** Business Associate shall provide documentation regarding any disclosures by Business Associate that would have to be included in an accounting of disclosures to an Individual under 45 CFR § 164.528 (including without limitation a disclosure permitted under 45 CFR § 164.512) and under the HITECH Act. Business Associate shall make the disclosure Information available to Metro within thirty (30) days of Metro's request for such disclosure Information to comply with an individual's request for disclosure accounting. If Business Associate is contacted directly by an individual based on information provided to the individual by Metro and as required by HIPAA, the HITECH Act or any accompanying regulations, Business Associate shall make such disclosure Information available directly to the individual.
- j. **Security of Electronic Protected Health Information.** Business Associate agrees to: (1) implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the Electronic Protected Health Information that it creates, receives, maintains or transmits on behalf of Metro; (2) ensure that any agent, including a subcontractor, to whom it provides such information agrees to implement reasonable and appropriate safeguards to protect it; and (3) report to Metro any security incident of which it becomes aware.
- k. **Minimum Necessary.** Business Associate agrees to limit its uses and disclosures of, and requests for, PHI: (a) when practical, to the information making up a Limited Information Set; and (b) in all other cases subject to the requirements of 45 CFR 164.502(b), to the minimum amount of PHI necessary to accomplish the intended purpose of the use, disclosure or request.
- l. **Compliance with HITECH Standards.** Business Associate shall comply with the HITECH Standards as specified by law.
- m. **Compliance with Electronic Transactions and Code Set Standards:** If Business Associate conducts any Standard Transaction for, or on behalf, of Metro, Business Associate shall comply, and shall require any subcontractor or agent conducting such Standard Transaction to comply, with each applicable requirement of Title 45, Part 162 of the Code of Federal Regulations. Business Associate shall not enter into, or permit its subcontractor or agents to enter into, any Agreement in connection with



the conduct of Standard Transactions for or on behalf of Metro that:

- (i) Changes the definition, Health Information condition, or use of a Health Information element or segment in a Standard;
- (ii) Adds any Health Information elements or segments to the maximum defined Health Information Set;
- (iii) Uses any code or Health Information elements that are either marked "not used" in the Standard's Implementation Specification(s) or are not in the Standard's Implementation Specifications(s); or
- (iv) Changes the meaning or intent of the Standard's Implementations Specification(s).

n. **Indemnity.** Business Associate shall indemnify and hold harmless Metro, its officers, agents and employees from and against any claim, cause of action, liability, damage, cost or expense, including attorneys' fees, arising out of or in connection with any non-permitted use or disclosure of Protected Health Information or other breach of this Agreement by Business Associate or any subcontractor or agent of the Business Associate.

### **SECTION 3 - OBLIGATIONS OF METRO**

a. Metro shall notify Business Associate of any changes in, or revocation of, permission by Individual to use or disclose Protected Health Information, to the extent that such changes may affect Business Associate's use or disclosure of Protected Health Information.

b. Metro shall notify Business Associate of any restriction to the use or disclosure of Protected Health Information that Metro has agreed to in accordance with 45 CFR § 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of Protected Health Information.

### **SECTION 4 – TERM, TERMINATION AND RETURN OF PHI**

a. **Term.** The Term of this Agreement shall be effective when file in the office of the Metropolitan Clerk and shall terminate when all of the Protected Health Information provided by Metro to Business Associate, or created or received by Business Associate on behalf of Metro, is destroyed or returned to Metro, or, if it is infeasible to return or destroy Protected Health Information, protections are extended to such information, in accordance with the termination provisions in this section. The maximum length as outlined in the Master Contract Agreement or Purchase Order.

b. **Termination for Cause.** Upon Metro's knowledge of a material breach by Business Associate, Metro shall provide an opportunity for Business Associate to cure the breach or end the violation. Metro may terminate this Agreement between Metro and Business Associate if Business Associate does not cure the breach or end the violation within fourteen (14) days. In addition, Metro may immediately terminate this Agreement if Business Associate has breached a material term of this Agreement and cure is not feasible.

c. **Obligations on Termination.**

(i) Except as provided in subsection (ii), upon termination of this Agreement, for any reason, Business Associate shall return or destroy as determined by Metro, all Protected Health Information received from Metro, or created or received by Business Associate on behalf of Metro. This provision shall apply to Protected Health Information that is in the possession of subcontractor or agents of the Business Associate. Business Associate shall retain no copies of the Protected Health Information. Business Associate shall complete such return or destruction as promptly as possible, but no later than sixty (60) days following the termination or other conclusion of this Agreement. Within such sixty (60) day period, Business Associate shall certify on oath in writing to Metro that such return or destruction has been completed.

- (ii) In the event that Business Associate determines that returning or destroying the Protected Health Information is infeasible, Business Associate shall provide to Metro notification of the conditions that make return or destruction infeasible. Upon mutual agreement of the Parties that return or destruction of Protected Health Information is infeasible, Business Associate shall extend the protections of this Agreement to such Protected Health Information and limit further uses and disclosures of such Protected Health Information to those purposes that make the return

or destruction infeasible, for so long as Business Associate maintains such Protected Health Information. If Metro does not agree that return or destruction of Protected Health Information is infeasible, subparagraph (i) shall apply. Business Associate shall complete these obligations as promptly as possible, but no later than sixty (60) days following the termination or other conclusion of this Agreement.

#### **SECTION 5 - MISCELLANEOUS**

- a. Regulatory References.** A reference in this Agreement to a section in HIPAA or the HITECH Act means the section as in effect or as amended, and for which compliance is required.
- b. Amendment.** The Parties agree to take such action as is necessary to amend this Agreement from time to time as is necessary for Metro to comply with the requirements of HIPAA or the HITECH Act and any applicable regulations in regard to such laws.
- c. Survival.** The respective rights and obligations of Business Associate shall survive the termination of this Agreement.
- d. Interpretation.** Any ambiguity in this Agreement shall be resolved in favor of a meaning that permits Metro to comply with HIPAA or the HITECH Act or any applicable regulations in regard to such laws.
- e. Governing Law.** The validity, construction, and effect of this Agreement and any and all extensions and/or modifications thereof shall be governed by the laws of the State of Tennessee. Tennessee law shall govern regardless of any language in any attachment or other document that Business Associate may provide.
- f. Venue.** Any action between the parties arising from this Agreement shall be maintained in the courts of Davidson County, Tennessee.

## SECTION PCI

### **Payment Card Industry (PCI) Security Standards**

1. **Payment application vendor.** Contractor that sells and supports applications that store, process, and/or transmit cardholder data shall have application assessed and validated for compliance with the Payment Application Data Security Standard (PA-DSS). Proof of validation shall be provided.
2. **Payment terminal vendor.** Contractor that sells and supports devices used to accept card payments (e.g., payment terminal) shall have the PIN Transaction Security (PTS) devices validated to conform to the PCI PTS standard.
3. **Payment processors, e-commerce hosting providers/processors.** Contractor that stores, processes, or transmits cardholder data on behalf of Metro or that hosts and manages any e-commerce server/website and/or develop and support Metro websites shall provide a PCI Data Security Standard (PCI DSS) Attestation of Compliance for the contracted service.
4. **Providers of software as a service.** Contractor that develops, hosts and/or manages any Metro cloud-based web application or payment application (e.g., online ticketing or booking application) shall provide a PCI Data Security Standard (PCI DSS) Attestation of Compliance for the contracted service.
5. **Integrators/resellers.** Contractor that installs PA-DSS validated payment applications for Metro must be a PCI Qualified Integrator or Reseller (QIR).
6. All applicable compliance shall be maintained for the duration of the contract. Proof of validation shall be current, valid for the service under contract and available upon request.



# Logic Model

01

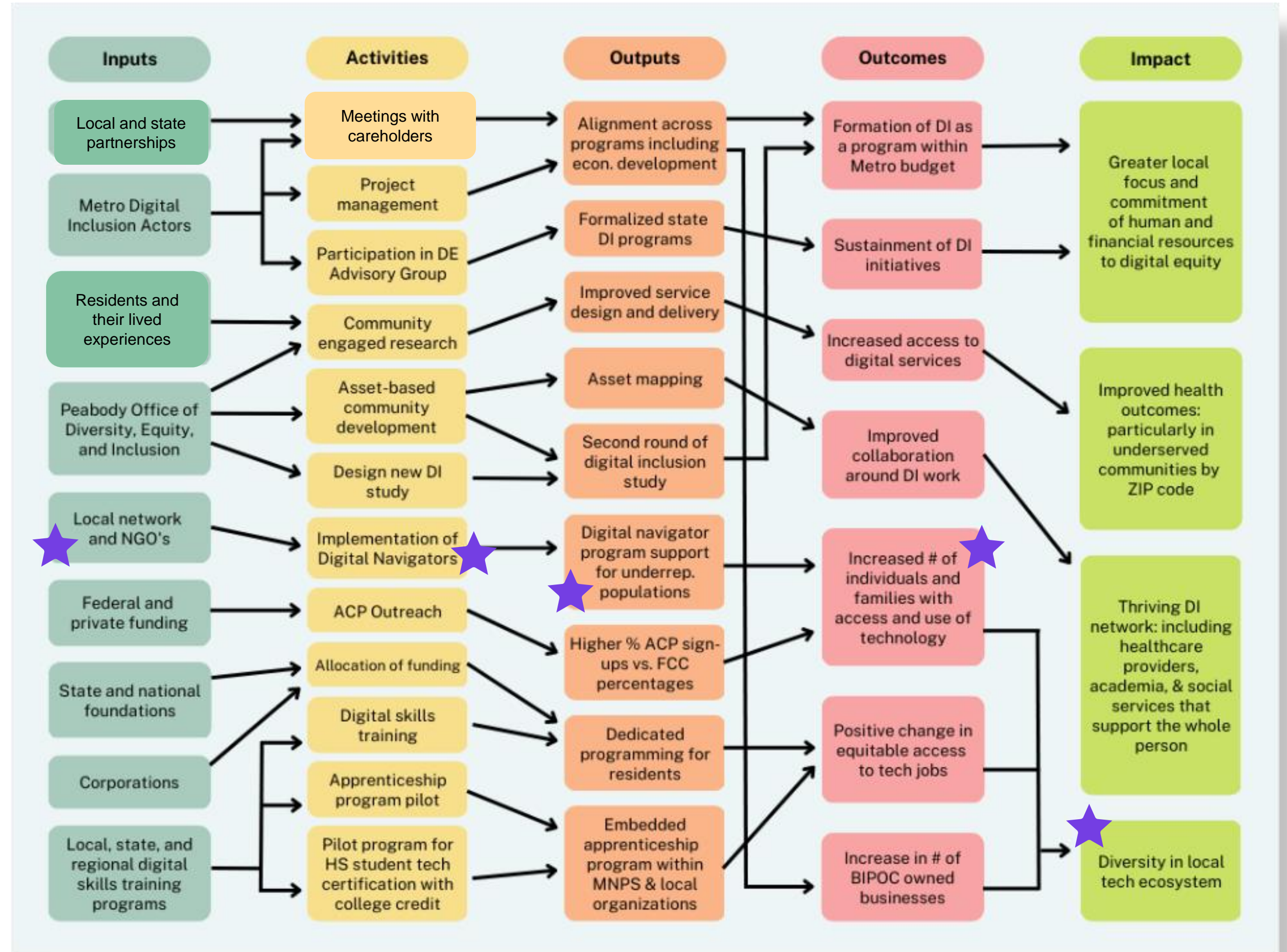
Outlines a comprehensive look at the inputs, activities, outputs, outcomes, and impacts for Metro Digital Inclusion's programs. While our proposal focuses on the TechTies Program, the Logic Model covers all elements of Metro Digital Inclusion's work with partners.

02

This logic model also serves as the basis for our program evaluation approach.

02

Purple Stars indicate the Digital Navigator Program throughout the Logic Model



# Connected Community Facilities Grant

## Proposed Facility: Metro Action Commission

- 1281 Murfreesboro Pike, Nashville, TN 37217
- 10-year lease; move-in set for May 2024
- Serves areas south of downtown



# Connected Community Facilities Grant

## Service Area: Metro Action Commission Murfreesboro Pike

- Service area: South Nashville, Glenncliff, Woodbine, airport, Antioch Pike
- Diverse communities; includes two areas with the highest ACP eligibility



# District Data Dashboard - County

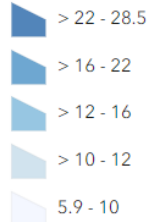
Population

**Housing**

Education and Employment

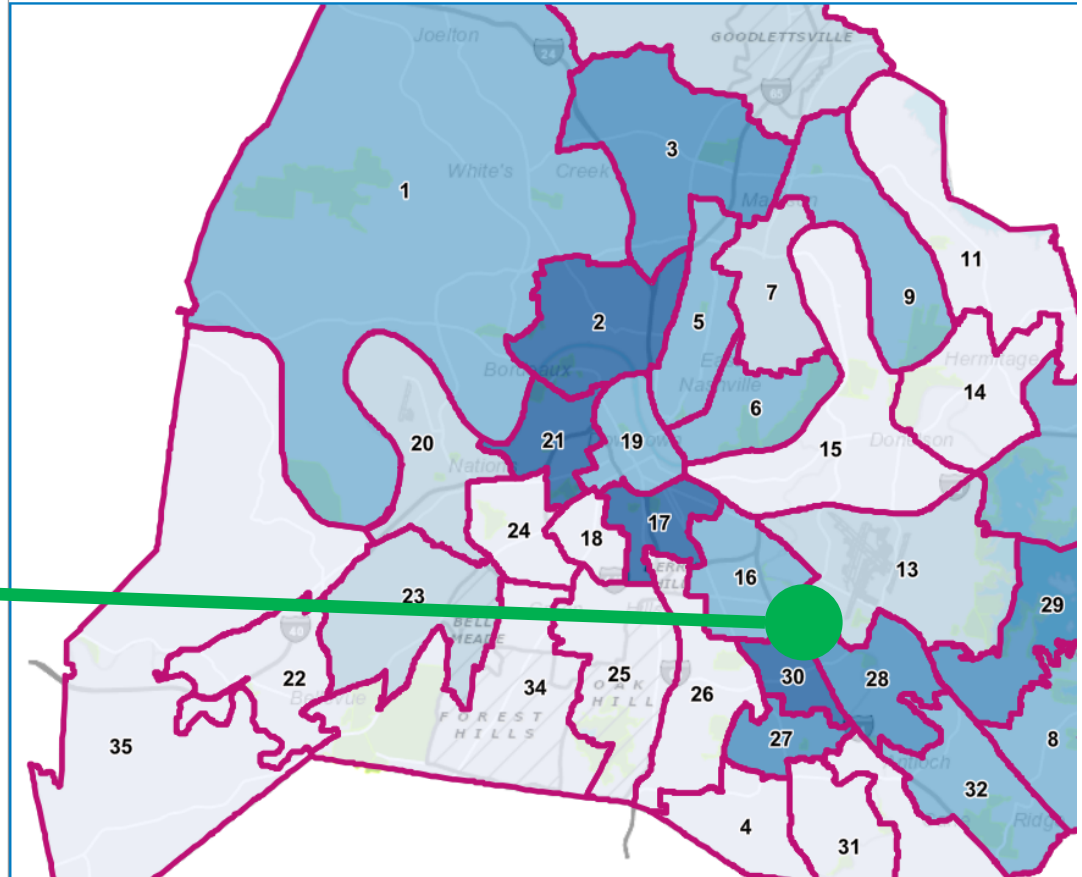
## Percent Households Below Poverty Level

Percent of Households Below the Poverty Level



New  
MAC  
Facility

## Percent Households Below Poverty Level



# Connected Community Facilities Grant

## Additional Opportunity: Fisk University/Darrell S. Freeman Center

- Service areas: North Nashville to Hartman Park; South to Edgehill
- Connected to some of the city's most distressed neighborhoods





# District Data Dashboard - County

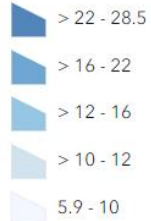
Population

**Housing**

Education and Employment

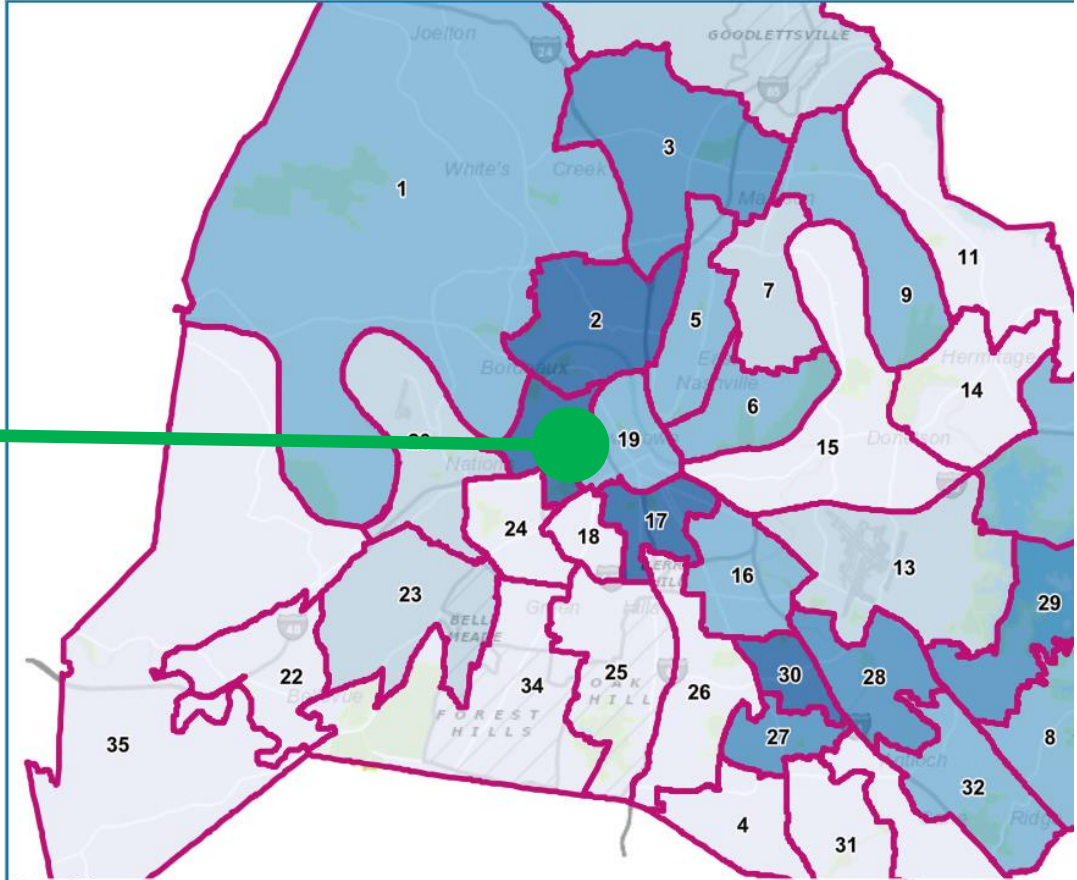
## Percent Households Below Poverty Level

Percent of Households Below the Poverty Level



Fisk/  
Freeman  
Center

## Percent Households Below Poverty Level



# Connected Community Facilities Grant

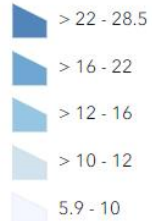
## Recommendation

- One grant that serves two areas
- Leveraging partnerships to enact recruitment and transportation to connect North Nashville with training, workforce development, and health monitoring opportunities in South Nashville
- Can serve basic digital needs *and* cater to unique characteristics
- Example:
  - 37211: 8% higher employment rate than statewide but 18% without healthcare coverage (example service target: virtual health monitoring)
  - 37208: 28% of women in computer, engineering, and science occupations (example service target: tech boot camps through LocalTek)



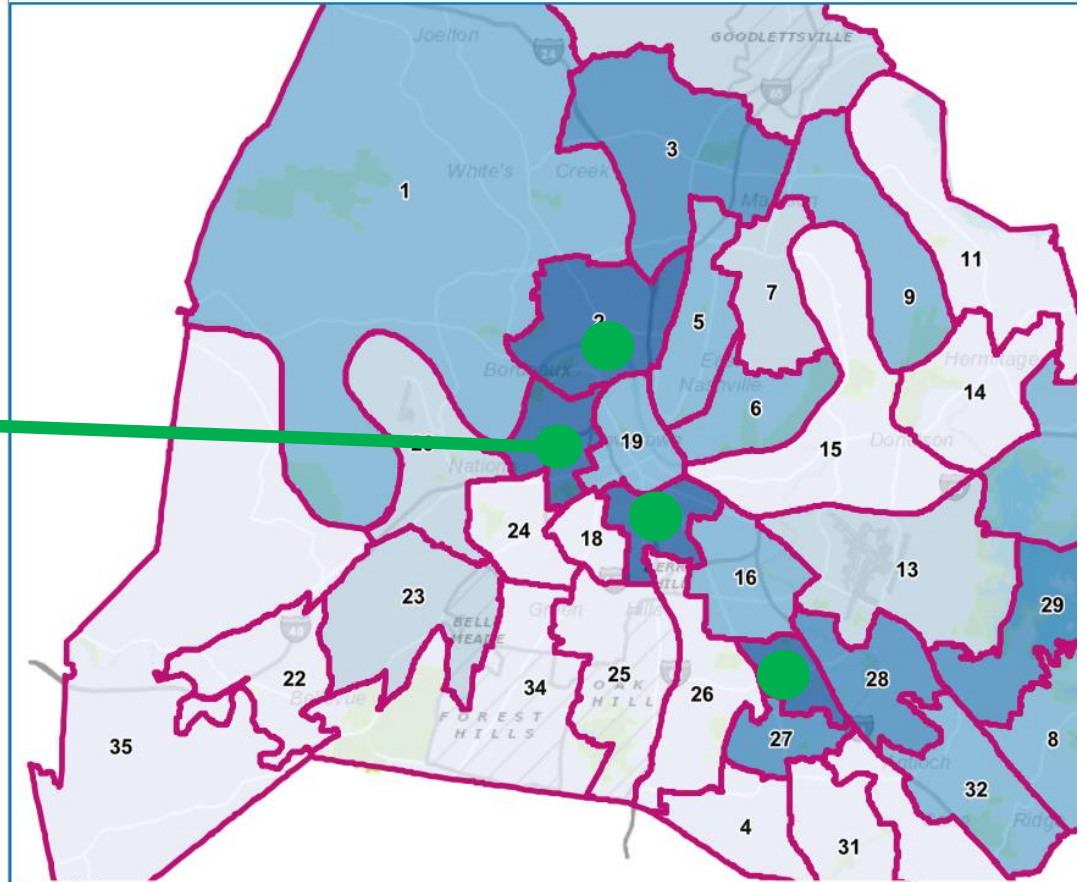
## Percent Households Below Poverty Level

Percent of Households Below the Poverty Level



Combined efforts = expanded digital opportunities for highest need areas

## Percent Households Below Poverty Level





## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

FREDDIE O'CONNELL  
MAYOR

OFFICE OF THE MAYOR  
METROPOLITAN COURTHOUSE  
NASHVILLE, TENNESSEE 37201  
PHONE: (615) 862-6000  
EMAIL: [mayor@nashville.gov](mailto:mayor@nashville.gov)

# Metro Procurement

The division of purchases is the central point of contact for buying goods and securing services on behalf of the 55 departments and agencies that comprise the Metropolitan Government of Nashville and Davidson County.

## [Procurement Regulations](#)

### I want to...

- [do business with Metro.](#)
- [view current bidding opportunities.](#)
- [view future bidding opportunities.](#)
- [register as a prospective supplier.](#)
- [update my information in iSupplier.](#)
- [report or verify subcontractor payments.](#)
- [report contract fraud and violations of the procurement code.](#)
- [search Metro's directory of small, minority, and women-owned businesses.](#)
- [search Metro's list of suspended and debarred persons.](#)
- [find existing or expired contracts.](#)
- [find information related to a contract award.](#)
- [find purchasing reports.](#)



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

FREDDIE O'CONNELL  
MAYOR

OFFICE OF THE MAYOR  
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EMAIL: [mayor@nashville.gov](mailto:mayor@nashville.gov)

# Data Privacy and Security for Connected Community Facilities proposal:

*Any solutions proffered must include appropriate technical, administrative, and physical controls to address information security and data privacy. Controls must meet any applicable statutory or regulatory compliance requirements, such as the Health Insurance Portability and Accountability Act (HIPAA) and the Health Information Technology for Economic and Clinical Health Act (HITECH). Solutions must provide details on data security, data governance (all data must reside in US jurisdiction), data ownership and data usage (data is not to be used for marketing purposes or sold to third parties).*

*Solutions should meet or exceed all applicable Metro security policies (attached) and contractual obligations (attached) that are typically required of third parties handling resident data on behalf of Metro.*

## Information Security Management Policies

Information security policies are foundational to an information security program. Metro has adopted the following policies based on industry standards and best practices. Departments or agencies may adopt more stringent policies should circumstances warrant.

Metro continues to evaluate and update existing policies and establish new policies based on an ever-changing environment and new requirements for information security.

## Executive Orders

- [Mayor Megan Barry Executive Order Number 034](#), reaffirmed by Mayor John Cooper

## Policies

- [Metropolitan Government Information Security Management Policy](#)
- [Acceptable Use of Information Technology Assets](#)
- [Access Control and User Account Management](#)
- [Human Resources Security](#)
- [Physical and Environmental Security](#)
- [External Party Security](#)

- [Information Security Incident Management](#)
- [Teleworking and Mobile Computing](#)
- [Risk Management](#)
- [Cryptographic Controls](#)
- [Information Classification](#)
- [Inventory and Ownership of Assets](#)
- [IT Contingency - Disaster Recovery](#)
- [Software and System Development](#)
- [Patch and Vulnerability Management](#)
- [Protection Against Malicious Code](#)
- [Change Management](#)
- [Cyber Threat Intelligence and Information Sharing](#)
- [Audit, Monitoring, and Logging](#)
- [Vulnerability Disclosure](#)

## Supporting Documentation

- [Metropolitan Government Scope, Background, and Governance Statement for Information Security Policies](#)
- [Metropolitan Government Information Security Glossary](#)

For more information on Metro's information security initiative, please

email [CISO@nashville.gov](mailto:CISO@nashville.gov)

*Last updated 11/29/2022.*



***Bridging the Digital Divide***  
**A Program Evaluation**



# Ensuring that everyone in Davidson County – regardless of the neighborhood – can access and use information and communication technology.

- TechTies Connected Community Facilities program,
- Affordable Connectivity Program (ACP) outreach
- Building out the Digital Navigator program
- Collaborating with partners to ensure that digital skills training opportunities are sufficiently meeting needs to target audience





# Intro to Metro Digital Inclusion Program Evaluation Model

## **Logic Model**

Our Logic Model outlines a comprehensive look at the inputs, activities, outputs, outcomes, and impacts of Metro Digital Inclusion's programs. We utilized the guide outlined by the W.K Kellogg Foundation (2004) to determine our categories. The Logic Model provides a holistic look at all programs – including the proposed TechTies program, Affordable Connectivity Program (ACP), Digital Navigators, and Community Asset Mapping.

## **Stakeholder/careholder Analysis**

The careholder analysis helped to guide our evaluation plan by identifying the needs, interests, and motivations of each careholder group. In this analysis, we look at two careholder groups that are engaged with the Metro Digital Inclusion Initiative. The careholders come from different government offices and public entities. This analysis allowed us to identify gaps in careholder representation via partnerships with community-based organizations, small businesses, and funders.

## **Enterprise Data Management Approach**

Metro's Enterprise Data Management program exists to "enhance digital services and decision-making capabilities across Metro by providing foundational elements to support the ability to create, integrate, manage, and analyze data from a wide variety of sources. Program activities include Open Data, enterprise data management, data governance, analytics, and data literacy."

## **Data Analysis**

Our primary analysis focuses on three themes: awareness, the types of services provided to the community, and resident outcomes. In this context the desired outcome is utilization of the program and availability of resources that residents actually need.

Our secondary analysis focuses on the existing 2021 digital equity study as well as the Library's ACP survey and a digital navigator follow-up survey created by the National Digital Inclusion Alliance.

## **Data Dissemination**

- Four key audiences are: partner organizations, Metro government, funders, potential funders, nonprofit partners and community members.
- Dissemination for us is primarily public access to the data, but funders will receive program-specific information and visualizations generated through Tableau.
- Internally, our primary use for the data is program refinement.



# Logic Model

01

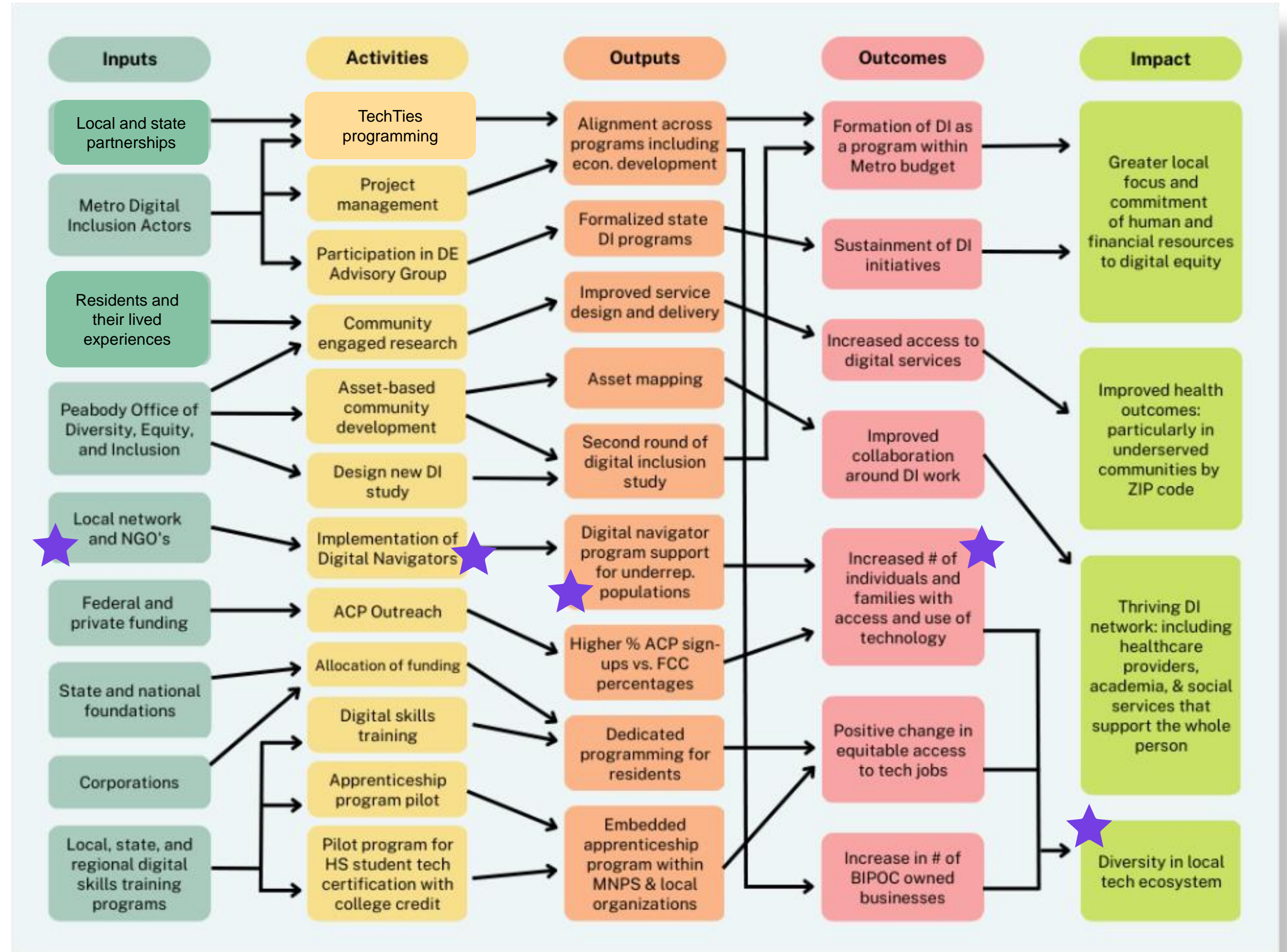
Outlines a comprehensive look at the inputs, activities, outputs, outcomes, and impacts for Metro Digital Inclusion's programs. While our proposal focuses on the TechTies Program, the Logic Model covers all elements of Metro Digital Inclusion's work with partners.

02

This logic model also serves as the basis for our program evaluation approach.

02

Purple Stars indicate the Digital Navigator Program throughout the Logic Model





# Careholder Analysis

DIGITAL INCLUSION OFFICERS   GOVERNMENT OFFICES		
What types of data does this person or group find credible?	What types of data can this person or group provide?	What institutional/organizational factors affect this person or group?
Local and nationally gathered data	Census block data of connectivity access	City priorities and/or organizational shifts
Data published in approved grant proposals	Qualitative and quantitative local data	
Visualized data, published data and valid research findings	Local data from Hub Nashville or mayor's office	
	Local data from metro agencies	

PUBLIC PARTNERS		
What types of data does this person or group find credible?	What types of data can this person or group provide?	What institutional/organizational factors affect this person or group?
National data and library data	Library data on DI programs	City priorities and/or organizational shifts





# Evaluation Plan | Study Design

01

## Outcome Evaluation

Will evaluate how well the TechTies program, as a part of our model, identified and met existing community needs, and the extent to which the community used the available resources.

02

## Program Evaluation

Will evaluate the effectiveness of the implementation methods for the program.





# Evaluation Plan | Study Design, con't.

03

## Surveys

The survey we are proposing targets all Digital Navigators and program participants and uses total population sampling. Each Digital Navigator will receive pre-survey and outcome survey questionnaires relevant to their role and be asked to generate initial assessments and post-surveys from clients based on the training and support they received.

04

## Focus Groups

For digital navigator focus groups, the Digital Inclusion office will use total population sampling. Utilizing the methodology of our Community Engaged Research partnership with Vanderbilt Peabody College, we will conduct pre-planned focus groups with NGOs. All survey participants will be invited to join a focus group, should they desire to provide additional insights.



# Participant Recruitment and Retention

As a supplement to our recruitment and marketing activities, we aim to lean on our local network of nonprofits for program referrals.

Through our asset mapping, we have identified organizations with a vested interest in community development, health, and digital access. We will leverage personal connections to secure participation and communicate that data will be shared during the dissemination stage.



# Data Collection Method and Timelines

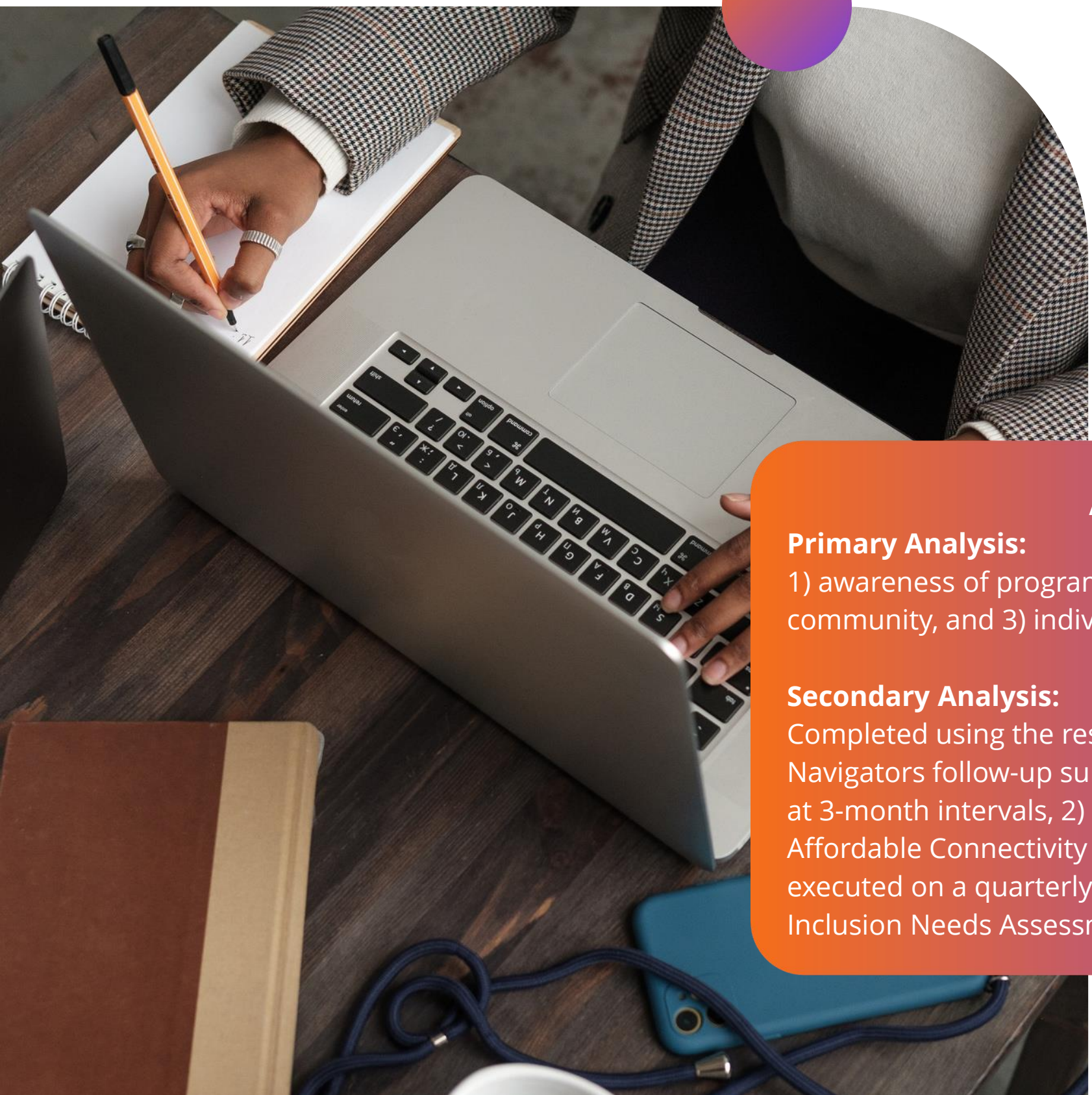
01

Pre-Survey &amp; Survey

02

Focus Groups

TYPE	WHERE	HOW	BY WHOM	DATE OF COMPLETION
Pre-Survey	An initial survey will be given when participants first enroll in the program	Physical and digital copies of the survey will be available	A Metro Digital Inclusion staff member	Prior to start of training
Survey	<p>Metro Digital Inclusion will host meetings for NGOs to connect with one another and MDI staff.</p> <p>Those meetings will be utilized to educate NGOs about the pre- and post-engagement surveys that navigators will administer to TechTies participants.</p>	Physical and digital copies of the survey will be available	A Metro Digital Inclusion staff member	6 months after the launch of the program
Focus Groups	Focus groups will take place in neutral locations including the public library or community centers.	Focus Groups will be comprised of about 5 participants per group	A Metro Digital Inclusion staff member	6 months after the launch of the program



# Data Analysis Plan

## Analysis

### Primary Analysis:

1) awareness of program, 2) services provided to the community, and 3) individual and family outcomes.

### Secondary Analysis:

Completed using the results of the 1) NDIA Digital Navigators follow-up survey, to be delivered to participants at 3-month intervals, 2) the Nashville Public Library (NPL) Affordable Connectivity Program (ACP) outreach survey, executed on a quarterly basis, and 3) the Nashville Digital Inclusion Needs Assessment, executed in 2021.

## Goals

This data will be analyzed in comparison with success data reported by digital navigators.





# Data Dissemination and Use

AUDIENCE	TIMING	FORMAT	ACTION
Nonprofit Partners	Two months following the evaluation	Metro Open Data	We intend for our nonprofit partners to be able to use this data to make informed decisions about what level of human resources to commit to the program in the future.
Mayor's Office/Metro	Two months following the evaluation	Tableau generated dashboard	This information is intended to encourage additional investments in digital inclusion programming
Funders	Two months following the evaluation	Tableau generated dashboard	This information is intended to abide by commitments made during our proposal, build accountability, and encourage additional investments in digital inclusion programming
Community Members	Two months following the evaluation	Open Data and Nashville.gov	Awareness and program utilization

AUDIENCE	TIMING	FORMAT	ACTION
Nonprofit Partners	One month following the evaluation	Microsoft SharePoint	We wish to ensure that the data we captured during focus groups reflects the feedback received.
Mayor's Office	Two months following the evaluation	Mind maps	We would like this office to use this information in its visual format to communicate program results to Metro department heads
Potential Funders	Two months following the evaluation	Illustrative quotes to accompany survey report	Funders are meant to understand the deeper context behind survey results. This will support a better connection between our proposed solutions and funder focus areas, which are not always clear because digital inclusion is not always seen as a direct community service.
Community	Two months following the evaluation	Illustrative quotes to accompany survey report	Awareness and program utilization



# Metropolitan Nashville and Davidson County, TN

## Legislation Details (With Text)

<b>File #:</b>	RS2023-1978	<b>Name:</b>	
<b>Type:</b>	Resolution	<b>Status:</b>	Passed
<b>File created:</b>	1/27/2023	<b>In control:</b>	Budget and Finance Committee
<b>On agenda:</b>	2/21/2023	<b>Final action:</b>	2/21/2023
<b>Title:</b>	An initial resolution determining to issue general obligation bonds of The Metropolitan Government of Nashville and Davidson County in an aggregate principal amount of not to exceed \$478,540,000.		
<b>Sponsors:</b>	Kevin Rhoten, Jennifer Gamble		
<b>Indexes:</b>			
<b>Code sections:</b>			
<b>Attachments:</b>	1. Exhibit A, 2. Exhibit B, 3. Exhibit C, 4. Amendment No. 1 to RS2023-1978		

Date	Ver.	Action By	Action	Result
2/23/2023	1	Mayor	approved	
2/21/2023	1	Metropolitan Council	adopted	
2/21/2023	1	Metropolitan Council	amended	
2/21/2023	1	Budget and Finance Committee	approved with an amendment	
2/7/2023	1	Metropolitan Council	deferred	
1/31/2023	1	Metropolitan Council	filed	

An initial resolution determining to issue general obligation bonds of The Metropolitan Government of Nashville and Davidson County in an aggregate principal amount of not to exceed \$478,540,000.

WHEREAS, it is necessary and in the public interest of The Metropolitan Government of Nashville and Davidson County (the "Metropolitan Government") to issue general obligation bonds in an aggregate principal amount of not to exceed \$478,540,000 (the "Bonds") for the purposes hereinafter provided; and,

WHEREAS, pursuant to Section 9-21-205, Tennessee Code Annotated, prior to the issuance of any general obligation bonds, the governing body of the local government proposing to issue said bonds shall adopt a resolution determining to issue the same; and,

WHEREAS, for the purpose of complying with the requirements of said statute, the Metropolitan County Council of the Metropolitan Government adopts this Resolution.

NOW, THEREFORE BE IT RESOLVED BY THE METROPOLITAN COUNTY COUNCIL OF THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY:

Section 1. Purpose. For the purposes of financing (a) all or a portion of the costs of the acquisition of land for and the planning, design, development, construction, renovation, modification, improvement, upgrade, expansion, repair, maintenance, rehabilitation, equipping and/or acquisition of the following public works projects (as defined in Section 9-21-105, Tennessee Code Annotated): (1) school buildings, facilities, and vehicles, including monies for ADA compliance, environmental remediation, and technology facility infrastructure improvements; (2) new Juvenile Justice Center; (3) bikeways, sidewalks, roads, streets and rights-of-way, including streetscape improvements, street lights, drainage improvements, lighting, signage and signalization, roadway improvement related to traffic management and traffic calming; (4) facilities related to transit centers and shelter improvements; (5) public transportation (including monies for grant matches and

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**File #:** RS2023-1978, **Version:** 1

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bus fleet replacements); (6) fairgrounds facilities and infrastructure; (7) parks, parks' facilities, greenways, and equipment related to the foregoing; (8) public libraries and related facilities; (9) Metropolitan Government buildings and facilities, including planning and studies related thereto; (10) public safety buildings and facilities, including buildings and facilities for the police and fire departments, and technology improvements related to the foregoing; (11) public works projects of the Metropolitan Government, including planning and studies related thereto; and (12) stormwater system improvements (collectively, the "Projects"), as all such Projects are more specifically set forth on Exhibit A attached hereto; provided, however, that the specific portion of total funding allocated to each Project as set forth on Exhibit A may hereafter be amended by legislation of the Metropolitan Council; and further provided that such Projects with an estimated value in excess of \$5,000,000 are more specifically set forth on collective Exhibit B attached hereto; and further provided that the Council's CIB Project Prioritization List, attached as Exhibit C, was considered when determining such Projects; (b) acquisition of all property, real and personal, appurtenant to the foregoing and acquisition or construction of certain public art as required by Ordinance No. BL2000-250; (c) legal, fiscal, administrative, architectural and engineering costs incident to all the foregoing; (d) all other costs authorized to be financed pursuant to Section 9-21-109, Tennessee Code Annotated, including without limitation, costs of issuance of the Bonds; and (e) the payment or reimbursement of the payment of principal of and interest on any bonds, notes or other debt obligations issued in anticipation of the Bonds, the Metropolitan County Council hereby determines to issue the Bonds in an aggregate principal amount of not to exceed \$478,540,000.

Section 2. Authorization. The Bonds described herein shall be issued pursuant to the Charter of the Metropolitan Government and/or the Local Government Public Obligations Act of 1986, as amended, codified as Title 9, Chapter 21, Tennessee Code Annotated, and no referendum or election shall be required for the issuance of the Bonds unless a petition for an election relating to their issuance is filed within the time and in the manner provided for in said statute.

Section 3. Interest. The maximum rate of interest of the Bonds shall not exceed seven and one-quarter percent (7.25%) or the maximum rate permitted by applicable law.

Section 4. Source of Payment. Debt service on the Bonds shall be payable from and secured by ad valorem taxes on all taxable property in the General Services District and Urban Services District, fully sufficient to pay all such debt service falling due prior to the time of collection of the next succeeding tax levy; provided, however, taxes so levied in the General Services District shall be levied in an amount sufficient to pay that portion of such debt service attributable to school projects and projects in the General Services District financed by the Bonds; and the taxes so levied in the Urban Services District shall be levied in an amount sufficient to pay that portion of such debt service attributable to projects in the Urban Services District financed by the Bonds; provided, further, however, that the Metropolitan Government shall be unconditionally and irrevocably obligated to levy and collect ad valorem taxes without limit as to rate or amount on all taxable property within the Metropolitan Government to the full extent necessary to pay all debt service on the Bonds, and the full faith and credit of Metropolitan Government shall be irrevocably pledged to the payment thereof.

Section 5. Publication of Resolution. The Metropolitan Clerk is hereby directed to cause this Resolution, upon its adoption, together with the statutory notice required by Section 9-21-206, Tennessee Code Annotated, to be published in full once in a newspaper published and having general circulation in the Metropolitan Government.

Section 6. Effective Date. This Resolution shall take effect from and after its adoption, the welfare of the Metropolitan Government requiring it.

### Analysis

This resolution authorizes the issuance of up to \$478,540,000 in general obligation bonds to provide funding for various projects contained in the Mayor's proposed capital spending plan.

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**File #:** RS2023-1978, **Version:** 1

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This resolution provides \$313,520,000 for the General Government, \$139,020,000 for Metropolitan Nashville Public Schools, and a contingency of \$26,000,000.

The capital spending plan filed by the administration includes the information required by Ordinance No. BL2019-77, which requires disclosure of full cost itemizations prior to submission of capital expenditure authorization legislation to the Council. Approval of this initial resolution would allow the Metropolitan Government to use its commercial paper program to provide short-term financing to commence construction prior to the sale of the long-term bonds.

A memo from the Director of Finance was provided to Council in accordance with Metro Code of Laws Section 5.04.110.

A list of the capital projects to be funded through this spending plan, including the estimated cost for each of the projects, is attached to the resolution. Each of these capital projects is properly listed within the Capital Improvements Budget.

*Fiscal Note: This resolution would authorize issuance of up to \$478,540,000 in general obligation bonds to provide funding for the Mayor's proposed capital spending plan.*

## EXHIBIT A

### FY 2022-23 CAPITAL SPENDING PLAN

**Total - \$478,540,000**

**GENERAL GOVERNMENT - \$313,520,000 /**

**MNPS - \$139,020,000 / CONTINGENCY - \$26,000,000**

<u>Agency / Department</u>	<u>CIB Project ID</u>	<u>Allocation</u>	<u>Not to Exceed</u> (Plus Contingency)
<b>METRO NASHVILLE PUBLIC SCHOOLS</b>			<b>\$112,020,000</b>
<b><u>Design / Construction Projects</u></b>			
Lakeview Elementary - Replacement	04BE0023	\$39,320,000	
Paragon Mills Elementary - Renovation	04BE0027	33,420,000	
Percy Priest Elementary - Replacement	04BE0029	39,280,000	
<b><u>Misc. Deferred Maintenance District-Wide Projects</u></b>			<b>\$27,000,000</b>
ADA Compliance	13BE0041	200,000	
Environmental Remediation	14BE0037	100,000	
Emergency Construction and Contingency	14BE0042	5,000,000	
Bus and Fleet Replacement	03BE0005	1,300,000	
Office of School Improvements - Small Projects	18BE0015	2,375,000	
Technology - Facility Infrastructure Improvements Projects	17BE0001	3,100,000	
School - Safety and Security	16BE0029	250,000	
High School Competition Artificial Turf Fields	23BE0002	3,000,000	
District-Wide Projects - Maintenance	18BE0019	11,675,000	
<b>JUVENILE JUSTICE</b>			<b>\$92,000,000</b>
New Juvenile Justice Center - Construction Phase 1	19GS0005	92,000,000	
<b>NDOT</b>			<b>\$78,990,000</b>
State of Good Repair	22PW0002	38,076,000	
Safety / Vision Zero / Traffic Calming	22PW0005	13,736,000	
Active Transportation / Bikeways	22PW0006	5,346,000	
Traffic Management Systems / Signal Upgrades	22PW0007	6,026,000	
Sidewalk Program	22PW0001	13,806,000	
Roadways	23PW0001	500,000	
Restoration & Resiliency, Partnership Funding	22PW0004	1,500,000	
<b>MTA</b>			<b>\$24,930,000</b>
MTA Grant Match for State and Federal Grants	15MT0001	6,000,000	
RTA Grant Match through MTA for State and Federal Grants	15MT0006	1,250,000	
Neighborhood Transit Centers	18MT0002	8,000,000	
Better Bus Fleet Expansion	22MT0001	8,180,000	
Transit Stop and Shelter Improvements	20MT0002	1,500,000	
<b>FAIRGROUNDS - NASHVILLE</b>			<b>\$19,300,000</b>
Fairgrounds Campus Completion	20FB0001	19,300,000	
<b>PARKS</b>			<b>\$41,175,000</b>
Old Hickory Closeout	19PR0006	7,900,000	
Sunnyside Renovation Closeout	19PR0001	550,000	
Fort Negley - Stonework & Construction	19PR0034	2,000,000	
	19PR0002	15,500,000	
Riverfront Dock	19PR0007	1,500,000	
Naval Reserve Building Renovation	23DS0004	2,500,000	
Ted Rhodes Football Field	19PR0001	1,500,000	
Madison Station Park Design	19PR0056	525,000	
Mill Ridge Park - Construction	19PR0035	8,700,000	
Wharf Park - Conceptual Design	19PR0054	500,000	

**EXHIBIT A****FY 2022-23 CAPITAL SPENDING PLAN****Total - \$478,540,000****GENERAL GOVERNMENT - \$313,520,000 /****MNPS - \$139,020,000 / CONTINGENCY - \$26,000,000**

<u>Agency / Department</u>	<u>CIB Project ID</u>	<u>Allocation</u>	<u>Not to Exceed</u> (Plus Contingency)
<b>LIBRARY</b>			<b>\$5,775,000</b>
Major Maintenance	18PL0003	\$4,275,000	
PEG Studio Relocation Planning/Design	19GS0014	500,000	
Hadley Library Design	17PL0001	500,000	
Cohn School Design	17PL0004	500,000	
<b>GENERAL SERVICES</b>			<b>\$26,100,000</b>
Project Closeouts - Donelson Library / SE Precinct / PSH / Others	21GS0005	10,000,000	
<b>Master Space Planning Phase 1 implementation</b>			
- Social Services / MAC / Postal Services Relocation	21GS0009	7,536,000	
- MSE	20GS0006	1,000,000	
- Parkway Towers	23GS1002	6,564,000	
Property Acquisitions	23AD0005	1,000,000	
<b>FIRE</b>			<b>\$11,250,000</b>
Fire Station #2 / Cost Escalation & Mixed-Use Development	23GS1004	11,000,000	
Fire Master Plan - new station - Planning/Design	16FD0001	250,000	
<b>POLICE</b>			<b>\$5,000,000</b>
PTA Gun Range Planning/Design/Site	20GS0007	1,000,000	
Police Mounted Patrol Barn	23GS1003	4,000,000	
<b>PLANNING DEPT</b>			<b>\$7,000,000</b>
East Bank Infrastrctr Prgm Mgmt / Coordination / Studies	23PW0004	5,000,000	
Neighborhood Planning and Infrastructure Studies	20PC0002	1,000,000	
Urban core multimodal and corridor planning study	21PC0001	500,000	
Planning / Design for Multipurpose Bldgs / Surplus Property	23DS0001	500,000	
<b>ADMINISTRATIVE</b>			<b>\$2,000,000</b>
Participatory Budget/North Nashville	23AD0004	2,000,000	
	<b>Sub-Total</b>	<b>\$452,540,000</b>	<b>\$452,540,000</b>
<b>CONTINGENCY / 1% FOR THE ARTS</b>			<b>\$26,000,000</b>
- GSD Contingency		18,000,000	
- MNPS Contingency		8,000,000	
	<b>GRAND TOTAL</b>	<b>\$478,540,000</b>	<b>\$478,540,000</b>

## EXHIBIT A

### FY 2022-23 CAPITAL SPENDING PLAN

**Total - \$478,540,000**

**GENERAL GOVERNMENT - \$313,520,000 /  
MNPS - \$139,020,000 / CONTINGENCY - \$26,000,000**

<u>Agency / Department</u>	<u>CIB Project ID</u>	<u>Allocation</u>	<u>Not to Exceed</u> (Plus Contingency)
<b>OTHER / SELF FUNDING</b>			
<b><u>Metro Water Services - Stormwater Projects</u></b>			<b>\$18,500,000</b>
- Capital Construction / Remedial Maintenance	09WS0025	\$13,000,000	
- Engineering	09WS0027	3,000,000	
- Compliance Assistance and Master Planning	21WS0023	2,000,000	
Building Operations Major Maintenance-ECC Power Supply	20GS0002	500,000	
<b>Total - Other / Self Funding</b>		<b>\$18,500,000</b>	<b>\$18,500,000</b>
<b>DEAUTHORIZATIONS</b>		2,404,239	

* Based on 1,000 participants, 10 - 15 participants each, 66 classes, 30 trainers									
<b>Travel</b>									
Site visits			\$7,500.00		<i>Budgeting for chromebook deliveries, in-class trainer support, IT support, and ACP enrollment education sessions.</i>				
Planning meetings			\$1,000.00						
Lodging			\$2,000.00						
Meals			\$1,000.00						
		<b>Total</b>	\$11,500.00						
<b>Staff - 20 hrs per class</b>									
Program planning	\$75/hour		\$19,800.00		<i>4hrs per class</i>				
Program implementation	\$75/hour		\$59,400.00		<i>12hrs per class</i>				
Data management, Comms, etc.	\$75/hour		\$19,800.00		<i>4hrs per class</i>				
5-hour trainer orientation x (6)	\$75/hour		\$2,250.00		<i>Training a trainer to facilitate the class. (5 hours)</i>				
Site visits	\$75/hour		\$24,750.00		<i>66 site visits. This also includes travel time. 5 hours total per visit</i>				
Trainer stipends	\$1,000 per class		\$66,000.00						
		<b>Total</b>	\$192,000.00						
<b>Technology</b>									
Participant chromebooks	\$250 each		\$250,000.00		<i>1,000 chromebooks for 66 classes.</i>				
1 year IT support	\$50 each		\$50,000.00		<i>Includes 1 year of IT support for each program graduate</i>				
Trainer/Agency chromebooks	\$250 each		\$7,500.00		<i>30 Trainer/Agency Chromebooks</i>				
Computer mice	\$8 each		\$8,000.00		<i>Computer mice</i>				
Additional technology			\$10,000.00		<i>projectors, portable screens, extenders, HDMI cables, adapters, extension cords, etc</i>				
		<b>Total</b>	\$325,500.00						
		<b>Total Direct Costs</b>	\$529,000.00						
<b>Administration</b>									
Program facilitation		<b>Total</b>	\$52,900.00		<i>10% of the project cost for accounting &amp; administrative support.</i>				
		<b>Project Total</b>	<b>\$581,900.00</b>						



## TGH Program Proposal

### PROGRAM SUMMARY

The Enterprise Center supports economic mobility and improved quality of life through a focus on digital equity and inclusion, anchored by the **Tech Goes Home Tennessee (TGH TN)** initiative, which facilitates access to digital education and skills training, internet connectivity and technology. Even prior to the pandemic, a growing percentage of life took place at least partially online — from how we communicate, to homework assignments, to job and school applications, to shopping and banking, to entertainment, and so on — and we must ensure that not just some, but all Tennessee residents can participate, and participate fully, in our increasingly digital world.

Tech Goes Home Tennessee partners with senior centers, public libraries, churches, nonprofits, schools, and other community anchor organizations across the state to help people of all ages safely access and use smart technologies to connect to 21st century opportunities. Our classes for older adults promote successful aging and combat social isolation. Other TGH TN classes prepare participants for job searching, remote work readiness, managing finances, small business management and entrepreneurship, distance learning and school engagement, and the use of accessibility technologies.

We use a train-the-trainer model - identifying trainers among our partners, training them in using our relevant, open-source curricula, and working with the trainers to develop new curricular resources, when necessary. Class participants receive: 1) fifteen hours of classroom training that the trainer customizes to provide fundamental digital skills development, access to essential services (e.g. telemedicine, job searching, online banking, etc.), and quality of life-focused online use (e.g. videoconferencing, social media, online library services, etc.); 2) the option to purchase a new Chromebook or tablet for \$50, upon completion of the course; and 3) assistance with low- to no-cost home Internet options. Program participants also have access to further their learning through free, ongoing TGH TN-sponsored digital skills development opportunities.

### PROGRAM STATISTICS

Since 2015, TGH TN has graduated 7,970 participants and distributed 7,047 devices (as of December 2022). Participants are about 80% female. 48% identify themselves as Black or African American; 43% identify as White Non-Hispanic; 5% identify themselves as LatinX; and a combined 6% identify themselves as Asian, Native American, Native Hawaiian or Pacific Islander, or Other. 28% of participants are under- or unemployed; 24% are retired. 73% of participants have a total household income under \$40,000 (with 38% of households making under \$20,000). About 9% of participants have less than a high school education; 28% have a high school diploma or GED; and 32% have some college. Almost 44% of participants say they have had to cancel their service because it was too expensive; 20% say they exclusively use their cell phone data for access; a combined 15% say they access the internet through a friend or family member or through free community internet sources, such as the library.



**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

**FREDDIE O'CONNELL  
MAYOR**

**OFFICE OF THE MAYOR**  
METROPOLITAN COURTHOUSE  
NASHVILLE, TENNESSEE 37201  
PHONE: (615) 862-6000  
EMAIL: mayor@nashville.gov

# TechTies: Bridging Communities Implementation Timeline

## Key dates:

- Grant award announcement (expected) – March, 2024
- Digital Education and Workforce Development – Planning through implementation: March 18 through June 14, 2024
- Virtual Health Monitoring Program for Underrepresented Communities – Program kick-off to participant onboarding: March 18 to June 7, 2024

Digital Education and Workforce Development: This includes the implementation of the Tech Goes Home digital education program, the LocalTek workforce development program, and the Cyber Seniors older adult digital education program.

Planning (8 weeks) – est. March 18 to May 10

- Needs assessment (partner focus groups)
- Program design
- Resource identification

Preparation (4 weeks with overlap) – est. April 8 to May 3

- Partnership contract finalization
- Logistics (online platforms, schedules, and promotional materials)

Program evaluation frameworks (4 weeks with overlap) – est. May 6 to May 31

Implementation (8 weeks) – est. May 20 to June 14

- Launch and recruitment
- Team training
- Implement program evaluation elements

Virtual Health Monitoring Program for Underrepresented Communities: This project is a telehealth monitoring program with services provided in-house, using data screening with results forwarded to healthcare professionals for education and online consultation.

Program Planning and Stakeholder Engagement (8 weeks) – est. March 18 to May 10

Week 1-2: Program Kickoff

- Define program goals, objectives, and success criteria.

- Form an interdisciplinary team including healthcare professionals, technologists, community organizers, and program managers.
- Week 3-4: Needs Assessment and Community Outreach
- Conduct a needs assessment to identify health priorities and challenges within the target communities.
- Engage with community leaders, local organizations, and potential participants to build trust and gather insights.

Week 5-8: Technology Infrastructure Setup

- Identify and implement the virtual health monitoring platform.
- Establish data privacy and security protocols.
- Train staff and volunteers on platform usage.

Program Launch and Participant Onboarding (4 weeks) – est. May 10 to June 7

Week 9-10: Recruitment and Enrollment

- Launch a targeted recruitment campaign using community-based channels.
- Develop user-friendly enrollment processes to ensure accessibility.

Week 11-12: Participant Onboarding and Education

- Conduct orientation sessions for participants on program goals, virtual monitoring devices, and data sharing.
- Distribute monitoring devices and provide training on usage.

## **Virtual Health Monitoring Program for Underrepresented Communities: 6-Month Timeline and Milestones**

### **Month 1-2: Program Planning and Stakeholder Engagement**

- **Week 1-2: Program Kickoff**

- Define program goals, objectives, and success criteria.
- Form an interdisciplinary team including healthcare professionals, technologists, community organizers, and program managers.

- **Week 3-4: Needs Assessment and Community Outreach**

- Conduct a needs assessment to identify health priorities and challenges within the target communities.
- Engage with community leaders, local organizations, and potential participants to build trust and gather insights.

- **Week 5-8: Technology Infrastructure Setup**

- Identify and implement the virtual health monitoring platform.
- Establish data privacy and security protocols.
- Train staff and volunteers on platform usage.

### **Month 3-4: Program Launch and Participant Onboarding**

- **Week 9-10: Recruitment and Enrollment**

- Launch a targeted recruitment campaign using community-based channels.
- Develop user-friendly enrollment processes to ensure accessibility.

- **Week 11-12: Participant Onboarding and Education**

- Conduct orientation sessions for participants on program goals, virtual monitoring devices, and data sharing.
- Distribute monitoring devices and provide training on usage.

### **Month 5: Program Implementation and Monitoring**

- **Week 13-16: Program Rollout**

- Begin the virtual health monitoring program with regular check-ins and data collection.
- Establish a 24/7 support system for participants.
- Monitor and address technical issues and participant concerns.

- **Week 17-20: Data Analysis and Program Adjustment**

- Analyze collected health data to identify trends and insights.

- Make necessary adjustments to the program based on initial findings.
- Implement targeted interventions for participants with specific health needs.

## **Month 6: Evaluation, Expansion, and Sustainability Planning**

- **Week 21-22: Mid-term Evaluation**

- Assess program effectiveness against predefined success criteria.
- Gather participant feedback through surveys and focus groups.

- **Week 23-24: Expansion Planning and Community Partnerships**

- Explore opportunities to expand the program to additional underrepresented communities.
- Form partnerships with local healthcare providers, community centers, and advocacy groups to enhance program reach and impact.

- **Week 25-26: Sustainability Planning and Future Roadmap**

- Develop a sustainability plan, including funding strategies and ongoing community engagement.
- Outline a roadmap for the program's future, incorporating lessons learned and potential enhancements.

This timeline provides a structured approach to the establishment, launch, and evaluation of a virtual health monitoring program for underrepresented communities. Continuous community engagement, data-driven adjustments, and collaboration with local stakeholders are key components to ensuring the program's success and long-term impact.

# Connected Community Facilities Revisions – Metro Nashville and Davidson County

For additional documentation referenced below, we have created for a combined PDF with all documents in it and separate files titled “NEW.” Though some of them are not new, we have labeled them as such for each identification. Thank you for your guidance!

**Provide a SAM ID**

LGZLHP6ZHM55 – included in packet of additional supplemental documents

**Provide FEIN on Grant Payment Setup Form**

62-0694743 – completed on grant payment set-up form

**Provide a partnership letter from the Department of General Services, which is listed as the partner for this application. These should be signed and feature the organization’s letterhead.**

Included in packet of additional supplemental documents

**Provide letter from Metro General Services attesting that they will provide the required 10% match**

Included in packet of additional supplemental documents

**Please provide the Project Timeline document in the requested format (Excel spreadsheet). The template can be found under the Connected Community Facilities tab at our website. (Keep the current Word document uploaded.)**

included in packet of additional supplemental documents

**Please provide a document stating that Metro General Services will be providing the 10% match, and upload 2 proofs of financing accordingly. As a reminder, the requirements for the 2 proofs of financing are as follows:**

- Audited financial statements should be provided by a certified auditor and signed (including on the cover letter). *We understand that the CSP audited financial report should be enough since we are a public agency, but please let us know if this is incorrect.*
- Letter of credit must be signed within 6 months of the application opening date of 10/2/2023.
- Bank statement must be signed within 6 months of the application opening date of 10/2/2023.

## **Budget Worksheet:**

**Generally, please review our guidance on eligible and ineligible costs, and organize individual costs into our eligible budget categories, which are: Construction; Architect/Engineering Fees; Grant/Project Administration; Occupancy; Professional Fee, Grant and Award; Supplies, Telephone, Postage & Shipping, Equipment Rental & Maintenance, Printing and Publications; Capital Purchases; Project Contingency; Other Non-Personnel**

**Please edit the Budget Worksheet in SmartSimple to reflect the information uploaded in budget-related attachments. Information between the Budget Worksheet in SmartSimple and the Budget Narrative MUST match.**

**Based on description of the planned rehabilitation (demolition, construction, partitions, etc.), renovation, or construction in the Project Information section of the application, costs related to Construction and/or Architect/Engineering Fees budget categories were expected, but none are listed. Please verify if there are any items under this category. Additionally, if these construction/renovation-related costs are being funded by other sources, please state those sources, and provide documentation.**

Additional costs (not included in grant request but referenced in grant narrative) have now been included.

**Please verify the total project cost: In the Budget Worksheet, it is listed as \$2,049,820.58 and in the Budget Narrative as \$1,786,339.46.**

To align the grant request with the funding amount, we selected which program items to include and which to delete. However, as with the example of the construction, we did not include the costs in the budget for items for which we were not requesting grant funds. In this updated version, we have tried to include the majority of costs, whether grant funds are requested or not, and reconfigured the grant request related to which items are included. Some costs, such as non-dedicated staff costs, are excluded, along with equipment that Metro can provide that does not need to be purchased specifically for this program, such as Nashville Public Library hotspots used for the CyberSeniors program (at the end of the program, all CyberSeniors graduates are registered for ACP. This is also true of our other training programs).

We have also included the lease (previously included but labeled "NEW" as part of this packet) with reference to the construction as a new item.

**Grant / Project Admin expenses as a budget category exceeds 6%. Please limit it to 6% of total project budget unless a negotiated indirect cost rate agreement is in place; if this applies, be sure to upload that agreement as well.**

**Additional Match: Please verify that the additional match listed is intentional. Your reimbursement rate may be lower than 90% if so.**

We have adjusted the additional match column. In SmartSimple, any line item that has grant funds requested automatically calculates a 10% match. Please note that there are some areas where we are not requesting grant funds, but covering the item in full as part of our overall 10% match. In this case, the match is entered into the “additional match” column to prevent the auto-fill from adding a 10% match. All edited items are in the two budget documents (Excel).

**Use the Supplies category, and list as the line-item “print and digital advertising” costs listed in the Budget attachments as “marketing”.**

## **Budget Narrative:**

**Please format the budget narrative with a cover sheet and a line-item breakdown for each budget category in format: total units, cost of each unit, grant funds requested, and cash amount, if applicable, with justifications or explanations of the total units requested and how the costs fit grant objectives.**

**Line-items listed on the Budget Narrative come out to be a total of \$1,701,209, but at the top it states \$1,786,339.46; please reconcile.**

**Please provide total units, unit cost, reimbursement requested, any match, and explain how this is appropriate marketing / why utility bills: Marketing: Utility bill inserts (two rounds at \$4,550 each): \$9,100**

**Please specify what the equipment is, and move this to Supplies: Computer lab equipment (10 units, \$835 each): \$8,350**

**Please explain if these will remain at the facility or if they will be given to participant for permanent possession. LocalTek thrive participant Chromebooks @ \$250 each: \$75000**



**Please provide line-item breakdown for clarification: Nashville Public Library Cyber-Seniors:  
\$57,829.23 (150 trained; includes devices)**

Budget Category # 1 : Construction Budget								
Item Description	Unit Cost	Number of Units (leased sf)	Unit	Total Unit Cost	Grant Funds Requested?	Grant Amount Requested (2M)	Cash Match Amount (10%)	Additional match funds
Per the lease included in supplemental items, construction is covered by the landlord at a tenant improvement allowance of \$30 per square foot, for a total of \$1,314,600.00	\$30.00	43,820	square feet	\$ 1,314,600.00	No	\$ -	\$ -	
<b>Total Budget Category # 1</b>				<b>\$ 1,314,600.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Budget Category#2 : Architect/Engineering Fees Budget								
Item Description	Unit Cost	Number of Units	Unit	Total Unit Cost	Grant Funds Requested?	Grant Amount Requested (2M)	Cash Match Amount (10%)	Additional match funds
IT Engineering Services to Design Metro Digital inclusion network system	\$250.00	300	hour	\$75,000.00	No	\$ -	\$ -	
Project Management for oversight during construction A&E Services. 585 hours	\$232.00	585	hour	\$135,720.00	No	\$ -	\$ -	\$135,720.00
<b>Total Budget Category # 2</b>				<b>\$210,720.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$135,720.00</b>
Budget Category # 3: Professional Fee, Grant & Award Budget								
Item Description	Unit Cost	Number of Units	Unit	Total Unit Cost	Grant Funds Requested?	Grant Amount Requested (2M)	Cash Match Amount (10%)	Additional match funds
Project assessment	\$175.00	150.25	hour	\$26,293.75	Yes	\$ 23,664.38	\$ -	
Tech Goes Home: Program planning	\$75	264	hour	\$19,800.00	Yes	\$ 17,820.00	\$ -	
Tech Goes Home: Program implementation	\$75	792	hour	\$59,400.00	Yes	\$ 53,460.00	\$ -	
Tech Goes Home: Data management, comms, etc.	\$75	264	hour	\$19,800.00	Yes	\$ 17,820.00	\$ -	
Tech Goes Home: 5-hour trainer orientation x (6)	\$75	30	hour	\$2,250.00	Yes	\$ 2,025.00	\$ -	
Tech Goes Home: Trainer stipends	\$1,000	66	class	\$66,000.00	No	\$ -	\$ -	
Tech Goes Home: Program execution	\$89,150.00	1	flat	\$89,150.00	Yes	\$ 80,235.00	\$ -	
Tech Goes Home: Post-session IT support	\$50.00	1000	graduate	\$50,000.00	Yes	\$ 45,000.00	\$ -	
NICE Immigrant and refugee services	\$250.00	48	applicant	\$12,000.00	Yes	\$ 10,800.00	\$ -	
CyberSeniors: Trainer Stipends	\$2,400.00	5	trainer	\$12,000.00	No	\$ -	\$ -	
LocalTek adult digital skills education	\$700.00	150	trainee	\$105,000.00	Yes	\$ 94,500.00	\$ -	
LocalTek Thrive youth technology education	\$667.00	150	trainee	\$100,050.00	Yes	\$ 90,045.00	\$ -	
Fisk University: Virtual Health Monitoring plus	\$500,000.00	1	flat	\$500,000.00	Yes	\$ 450,000.00	\$ -	
AV system: Engineer for programming	\$96.00	16	hour	\$1,536.00	No	\$ -	\$ -	
AV Project manager (contractor)	\$92.00	12	hour	\$1,104.00	No	\$ -	\$ -	
Professional services for installation - Technician	\$75.00	104	hour	\$7,800.00	No	\$ -	\$ -	
<b>Total Budget Category # 3</b>				<b>\$1,072,183.75</b>		<b>\$885,369.38</b>	<b>\$0.00</b>	<b>\$0.00</b>
Budget Category # 4: Supplies, Telephone, Postage & Shipping, Equipment Rental & Maintenance, Printing & Publications								
Item Description	Unit Cost	Number of Units	Unit	Total Unit Cost	Grant Funds Requested?	Grant Amount Requested (2M)	Cash Match Amount (10%)	Additional match funds
Print and digital advertising: Utility bill inserts	\$4,550.00	2	month	\$9,100.00	Yes	\$ 8,190.00	\$ -	
Print and digital advertising: Targeted Facebook ads (location-based and lead-based)	\$15.00	126	day	\$1,890.00	Yes	\$ 1,701.00	\$ -	
Print and digital advertising: Local news ads	\$4,567.92	1	flat	\$4,567.92	Yes	\$ 4,111.13	\$ -	
Print and digital advertising: Local radio: 30-second ads, non prime time	\$65.00	120	per ad	\$7,800.00	Yes	\$ 7,020.00	\$ -	
Print and digital advertising: Local radio: 30 second ads, prime time	\$225.00	48	per ad	\$10,800.00	Yes	\$ 9,720.00	\$ -	
Printed materials-flyers	\$0.18	7000	each	\$1,260.00	Yes	\$ 1,134.00	\$ -	

LocalTek: Workbooks and printed materials for youth	\$25.00	150	trainee	\$3,750.00	Yes	\$ 3,375.00	\$ -	
LocalTek: Printed materials for adults	\$10.00	150	trainee	\$1,500.00	Yes	\$ 1,350.00	\$ -	
Tech Goes Home: participant Chromebooks (to keep)	\$250.00	1000	each	\$250,000.00	Yes	\$ 225,000.00	\$ -	
Tech Goes Home: trainer/agency Chromebooks (to keep)	\$250.00	30	each	\$7,500.00	Yes	\$ 6,750.00	\$ -	
Tech Goes Home: Computer mice	\$8.00	1000	each	\$8,000.00	Yes	\$ 7,200.00	\$ -	
Tech Goes Home: Computer mice - replacements	\$8.00	250	each	\$2,000.00	Yes	\$ 1,800.00	\$ -	
Tech Goes Home: Additional technology	\$10,000.00	1	flat	\$10,000.00	Yes	\$ 9,000.00	\$ -	
Virtual health monitoring: Wearable devices	\$35.00	500	each	\$17,500.00	Yes	\$ 15,750.00	\$ -	
Virtual health monitoring: Inbody 770 BIA	\$30,000.00	2	each	\$60,000.00	Yes	\$ 54,000.00	\$ -	
Virtual health monitoring: Massimo Rad-57 Pulse Oximeter	\$600.00	10	each	\$6,000.00	Yes	\$ 5,400.00	\$ -	
Virtual health monitoring: Digital Blood Pressure Monitor	\$30.00	10	each	\$300.00	Yes	\$ 270.00	\$ -	
Virtual health monitoring: Color Copies (2 Brochures)	\$0.48	2000	each	\$960.00	Yes	\$ 864.00	\$ -	
Virtual health monitoring: MyFitnessPal App Subscription	\$80.00	1000	each	\$80,000.00	Yes	\$ 72,000.00	\$ -	
CyberSeniors: Samsung Galaxy tablets	\$173.88	150	each	\$26,082.00	Yes	\$ 23,473.80	\$ -	
CyberSeniors: tablet cases	\$15.19	150	each	\$2,278.50	Yes	\$ 2,050.65	\$ -	
CyberSeniors: graduation celebration - food	\$15.00	450	guest	\$6,750.00	Yes	\$ 6,075.00	\$ -	
CyberSeniors: graduation celebration - graduation caps	\$9.49	150	graduate	\$1,423.50	Yes	\$ 1,281.15	\$ -	
LocalTek Workforce Development: Adult education: Chromebooks (for participants to keep)	\$250.00	150	each	\$37,500.00	Yes	\$ 33,750.00	\$ -	
LocalTek Thrive Youth technology education: Chromebooks (for participants to keep)	\$250.00	150	each	\$37,500.00	Yes	\$ 33,750.00	\$ -	
Participant transportation: Training program participant transportation	\$30,000.00	1	flat	\$30,000.00	Yes	\$ 27,000.00	\$ -	
Training program participant transportation, charter (existing vehicle, per year): \$75,000 x 2 years = \$150,000 (includes fuel and maintenance)	\$75,000.00	2	year	\$150,000.00	Yes	\$ 135,000.00	\$ -	
<b>Total Budget Category #4</b>				<b>\$774,461.92</b>		<b>\$697,015.73</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Budget Category # 5: Occupancy</b>								
Item Description	Unit Cost	Number of Units		Total Unit Cost	Grant Funds Requested?	Grant Amount Requested (2M)	Cash Match Amount (10%)	Additional match funds
Not applicable, as occupancy costs will be addressed prior to the grant						\$ -	\$ -	
<b>Total Budget Category #5</b>						<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Budget Category # 6: Grant/Project Administration Budget</b>								
Item Description	Unit Cost	Number of Units (# of staff)		Total Unit Cost	Grant Funds Requested?	Grant Amount Requested (6%)	Cash Match Amount (10%)	Additional match funds
Grant manager's time to manage and coordinate grant activities (1 staff member assuming 1 hour per day for the total grant duration)	\$32.42	520	hour	\$16,858.40	Yes	\$16,858.40		
Program supervisor (1 staff member assuming 2 hours per day for the total grant duration)	\$47.64	1040	hour	\$49,545.60	Yes	\$49,545.60		
Grants assistant to collect needed receipts and invoices and submit to the State of TN for reimbursement (1 staff member assuming 1.5 hours per day)	\$26.34	780	hour	\$20,545.20	Yes	\$20,545.20		
Program coordinator (training coordination between trainees, trainers and Program supervisor) (assuming 1.5 hour per day on average)	\$47.64	780	hour	\$37,159.20	Yes	\$33,050.80		
<b>Total Budget Category #6</b>				<b>\$124,108.40</b>		<b>\$120,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Budget Category #7: Capital Purchase</b>								
Item Description	Unit Cost	Number of Units		Total Unit Cost	Grant Funds Requested?	Grant Amount Requested (2M)	Cash Match Amount (10%)	Additional match funds
Cost of Audio/Video equipment necessary for training rooms								
Huddle Rooms 2011-2031	\$6,006.57	2	room	\$12,013.14	Yes	\$ 10,811.83	\$ -	
Huddle Rooms 4015-4022	\$3,658.44	2	room	\$7,316.88	Yes	\$ 6,585.19	\$ -	
Conference Room 2026	\$9,814.92	1	room	\$9,814.92	Yes	\$ 8,833.43	\$ -	
Conference Room 4039	\$9,481.61	1	room	\$9,481.61	Yes	\$ 8,533.45	\$ -	
Board Room 4021	\$21,627.79	1	room	\$21,627.79	Yes	\$ 19,465.01	\$ -	
Open area and breakroom displays -	\$7,644.92	1	display	\$7,644.92	Yes	\$ 6,880.43	\$ -	
The AV System in training rooms	\$65,457.63	1	system	\$65,457.63	Yes	\$ 58,911.87	\$ -	
Sound Masking	\$29,068.55	1	system	\$29,068.55	Yes	\$ 26,161.70	\$ -	
Cisco Conferencing Kits -								
Room Bar - conference room 2026	\$5,000.00	1	unit	\$5,000.00	Yes	\$ 4,500.00	\$ -	
Room Bar - conference room 4039	\$10,000.00	1	unit	\$10,000.00	Yes	\$ 9,000.00	\$ -	
Room Bar - conference room 4021	\$17,000.00	1	unit	\$17,000.00	Yes	\$ 15,300.00	\$ -	
Technician's time to install	\$75.00	70	hour	\$5,250.00	No	\$ -	\$ -	
Computer lab equipment: Desktop computer	\$803.00	10	each	\$8,030.00	Yes	\$ 7,227.00	\$ -	
Computer lab: Logitech MK120 keyboard and mouse	\$17.09	10	each	\$170.90	Yes	\$ 153.81	\$ -	
Computer lab: Heavy duty stereo headphones	\$15.00	10	each	\$150.00	Yes	\$ 135.00	\$ -	
White boards	\$500.00	6	each	\$3,000.00	Yes	\$ 2,700.00	\$ -	
<b>Total Budget Category #7</b>				<b>\$211,026.34</b>		<b>\$185,198.71</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Budget Category #8: Project Contingency</b>								
Item Description	Unit Cost	Number of Units		Total Unit Cost	Grant Funds Requested?	Grant Amount Requested (2M)	Cash Match Amount (10%)	Additional match funds
Contingency money to cover any repair cost as needed or any price increase from what's listed above	\$205,767.20	0.60703005	flat	\$124,906.87	Yes	\$112,416.19	\$12,490.69	\$51,789.31
<b>Total Budget Category #8</b>				<b>\$124,906.87</b>		<b>\$112,416.19</b>	<b>\$12,490.69</b>	<b>\$51,789.31</b>
<b>Budget Category #9: Other Non-Personnel</b>								
Item Description	Unit Cost	Number of Units		Total Unit Cost	Grant Funds Requested?	Grant Amount Requested (2M)	Cash Match Amount (10%)	Additional match funds
Not applicable				\$0.00		\$ -	\$ -	
<b>Total Budget Category #9</b>				<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>* Budget Justification and Explanation</b>								
<b>Total Grand fund and required match</b>				<b>\$3,832,007.28</b>		<b>\$2,000,000.00</b>	<b>\$12,490.69</b>	<b>\$187,509.31</b>

Proof of the project's financing including the ability of the applicant's to fund the total project costs, prior to reimbursement, is required in the Document Upload and Submission tab.

METRO General Services will cover with 10% cash match: \$12,490.69  
 Additional match funds \$187,509.31  
 Total required cost match \$200,000.00

6% for indirect cost match fom Grantor \$120,000.00

	2024		
	Q1	Q2	Q3
<b>Selection/Closure of the Building Site</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data gathering and Feasibility Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community Engagement and Public Feedback Processes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Environmental Reviews (If applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Permits, Easements, Zoning Completed (if necessary)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utility and Infrastructure Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Land Use Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
City/County Franchise Agreements (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TDEC Easement Review (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Material Procurement</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Materials List	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Material Specifications and Quantity Estimations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vendor Selection	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contractual Agreements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Contractor Procurement</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vendor Selection and Contract Negotiations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineering, Architectural, and Project Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Land and Foundation Preparations (if applicable)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Clearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utility Infrastructure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Structural Construction</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Architectural and Engineering Designs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Network Construction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Installation and Waterproofing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mechanical, Electric, Plumbing Installation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repair, Rehabilitation, or Improvement of Facilities (if applicable)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>





Pre-grant Elements
These items have been/will be addressed prior to grant award, and are not included in the requests for reimbursement.
Site selection completed prior to grant
Completed prior to grant
For TechTies program; not related to construction
N/A
This is an existing facility and this item is within the landlord's prior responsibility.
Completed prior to grant
This is an existing facility and this item is within the landlord's prior responsibility.
This is an existing facility and this item is within the landlord's prior responsibility.
N/A
N/A
Partially completed prior to grant
List has been gathered in preparation for starting the grant activities
List has been gathered in preparation for starting the grant activities
Partially identified to start the grant activities and ready to engage upon the award early March 2024 - possibly before for ordering necessary equipment that has long lead time
Department will utilize current available contracts awarded by METRO which are in compliance with CFR200.319. In case other agreements are needed, the Department will connect with Procurement to get a contract in place
Completed prior to grant
Department will utilize current available contracts awarded by METRO which are in compliance with CFR200.319. In case other agreements are needed, the Department will connect with Procurement to get a contract in place
Architectural Engineering contracts and project management contracts have been completed by METRO Procurement prior to the grant start date. The Department will utilize currently available contract in accordance with CFR200.319
N/A
N/A
N/A
N/A
Architectural Engineering services will be required as part of this grant activities to provide construction administration and related Design to equip the training rooms that will be utilized for the purpose of this grant
Will begin prior to grant in parallel to construction to assure that Networks are available to service the grant purpose



Actual Structure is underway - however related cabling, network and other components are important to be taken into consideration during construction. In addition AV equipment installation should take place following the award pending Lead time

Part of actual construction that is scheduled to get completed early March 2024. Landlord is responsible on paying associated fees in accordance with the approved Legislation.

Partially completed prior to grant

Metropolitan Government  
of Nashville and Davidson County

Freddie O'Connell, Mayor  
Velvet Hunter, Interim Director



Department of General Services  
Richard H. Fulton Campus  
730 President Ronald Reagan Way  
P.O. Box 196300  
Nashville, TN 37219-6300  
615-862-5050, 615-862-5035 (Fax)

State of Tennessee  
Economic and Community Development  
Tennessee Tower, 27th Floor  
312 Rosa L. Parks Ave., Nashville, TN 37243

RE: Commitment for Metro Nashville & Davidson County's Connected Community Facilities Program Application

To whom it may concern,

I am writing this letter to state our commitment to help fund the Metropolitan Government of Nashville and Davidson County's proposed program for the Connected Community Facilities grant intended to develop a multifaceted program that supports community wellness through digital opportunity. Broadband access, digital education, digital workforce development, and virtual health monitoring will enable Metro to address multiple areas of need for the community.

In addition to leading and managing the renovation of the facility at 1281 Murfreesboro Pike, Metro Nashville's Department of General Services will provide documentation of capability to fund the 10% required match funds.

We are pleased to be part of the proposed program and are eager to work together with you and the Metropolitan Government of Nashville and Davidson County to support residents' digital opportunity needs and contribute to building a healthier and more economically secure city and county.

Sincerely,

A handwritten signature in black ink that reads "Velvet Hunter". The signature is written in a cursive, flowing style.

**Velvet Hunter**  
**Interim Director**  
**Department of General Services**  
**Metropolitan Government of Nashville and Davidson County**



FREDDIE O'CONNELL  
MAYOR

## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

OFFICE OF THE MAYOR  
METROPOLITAN COURTHOUSE  
NASHVILLE, TENNESSEE 37201  
PHONE: (615) 862-6000  
EMAIL: mayor@nashville.gov

# Connected Community Facilities Budget Narrative

**Actual Project Total: \$3,832,007.28**

**Grant funds requested (for all activities that will occur after award date) : \$2,000,000.00**

**Match funds proposed: \$200,000.00 (Please see proposed budget document)**

**Also included: A budget labeled "Actual," which includes the items that SmartSimple will automatically calculate with a 10% match. This match will be funded, but it will be funded from the accounts that contain the green-highlighted items in the "Proposed" budget. We are including both for clarity.**

*Please note: In this narrative, we have included items that are part of our project budget but are not part of the grant request because A) they have been addressed through other means, B) were addressed prior to this proposal, or C) will have been addressed or purchased before the award notification date of March 15, 2024. These items are also represented in the budget worksheet with \$0.00 requested, just to show all of the connected pieces.*

*Items that are part of the grant request are written in **BOLD** font.*

**Budget Category # 1: Construction Budget**

- Construction (\$1,314,600.0): Includes demolition of select walls, partitions, casework, wall base, and flooring and the addition of new partitions to create a new reception area, training rooms, collaborative areas, a computer lab, file storage, accessible restrooms, a mother's room, and private offices.

Construction costs are submitted as a single line item because we do not own this budget. Per the lease included in supplemental items, construction is covered by the landlord at a tenant Improvement allowance of \$30 per square foot for 43,820 square feet, for a total of \$1,314,600.00. *No grant funds requested.*

## Budget Category#2: Architect/Engineering Fees Budget

- IT Engineering (\$75,000): Services to design the network system. 300 hours at \$250 per hour. *No grant funds requested.*
- Project Management (\$135,720.00): Oversight during construction A&E Services. 585 hours at \$232 per hour. *No grant funds requested.* Based on the guidebook, this item is eligible for grant funds. Rather than include it in the grant request, we propose to pay for it in its entirety as part of our 10% match. As the remainder of the 10% match, we propose to pay 45% of the 7% project contingency. This and the portion of the contingency we propose to pay are together intended to offset the calculated 10% based on the items we include in the budget worksheet/grant request. While we still intend to cover the 10%, Metro General Services must use funds from business unit accounts that are different from the BUs designated for the items included in the grant request. So, with your permission, we would still be paying and submitting receipts for the same 10% match, it would just be from other line items.

## Budget Category # 3: Professional Fee, Grant & Award Budget

- **Project assessment (\$26,293.75):** Planning the necessary steps required to implement the grant activities (ITS with 2 subject matter experts to put together the program related activities). 150.25 hours at \$175 per hour.
- **Tech Goes Home program planning (\$19,800):** 4 hours per class, 66 classes = 264 hours at \$75 per hour.
- **Tech Goes Home program implementation (\$59,400):** 12 hours spent per class, 66 classes = 792 hours at \$75 per hour.
- **Tech Goes Home data management and communications (\$19,800):** 4 hours per class, 66 classes = 264 hours at \$75 per hour.
- **Tech Goes Home trainer orientation (\$2,250):** Training at trainer to teach a class. 5-hour orientation, 6 sessions = 30 hours at \$75 per hour.

- **Tech Goes Home site visits (\$24,500):** 66 site visits (66 classes), 5 hours per visit including travel time = 330 hours at \$75 per hour.
- Tech Goes Home trainer stipends (\$66,000): 66 classes, \$1,000 per class. *No grant funds requested.*
- **Tech Goes Home: Program execution (\$89,150):** Site visits, facilitation, and all program administration (\$89,150): 1,000 people trained. This breaks down to \$89.15 per trainee. Details are:
  - Planning meetings, Chromebook deliveries, in-class trainer support, in-session IT support, and ACP enrollment education sessions: \$11,500 flat
  - Site visits: 66 sessions, including travel time, is 5 hours per session. 330 hours total at \$75/hour = \$24,750
  - Administrative support, accounting, and program facilitation: add 10% to the total project cost of \$529,000. “Total project cost” also includes participant Chromebooks, agency Chromebooks, computer mice (original purchase only; Metro Digital Inclusion will cover replacements), and additional technology/peripherals included in Budget Category #4, Supplies.
- **Tech Goes Home Post-session IT support (\$50,000):** One year of IT support for each program graduate. 1000 graduates at \$50 each for the year = \$50,000
- **NICE Immigrant and refugee services (\$12,000):** NICE will support immigrant and refugee clients who need support beyond and/or in addition to digital skills, device support, and health monitoring. This support is intended to support application of the resources obtained through the TechTies program to support their daily lives as they transition to residency here. \$250.00 per application, two per month for 24 months = \$12,000
- **CyberSeniors: Trainer Stipends (\$12,000):** This program intentionally pairs older adults with younger people to build generational connections and social bonds, while providing a learning environment that is unique and engaging. Five trainers for the duration of the program, \$2,400 flat per trainer = \$12,000.
- **LocalTek adult digital skills education (\$105,000):** Per-person program fees for professional-level tech certifications/continuing digital education/career advancement. Includes planning, training sessions, onsite support, job coaching, and apprenticeship placement. 150 trainees at \$700 per person = \$105,000
- **LocalTek Thrive youth technology education (\$100,050.00):** per-person program fees including planning, training sessions, onsite support and optional technology certification coaching and optional college credit. 150 trainees at \$667 per person = \$100,050.00
- **Fisk University (\$500,000):** Virtual Health Monitoring plus recurring costs, policy work, supporting work going out to other organizations, long-term support for the entire system. Lump sum agreement cost, flat, \$500,000. Subject to Metro procurement process to detail specs and justify sole source.
- **AV System: Engineer for programming (\$1536):** 16 hours at \$96/hour. *No grant funds requested.*

- AV Project Manager, contractor (\$1104): 12 hours at \$92/hour. *No grant funds requested.*
- Professional services for installation (\$7800): 104 hours at \$75/hour. *No grant funds requested.*

Budget Category # 4: Supplies, Telephone, Postage & Shipping, Equipment Rental & Maintenance, Printing & Publications

- **Print and digital advertising (\$9100):** Utility bill inserts (one advertisement per month at \$4,550 each): \$9,100. Inserts into the utility bills through Metro Water Services to advertise services available at the new facility. This will help us reach residents who do not have access to the information through digital means.
- **Print and digital advertising: Targeted Facebook ads (location-based and lead-based) (\$1890):**
  - 126 ads in total (12 days per month at \$15 per day) to appear on both Facebook and Instagram
  - Goal: click-throughs or phone calls
  - Total staff time: 1 hour per quarter; 8 hours total (new ads each month)
  - Staff cost to project budget: \$0 (ITS staff)
- **Print and digital advertising (\$4567.92):** Local news ads:
  - 24 news ads in Nashville Scene, La Noticia, and La Campana
  - Goal 1: Awareness and recognition
  - Goal 2: Phone calls to hubNashville 311. ACP enrollment listed as a service request. HubNashville staff will direct callers to their community digital navigator for live support
  - Total staff time: 8 hours
  - Staff cost to project budget: \$0 (ITS staff)
- **Print and digital advertising Local radio (\$7800):**
  - Goal: Awareness and recognition
  - 120 30-second paid announcements on public radio, Spanish radio, and WQQK @\$65
- **Print and digital advertising: Local radio (\$10,800):**
  - Goal: Awareness and recognition
  - 48 30-second ads between 3pm and 7 pm @ \$225 = \$22,500
  - Total staff time: 4 hours (ITS to provide)
- **Printed materials-Flyers (\$1260):** 7,000 flyers to hand out at local events @ \$0.18 each: \$1,260
- **LocalTek: Workbooks and printed materials (\$3750)** for 150 trainees on LocalTek Thrive Youth Technology education
- **LocalTek: Printed materials(\$1500)** on LocalTek adult technology education for 150 trainees at \$10 per set = \$1500
- **Tech Goes Home: participant Chromebooks (to keep) (\$250,000):** 1000 Chromebooks (1 per graduate) at \$250 each = \$250,000

- **Tech Goes Home: trainer/agency Chromebooks (\$7500):** (train-the-trainer model, where 30 nonprofits can select their staff members to be trained as facilitators who can then train other nonprofit staff to ensure program sustainability after the two-year period. Chromebooks are theirs to keep). 30 Chromebooks (1 per agency) at \$250 each = \$7500
- **Tech Goes Home: Computer mice (\$8000):** 1 per trainee, 1000 mice at \$8 each = \$8000
- **Tech Goes Home: Computer mice – replacements (\$2000):** \$8.00 each – 250 units= \$2,000.00
- **Tech Goes Home: Additional technology (\$10,000):** Flat fee for projectors, portable screens, extenders, HDMI cables, adapters, extension cords/surge protectors, presentation remotes
- **Virtual health monitoring: Wearable devices (\$17,500):** Amazfit wearable activity tracker, \$35 each, capped at 500 units: \$17,500
- **Virtual health monitoring, Inbody 770 BIA (\$60,000):** Inbody 770 BIA (bioelectrical impedance analysis) is used to measure body fat percentage which helps assess risk of various health conditions, including cardiovascular diseases, diabetes, and certain cancers more accurately than relying solely on overall body weight or body mass index (BMI). Two units at \$30,000.00 each = \$60,000.00
- **Virtual health monitoring: Masimo Rad-57 Pulse Oximeter (\$6000):** Blood oxygen saturation will be measured using a Masimo Rad-57 Pulse Oximeter. Oxygen saturation is closely linked to cardiovascular health. 10 units at \$600.00 each = \$6,000.00
- **Virtual health monitoring: Digital Blood Pressure Monitor (\$300):** Blood pressure will be measured using a digital blood pressure monitor. Blood pressure readings are a key indicator of cardiovascular health. 10 units at \$30.00 each = \$300.00
- **Virtual health monitoring: Color Copies (\$960):** 2 Brochures, \$0.48 each, 1000 copies of each, 2000 copies = \$960.00
- **Virtual health monitoring: MyFitnessPal App Subscription (\$80,000):** Physical activity counseling will be provided through the issuance of a pamphlet (colored copies) and an Amazfit wearable activity tracker (wearable device noted above). \$80.00 each, optional subscription for 1000 users each = \$80,000.00
- **CyberSeniors: Samsung Galaxy tablets (\$26082):** (150 participants; these are for participants to keep) at \$173.88 each = \$26,082.00
- **CyberSeniors: tablet cases (\$2278.50):** (150 participants for participants to keep) \$15.19 each = \$2,278.50
- **CyberSeniors: graduation celebration-food (\$6750):** Food for graduates and guests; six sessions, 25 graduates and 50 guests per session, heavy hors d'oeuvres, water, soft drinks, coffee, tea, desserts - \$15.00 a head, 450 guests = \$6,750.00
- **CyberSeniors: graduation celebration - graduation caps (\$1433.50):** \$9.49 each, 150 graduates = \$1,423.50
- **LocalTek Workforce Development: Adult education: Chromebooks (for participants to keep) (\$37500):** \$250.00 each, 150 trainees = \$37,500.00

- **LocalTek Thrive Youth technology education: Chromebooks (for participants to keep) (\$37500):** \$250.00 each, 150 trainees = \$37,500.00
- **Participant transportation: Training program participant transportation, shuttle vehicle (Fisk/Freeman): \$30,000** – flat fee, Freeman center to cover ongoing costs beyond grant period
- **Training program participant transportation (\$150,000):** Charter (existing vehicle, per year): \$75,000 x 2 years = \$150,000 (includes fuel and maintenance)

### Budget Category # 5: Occupancy

*No grant funds requested.* Lease fees addressed prior to grant period

### Budget Category # 6: Grant/Project Administration Budget

- **Grant manager (\$16,858.40):** Grant manager's time to manage and coordinate grant activities (\$37,996.24): (1 staff member assuming 1 hours per day for the total grant duration). \$32.42 per hour x (260 working days x 2 hours) = \$16858.40
- **Program supervisor (\$49,545.60):** (1 staff member assuming 2 hours per day for the total grant duration). \$47.64 per hour, 1040 hours = \$49,545.60
- **Grants assistant (\$20,545.00):** to collect needed receipts and invoices and submit to the State of TN for reimbursement (1 staff member assuming 1.5 hours per day), \$26.34 per hour x (260 working days x 1.5 hours) = \$20,545.00
- **Program coordinator (ACTUAL: \$37,159.20 | REQUESTED: \$33,050.80):** (training coordination between trainees, trainers and Program supervisor) (assuming 1.5 hours per day on average). \$47.64 per hour x (260 working days x 1.5 hours) = \$37,159.20. Reduced this request to \$33,050.80 to keep us within the 6% limit for IDC.

### Budget Category #7: Capital Purchase

Cost of Audio/Video equipment necessary for training rooms

- **Huddle Rooms 2011- 2031 - Cost of AV system in these conference spaces will support local presentation of an HDMI source on the included 55" commercial grade LCD display (\$12,013.14):** 1 unit in each room, \$6,006.57 per unit, 2 rooms
- **Huddle Rooms 4015-4022 - The AV system in these conference spaces will support local presentation of an HDMI source on the included 55" commercial grade LCD display (\$7,316.88):** 1 unit in each room, \$3,658.44 per unit, 2 rooms



- **Conference Room 2026 - The AV System in this conference space will support Cisco based video conferencing and local presentation using a Cisco Room Bar Pro paired with a 75" commercial grade LCD display. (\$9814.92):** \$9,814.92 per unit, 1 room
- **Conference Room 4039 - The AV System in this conference space will support Cisco based video conferencing and local presentation using a Cisco Room Bar paired with a 65" commercial grade LCD display. (\$9481.61):** \$9,481.61 per unit/room, 1 room
- Board Room 4021 - The AV System in this conference space will support Cisco based video conferencing and local presentation using a Cisco Room Bar Pro paired with an 86" commercial grade LCD display (\$21,627.79): \$21,627.79 per unit/room, 1 room
- **Open area and breakroom displays - for the entrance open area installing (2) LG 55LK520 displays on new chief tilting wall mount and another one in the breakroom (1) new LG 55UR640 display on new Chief tilting wall mount (\$7,644.92):** 1 display at \$7,644.92
- **AV System – training rooms (\$65,457.63):** The AV System in these training rooms will support audiovisual presentation using ceiling mounted projectors, projection screens and in-ceiling speakers.
  - Wall plate inputs for HDMI sources will be installed near a presentation position in each room
  - Divisible Training Rooms 1027& 1030 - Sound reinforcement of a presenter's voice will be supported using the included wireless LAV style microphones.
  - The room systems will share their core audio, control and video processing components, enabling the room sections to be automatically combined and divided based on the detected position of the room partition.
  - 1 total system at \$65,457.63
- **Sound Masking (\$29,068.55):** The system shall be commissioned with a field engineer for the applicable dB rating above the regular noise floor (level). End user can make adjustments per zone or overall volume adjustment for all zones. \$29,068.55 for the system, 1 system = \$29,068.55

Cisco Conferencing Kits :

- **Room Bar - conference room 2026: \$5,000.00 per unit, 1 unit**
- **Room Bar - conference room 4039: \$10,000.00 per unit, 1 unit**
- **Room Bar - conference room 4021: \$17,000.00 per unit, 1 unit**
- Technician's time to install (\$5250): \$75.00 per hour, 70 hours. *No grant funds requested.*
- **Computer lab equipment, desktop computers (\$8,030):** Dell Optiplex 7010 Plus, \$803.00 per computer, 10 stations, one computer for each station = \$8,030.00

- **Computer lab equipment, keyboard and mouse sets (\$170.09):** Logitech MK120 keyboard and mouse, \$17.09 per set, 1 set per station, 10 stations = \$170.90
- **Computer lab equipment: Heavy duty stereo headphones (\$150):** \$15.00 per set, 1 set per station, 10 stations = \$150.00
- **White boards (\$3000):** \$500.00 each 6 boards = \$3,000

### Budget Category #8: Project Contingency

- **Contingency money to cover any repair cost as needed or any price increase from what's listed above (\$78,628.27):** Our contingency rate is 7% contingency. This is midpoint between 5% and 10%, customary contingency percentages. This totals \$144,037.04. To support the cost match, we propose to request only \$78,628.27, with a 10% match on the original contingency cost of \$144, 037.04. We will pay an additional portion, presented as additional match funds, of \$65,408.77 – this is the difference between the actual 7% contingency and the grant request. Should the cost overage exceed 7%, Metro General Services will cover this, as well.

### Budget Category #9: Other Non-Personnel

- *No grant funds requested.*

#### Total Grand fund and required match

- Total grant administration (IDC of 6%): \$120,000
- LocalTek Thrive Youth technology education (150 trained): \$100,000
- LocalTek Thrive participant Chromebooks @ \$250 each: \$75000
- **Tech Goes Home adult digital basic digital skills education (1000 trained): \$581,900 (Please see attached supplemental TGH budget proposal, includes devices)**
- Nashville Public Library Cyber-Seniors: \$57,829.23 (150 trained; includes devices)
- Virtual Health Monitoring: Fisk University: \$500,000 – plus recurring costs, policy work, supporting work going out to other organizations, long-term support for the entire system.
- Virtual health monitoring: Wearable devices, \$35 each, capped at 500 units: \$17,500
- Marketing: Utility bill inserts (two rounds at \$4,550 each): \$9,100

- MNN: Metro ITS to provide
- Program administration: Metro ITS to provide
- Computer lab equipment (10 units, \$835 each): \$8,350
  - Ongoing internal operational costs covered within MAC operating budget
- Training program participant transportation, Shuttle vehicle (Fisk/Freeman): \$30,000 (Freeman center to cover ongoing costs)
- Training program participant transportation, charter (existing vehicle, per year): \$75,000 x 2 years = \$150,000 (includes fuel and maintenance)
- NICE immigrant and refugee services, \$250 per application, two per month, 24 months: \$12,000

## Metro General Services

“The GS team that works on our grants advised that since we’re government, we don’t provide these types of documents. Instead for grants they submit the Audited Financial Report: [PDF 2022 Annual Comprehensive Financial Report 121922 \(1\).pdf](#)”

The funding for this project is coming from the 2023 CSP, so I’ve attached the legislation details for the CSP and the exhibit showing the allocated funding for this project (highlighted in yellow on p. 5 of the pdf).”

## Marketing

### Targeted Facebook ads (location-based and lead-based):

- 252 ads in total (12 days per month at \$15 per day) to appear on both Facebook and Instagram
- Goal: click-throughs or phone calls
- Total staff time: 3 hours per quarter; 21 hours total (new ads each month)
- Staff cost to project budget: \$0 (ITS staff)
- Line-item cost: \$3,780

### Local news ads:

- 63 news ads in Nashville Scene, La Noticia, and La Campana
- Goal 1: Awareness and recognition
- Goal 2: Phone calls to hubNashville 311. ACP enrollment listed as a service request. HubNashville staff will direct callers to their community digital navigator for live support
- Total staff time: 8 hours
- Cost to project budget: \$0 (ITS staff)
- Line-item cost: \$11,991

### Local radio:

- Goal: Awareness and recognition
- 420 30-second paid announcements on public radio, Spanish radio, and WQQK @\$65 = \$27,300
- 100 30-second ads between 3pm and 7 pm @ \$225 = \$22,500

Total staff time: 8 hours (ITS to provide)

Printed materials

7,000 flyers for local events @ \$0.18 each: \$1,260

## ROI for Marketing

Targeted Facebook ads (location-based and lead-based):

- - Audience reach: Baseline of 9,600 per day; expected conversion rate .of 89% (based on Facebook's average across all industries = 21,530.

Local news ads:

- Audience reach: a minimum of 38,000 per quarter, and using an average conversion rate of 2.35% = 18,753.

Local radio:

- Minimum reach of 103,000 based on selected advertising days

All activities will be measured and tracked compared to goals and funding month by month, and by location, using a dashboard developed by Metro's GIS and Data Insights team

Budget Category # 1 : Construction Budget								
Item Description	Unit Cost	Number of Units (leased sf)	Unit	Total Unit Cost	Grant Funds Requested?	Grant Amount Requested (2M)	Cash Match Amount (10%)	Additional match funds
Per the lease included in supplemental items, construction is covered by the landlord at a tenant improvement allowance of \$30 per square foot, for a total of \$1,314,600.00	\$30.00	43,820	square feet	\$ 1,314,600.00	No	\$ -	\$ -	
<b>Total Budget Category # 1</b>				<b>\$ 1,314,600.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Budget Category#2 : Architect/Engineering Fees Budget								
Item Description	Unit Cost	Number of Units	Unit	Total Unit Cost	Grant Funds Requested?	Grant Amount Requested (2M)	Cash Match Amount (10%)	Additional match funds
IT Engineering Services to Design Metro Digital inclusion network system	\$250.00	300	hour	\$75,000.00	No	\$ -	\$ -	
Project Management for oversight during construction A&E Services. 585 hours	\$232.00	585	hour	\$135,720.00	No	\$ -	\$ -	\$0.00
<b>Total Budget Category # 2</b>				<b>\$210,720.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Budget Category # 3: Professional Fee, Grant & Award Budget								
Item Description	Unit Cost	Number of Units	Unit	Total Unit Cost	Grant Funds Requested?	Grant Amount Requested (2M)	Cash Match Amount (10%)	Additional match funds
Project assessment	\$175.00	150.25	hour	\$26,293.75	Yes	\$ 23,664.38	\$ 2,629.38	
Tech Goes Home: Program planning	\$75	264	hour	\$19,800.00	Yes	\$ 17,820.00	\$ 1,980.00	
Tech Goes Home: Program implementation	\$75	792	hour	\$59,400.00	Yes	\$ 53,460.00	\$ 5,940.00	
Tech Goes Home: Data management, comms, etc.	\$75	264	hour	\$19,800.00	Yes	\$ 17,820.00	\$ 1,980.00	
Tech Goes Home: 5-hour trainer orientation x (6)	\$75	30	hour	\$2,250.00	Yes	\$ 2,025.00	\$ 225.00	
Tech Goes Home: Trainer stipends	\$1,000	66	class	\$66,000.00	No	\$ -	\$ -	
Tech Goes Home: Program execution	\$89,150.00	1	flat	\$89,150.00	Yes	\$ 80,235.00	\$ 8,915.00	
Tech Goes Home: Post-session IT support	\$50.00	1000	graduate	\$50,000.00	Yes	\$ 45,000.00	\$ 5,000.00	
NICE Immigrant and refugee services	\$250.00	48	applicant	\$12,000.00	Yes	\$ 10,800.00	\$ 1,200.00	
CyberSeniors: Trainer Stipends	\$2,400.00	5	trainer	\$12,000.00	No	\$ -	\$ -	
LocalTek adult digital skills education	\$700.00	150	trainee	\$105,000.00	Yes	\$ 94,500.00	\$ 10,500.00	
LocalTek Thrive youth technology education	\$667.00	150	trainee	\$100,050.00	Yes	\$ 90,045.00	\$ 10,005.00	
Fisk University: Virtual Health Monitoring plus	\$500,000.00	1	flat	\$500,000.00	Yes	\$ 450,000.00	\$ 50,000.00	
AV system: Engineer for programming	\$96.00	16	hour	\$1,536.00	No	\$ -	\$ -	
AV Project manager (contractor)	\$92.00	12	hour	\$1,104.00	No	\$ -	\$ -	
Professional services for installation - Technician	\$75.00	104	hour	\$7,800.00	No	\$ -	\$ -	
<b>Total Budget Category # 3</b>				<b>\$1,072,183.75</b>		<b>\$885,369.38</b>	<b>\$98,374.38</b>	<b>\$0.00</b>
Budget Category # 4: Supplies, Telephone, Postage & Shipping, Equipment Rental & Maintenance, Printing & Publications								
Item Description	Unit Cost	Number of Units	Unit	Total Unit Cost	Grant Funds Requested?	Grant Amount Requested (2M)	Cash Match Amount (10%)	Additional match funds
Print and digital advertising: Utility bill inserts	\$4,550.00	2	month	\$9,100.00	Yes	\$ 8,190.00	\$ 910.00	
Print and digital advertising: Targeted Facebook ads (location-based and lead-based)	\$15.00	126	day	\$1,890.00	Yes	\$ 1,701.00	\$ 189.00	
Print and digital advertising: Local news ads	\$4,567.92	1	flat	\$4,567.92	Yes	\$ 4,111.13	\$ 456.79	
Print and digital advertising: Local radio: 30-second ads, non prime time	\$65.00	120	per ad	\$7,800.00	Yes	\$ 7,020.00	\$ 780.00	
Print and digital advertising: Local radio: 30 second ads, prime time	\$225.00	48	per ad	\$10,800.00	Yes	\$ 9,720.00	\$ 1,080.00	
Printed materials-flyers	\$0.18	7000	each	\$1,260.00	Yes	\$ 1,134.00	\$ 126.00	

LocalTek: Workbooks and printed materials for youth	\$25.00	150	trainee	\$3,750.00	Yes	\$ 3,375.00	\$ 375.00	
LocalTek: Printed materials for adults	\$10.00	150	trainee	\$1,500.00	Yes	\$ 1,350.00	\$ 150.00	
Tech Goes Home: participant Chromebooks (to keep)	\$250.00	1000	each	\$250,000.00	Yes	\$ 225,000.00	\$ 25,000.00	
Tech Goes Home: trainer/agency Chromebooks (to keep)	\$250.00	30	each	\$7,500.00	Yes	\$ 6,750.00	\$ 750.00	
Tech Goes Home: Computer mice	\$8.00	1000	each	\$8,000.00	Yes	\$ 7,200.00	\$ 800.00	
Tech Goes Home: Computer mice - replacements	\$8.00	250	each	\$2,000.00	Yes	\$ 1,800.00	\$ 200.00	
Tech Goes Home: Additional technology	\$10,000.00	1	flat	\$10,000.00	Yes	\$ 9,000.00	\$ 1,000.00	
Virtual health monitoring: Wearable devices	\$35.00	500	each	\$17,500.00	Yes	\$ 15,750.00	\$ 1,750.00	
Virtual health monitoring: Inbody 770 BIA	\$30,000.00	2	each	\$60,000.00	Yes	\$ 54,000.00	\$ 6,000.00	
Virtual health monitoring: Maximo Rad-57 Pulse Oximeter	\$600.00	10	each	\$6,000.00	Yes	\$ 5,400.00	\$ 600.00	
Virtual health monitoring: Digital Blood Pressure Monitor	\$30.00	10	each	\$300.00	Yes	\$ 270.00	\$ 30.00	
Virtual health monitoring: Color Copies (2 Brochures)	\$0.48	2000	each	\$960.00	Yes	\$ 864.00	\$ 96.00	
Virtual health monitoring: MyFitnessPal App Subscription	\$80.00	1000	each	\$80,000.00	Yes	\$ 72,000.00	\$ 8,000.00	
CyberSeniors: Samsung Galaxy tablets	\$173.88	150	each	\$26,082.00	Yes	\$ 23,473.80	\$ 2,608.20	
CyberSeniors: tablet cases	\$15.19	150	each	\$2,278.50	Yes	\$ 2,050.65	\$ 227.85	
CyberSeniors: graduation celebration - food	\$15.00	450	guest	\$6,750.00	Yes	\$ 6,075.00	\$ 675.00	
CyberSeniors: graduation celebration - graduation caps	\$9.49	150	graduate	\$1,423.50	Yes	\$ 1,281.15	\$ 142.35	
LocalTek Workforce Development: Adult education: Chromebooks (for participants to keep)	\$250.00	150	each	\$37,500.00	Yes	\$ 33,750.00	\$ 3,750.00	
LocalTek Thrive Youth technology education: Chromebooks (for participants to keep)	\$250.00	150	each	\$37,500.00	Yes	\$ 33,750.00	\$ 3,750.00	
Participant transportation: Training program participant transportation	\$30,000.00	1	flat	\$30,000.00	Yes	\$ 27,000.00	\$ 3,000.00	
Training program participant transportation, charter (existing vehicle, per year): \$75,000 x 2 years = \$150,000 (includes fuel and maintenance)	\$75,000.00	2	year	\$150,000.00	Yes	\$ 135,000.00	\$ 15,000.00	
<b>Total Budget Category #4</b>				<b>\$774,461.92</b>		<b>\$697,015.73</b>	<b>\$77,446.19</b>	<b>\$0.00</b>
<b>Budget Category # 5: Occupancy</b>								
Item Description	Unit Cost	Number of Units		Total Unit Cost	Grant Funds Requested?	Grant Amount Requested (2M)	Cash Match Amount (10%)	Additional match funds
Not applicable, as occupancy costs will be addressed prior to the grant						\$	\$	
<b>Total Budget Category #5</b>						<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Budget Category # 6: Grant/Project Administration Budget</b>								
Item Description	Unit Cost	Number of Units (# of staff)		Total Unit Cost	Grant Funds Requested?	Grant Amount Requested (6%)	Cash Match Amount (10%)	Additional match funds
Grant manager's time to manage and coordinate grant activities (1 staff member assuming 1 hour per day for the total grant duration)	\$32.42	520	hour	\$16,858.40	Yes	\$16,858.40		
Program supervisor (1 staff member assuming 2 hours per day for the total grant duration)	\$47.64	1040	hour	\$49,545.60	Yes	\$49,545.60		
Grants assistant to collect needed receipts and invoices and submit to the State of TN for reimbursement (1 staff member assuming 1.5 hours per day)	\$26.34	780	hour	\$20,545.20	Yes	\$20,545.20		
Program coordinator (training coordination between trainees, trainers and Program supervisor) (assuming 1.5 hour per day on average)	\$47.64	780	hour	\$37,159.20	Yes	\$33,050.80		
<b>Total Budget Category #6</b>				<b>\$124,108.40</b>		<b>\$120,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Budget Category #7: Capital Purchase</b>								
Item Description	Unit Cost	Number of Units		Total Unit Cost	Grant Funds Requested?	Grant Amount Requested (2M)	Cash Match Amount (10%)	Additional match funds
Cost of Audio/Video equipment necessary for training rooms								
Huddle Rooms 2011-2031	\$6,006.57	2	room	\$12,013.14	Yes	\$ 10,811.83	\$ 1,201.31	
Huddle Rooms 4015-4022	\$3,658.44	2	room	\$7,316.88	Yes	\$ 6,585.19	\$ 731.69	
Conference Room 2026	\$9,814.92	1	room	\$9,814.92	Yes	\$ 8,833.43	\$ 981.49	
Conference Room 4039	\$9,481.61	1	room	\$9,481.61	Yes	\$ 8,533.45	\$ 948.16	
Board Room 4021	\$21,627.79	1	room	\$21,627.79	Yes	\$ 19,465.01	\$ 2,162.78	
Open area and breakroom displays -	\$7,644.92	1	display	\$7,644.92	Yes	\$ 6,880.43	\$ 764.49	
The AV System in training rooms	\$65,457.63	1	system	\$65,457.63	Yes	\$ 58,911.87	\$ 6,545.76	
Sound Masking	\$29,068.55	1	system	\$29,068.55	Yes	\$ 26,161.70	\$ 2,906.86	
Cisco Conferencing Kits :								
Room Bar - conference room 2026	\$5,000.00	1	unit	\$5,000.00	Yes	\$ 4,500.00	\$ 500.00	
Room Bar - conference room 4039	\$10,000.00	1	unit	\$10,000.00	Yes	\$ 9,000.00	\$ 1,000.00	
Room Bar - conference room 4021	\$17,000.00	1	unit	\$17,000.00	Yes	\$ 15,300.00	\$ 1,700.00	
Technician's time to install	\$75.00	70	hour	\$5,250.00	No	\$ -	\$ -	
Computer lab equipment: Desktop computer	\$803.00	10	each	\$8,030.00	Yes	\$ 7,227.00	\$ 803.00	
Computer lab: Logitech MK120 keyboard and mouse	\$17.09	10	each	\$170.90	Yes	\$ 153.81	\$ 17.09	
Computer lab: Heavy duty stereo headphones	\$15.00	10	each	\$150.00	Yes	\$ 135.00	\$ 15.00	
White boards	\$500.00	6	each	\$3,000.00	Yes	\$ 2,700.00	\$ 300.00	
<b>Total Budget Category #7</b>				<b>\$211,026.34</b>		<b>\$185,198.71</b>	<b>\$20,577.63</b>	<b>\$0.00</b>
<b>Budget Category #8: Project Contingency</b>								
Item Description	Unit Cost	Number of Units		Total Unit Cost	Grant Funds Requested?	Grant Amount Requested (2M)	Cash Match Amount (10%)	Additional match funds
Contingency money to cover any repair cost as needed or any price increase from what's listed above	\$205,767.20	0.60703005	flat	\$124,906.87	Yes	\$112,416.19	\$12,490.69	\$0.00
<b>Total Budget Category #8</b>				<b>\$124,906.87</b>		<b>\$112,416.19</b>	<b>\$12,490.69</b>	<b>\$0.00</b>
<b>Budget Category #9: Other Non-Personnel</b>								
Item Description	Unit Cost	Number of Units		Total Unit Cost	Grant Funds Requested?	Grant Amount Requested (2M)	Cash Match Amount (10%)	Additional match funds
Not applicable				\$0.00		\$ -	\$ -	
<b>Total Budget Category #9</b>				<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>* Budget Justification and Explanation</b>								
<b>Total Grand fund and required match</b>				<b>\$3,832,007.28</b>		<b>\$2,000,000.00</b>	<b>\$208,888.89</b>	<b>\$0.00</b>

Proof of the project's financing including the ability of the applicant's to fund the total project costs, prior to reimbursement, is required in the Document Upload and Submission tab.

METRO General Services will cover with 10% cash match: \$208,888.89  
 Additional match funds \$0.00  
 Total required cost match \$208,888.89

6% for indirect cost match fom Grantor \$120,000.00

Metropolitan Government  
of Nashville and Davidson County

Freddie O'Connell, Mayor  
Velvet Hunter, Interim Director



Department of General Services  
Richard H. Fulton Campus  
730 President Ronald Reagan Way  
P.O. Box 196300  
Nashville, TN 37219-6300  
615-862-5050, 615-862-5035 (Fax)

State of Tennessee  
Economic and Community Development  
Tennessee Tower, 27th Floor  
312 Rosa L. Parks Ave., Nashville, TN 37243

RE: Partner Statement of Commitment for Metro Nashville & Davidson County's Connected Community Facilities Program Application

To whom it may concern,

I am writing this letter to state our commitment to partnership on the Metropolitan Government of Nashville and Davidson County's proposed program for the Connected Community Facilities grant.

As a department of the Metropolitan Government of Nashville and Davidson County, Metro General Services intends to partner with Metro Information Technology Services to support the application for a grant to develop a multifaceted program that supports community wellness through digital opportunity. Broadband access, digital education, digital workforce development, and virtual health monitoring will enable Metro to address multiple areas of need for the community.

Metro Nashville's Department of General Services will lead and manage the renovation of the facility at 1281 Murfreesboro Pike. In its role, should the Metropolitan Government of Nashville and Davidson County be awarded this grant, Metro General Services will provide design, construction, building technology, and building management.

As the funder for the renovation at 1281 Murfreesboro Pike, Metro Nashville's Department of General Services will provide documentation of capability to fund the construction as well as provide the 10% match, noted in the attached match funding commitment letter.

We are pleased to be part of the proposed program and are eager to work together with you and the Metropolitan Government of Nashville and Davidson County to support residents' digital opportunity needs and contribute to building a healthier and more economically secure city and county.

Sincerely,

A handwritten signature in blue ink that reads "Velvet Hunter".

**Velvet Hunter**  
**Interim Director**  
**Department of General Services**  
**Metropolitan Government of Nashville and Davidson County**





## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

FREDDIE O'CONNELL  
MAYOR

OFFICE OF THE MAYOR  
METROPOLITAN COURTHOUSE  
NASHVILLE, TENNESSEE 37201  
PHONE: (615) 862-6000  
EMAIL: mayor@nashville.gov

# Project Timeline-CCF

**Construction/buildout:** This project involves the renovation and fit-out of approximately 42K square feet across 3 floors of leased space. The project aims to provide rejuvenated and expanded space for the Metro Action Commission in a new location. The new space will provide enhanced service to customers due to the location, accommodate 5-10 years of departmental growth, and provide an enhanced working space for employees. The new space will provide improved reception and in-take areas, as well as upgraded training space with enhanced technology to provide increased benefits to employees, customers, and the community. The space will also meet the surge demands of limited term needs, such as annual or grant-funded programs.

### Scope of Work:

#### First Floor

- Demolition of existing partitions to create open reception and in-take area and open-concept eligibility office.
- Renovation of old equipment rooms for program storage.
- Creation of data closet and program manager office.
- Refresh of existing large dividable training room to create more efficient space with upgraded technology.
- Upgrade of single occupancy restroom to meet accessibility standards.
- New carpet and paint.
- Replacement of existing fluorescent lighting fixtures with LED flat acrylic panels and addition of local occupancy sensing and wall switch controls for increased energy efficiency.

#### Second Floor

- Demolition and addition of partitions to create file storage room, accessible restroom, and mother's room.
- Renovation of existing rooms to create collaborative areas and private offices.
- Installation of new flooring, paint, LED lighting, and fire alarm devices, as required.
- New partition to divide program space from area to be used by separate Metro agency.

#### Fourth Floor

- Demolition of partitions to create large conference/board room.
- New partitions to create executive admin suite.
- Upgrade to existing small breakroom to create single occupancy restroom.
- Creation of accessible restroom.
- Renovation of existing rooms to create collaborative areas and private offices.
- Installation of new flooring, paint, LED lighting, and fire alarm devices, as required.

Timeline and Milestones:

Planning and Design (14 weeks)

- Space design and furniture blocking plans – completed October 25, 2023.
- Lease signed and submitted to Metro Council – completed October 27, 2023.
- 100% Construction Drawings – completed November 3, 2023.
- Lease passed through three readings of Metro Council – est. December 5, 2023.
- Furniture order complete – est. December 15, 2023

Construction (14 weeks) – est. December 18, 2023, to March 23, 2024

- Demolition of select walls, partitions, casework, wall base, and flooring.
- Construction of interior spaces including select walls, electrical, plumbing, casework, flooring, and paint.

Furniture Install and Tenant Onboarding (8 weeks)

- Furniture installation – est. March 25 to May 4, 2024.
- Move of department items to new location – est. May 6 to May 11, 2024.
- Department enters new space – est. May 13, 2024.

Digital Education and Workforce Development: This project involves the implementation of the Tech Goes Home digital education program, the LocalTek workforce development program, and the Cyber Seniors older adult digital education program.

Planning (8 weeks) – est. March 18 to May 10

- Needs assessment (partner focus groups)
- Program design
- Resource identification

Preparation (4 weeks with overlap) – est. April 8 to May 3

- Partnership contract finalization
- Logistics (online platforms, schedules, and promotional materials)

Program evaluation frameworks (4 weeks with overlap) – est. May 6 to May 31

Implementation (8 weeks) – est. May 20 to June 14

- Launch and recruitment
- Team training
- Implement program evaluation elements

Virtual Health Monitoring Program for Underrepresented Communities: This project is a telehealth monitoring program with services provided in-house, using data screening with results forwarded to healthcare professionals for education and online consultation.

Program Planning and Stakeholder Engagement (8 weeks) – est. March 18 to May 10

Week 1-2: Program Kickoff

- Define program goals, objectives, and success criteria.
- Form an interdisciplinary team including healthcare professionals, technologists, community organizers, and program managers.
- Week 3-4: Needs Assessment and Community Outreach
- Conduct a needs assessment to identify health priorities and challenges within the target communities.
- Engage with community leaders, local organizations, and potential participants to build trust and gather insights.

Week 5-8: Technology Infrastructure Setup

- Identify and implement the virtual health monitoring platform.
- Establish data privacy and security protocols.
- Train staff and volunteers on platform usage.

Program Launch and Participant Onboarding (4 weeks) – est. May 10 to June 7

Week 9-10: Recruitment and Enrollment

- Launch a targeted recruitment campaign using community-based channels.
- Develop user-friendly enrollment processes to ensure accessibility.

Week 11-12: Participant Onboarding and Education

- Conduct orientation sessions for participants on program goals, virtual monitoring devices, and data sharing.
- Distribute monitoring devices and provide training on usage.

State of Tennessee  
Economic and Community Development  
Tennessee Tower, 27th Floor  
312 Rosa L. Parks Ave., Nashville, TN 37243

RE: Letter of Commitment for Metro Nashville & Davidson County Connected Community Facilities Program

To whom it may concern,

I am writing this letter to support The Metropolitan Government of Nashville and Davidson County's proposed program for the Connected Community Facilities grant. As a partner to Metro, LocalTek and LocalTek Thrive support the application for a grant to develop a multifaceted program that supports community wellness through digital opportunity. Broadband access, digital education, digital workforce development, and virtual health monitoring will enable Metro to address multiple areas of need for the community. We believe in the value that this proposed program will bring, particularly to distressed communities near the Murfreesboro Pike corridor.

**LocalTek's support of the program focuses on:**

- **A full suite of technology certification courses to help adults learn skills to help them enter the tech workforce or improve their skills for career advancement**
- **Placement in apprenticeships following training**
- 

**LocalTek Thrive's support of the program focuses on:**

- **Youth digital advancement – technology courses (e.g. coding languages, healthcare analytics, data science, app development and machine learning) for high school students**
- **Potential to earn certifications and college credits**

LocalTek, a program of Blacks in Technology (BiT) – Nashville Chapter, is a flexible workforce development program that combines one-the-job training with classroom instruction from industry leaders and one-on-one mentoring to help build a qualified, diverse tech pipeline. LocalTek Thrive, also an initiative of BiT, is a program for high school youth aimed at helping them learn about technology, with the opportunity to earn certifications and/or college credit.

We are pleased to be part of the proposed program and are eager to work together with you and the Metropolitan Government of Nashville and Davidson County to support residents' digital opportunity needs and contribute to building a healthier and more economically secure city and county.

Sincerely,



**Holly Rachel**  
**Blacks in Technology – Nashville Chapter**



State of Tennessee  
Economic and Community Development  
Tennessee Tower, 27th Floor  
312 Rosa L. Parks Ave., Nashville, TN 37243

RE: Letter of Commitment for Metro Nashville & Davidson County Connected Community Facilities Program

To whom it may concern,

I am writing this letter to support The Metropolitan Government of Nashville and Davidson County's proposed program for the Connected Community Facilities grant. As a partner to Metro, Nashville International Center for Empowerment (N.I.C.E.) supports the application for a grant to develop a multifaceted program that supports community wellness through digital opportunity. Broadband access, digital education, digital workforce development, and virtual health monitoring will enable Metro to address multiple areas of need for the community. We believe in the value that this proposed program will bring, particularly to distressed communities near the Murfreesboro Pike corridor.

**N.I.C.E.'s support of the program focuses on offering support to clients of Metro Action Commission and the proposed program to use new and developing digital skills to navigate the programs and processes surrounding immigration and gaining citizenship. citizenship. Knowledge of and access to online resources and tools lift the some of confusion surrounding bureaucratic navigation, easing their path to citizenship.**

N.I.C.E. is committed to ensuring refugees and immigrants achieve their full potential now and for generations to come. Providing culturally sensitive and appropriate support in all facets of acclimation is a critical part of this.

We are pleased to be part of the proposed program and are eager to work together with you and the Metropolitan Government of Nashville and Davidson County to support residents' digital opportunity needs and contribute to building a healthier and more economically secure city and county.

Sincerely,

A handwritten signature in black ink, appearing to read "Gatluak Thach".

**Gatluak Thach**  
**Presiden & CEO**  
**Nashville International Center for Empowerment (N.I.C.E.)**



State of Tennessee  
Economic and Community Development  
Tennessee Tower, 27th Floor  
312 Rosa L. Parks Ave., Nashville, TN 37243

December 12, 2023

RE: Letter of Commitment for Metro Nashville & Davidson County Connected Community Facilities Program

To whom it may concern,

I am writing this letter to support The Metropolitan Government of Nashville and Davidson County's proposed program for the Connected Community Facilities grant. As a partner to Metro, The Enterprise Center and Tech Goes Home Tennessee support the application for a grant to develop a multifaceted program that supports community wellness through digital opportunity. Broadband access, digital education, digital workforce development, and virtual health monitoring will enable Metro to address multiple areas of need for the community. We believe in the value that this proposed program will bring, particularly to distressed communities near the Murfreesboro Pike corridor.

**Our support of the program focuses on:**

- **Adult digital literacy training**
- **Device access for all training participants**

Tech Goes Home, based in Chattanooga, works with partners across the State of Tennessee to offer free courses designed to help residents develop skills and habits required for smart technology and Internet use. Each participant in our program receives a Chromebook upon completion of training and assistance in obtaining access to low-cost home internet.

We are pleased to be part of the proposed program and are eager to work together with you and the Metropolitan Government of Nashville and Davidson County to support residents' digital opportunity needs and contribute to building a healthier and more economically secure city, county and state.

Sincerely,

Deb Socia  
President & CEO | The Enterprise Center

State of Tennessee  
Economic and Community Development  
Tennessee Tower, 27th Floor  
312 Rosa L. Parks Ave., Nashville, TN 37243

RE: Letter of Commitment for Metro Nashville & Davidson County Connected Community Facilities Program

To whom it may concern,

I am writing this letter to support The Metropolitan Government of Nashville and Davidson County's proposed program for the Connected Community Facilities grant. As a partner to Metro, Fisk University supports the application for a grant to develop a multifaceted program that supports community wellness through digital opportunity. Broadband access, digital education, digital workforce development, and virtual health monitoring will enable Metro to address multiple areas of need for the community. We believe in the value that this proposed program will bring, particularly to distressed communities near the Murfreesboro Pike corridor.

We are pleased to be part of the proposed program and are eager to work together with you and the Metropolitan Government of Nashville and Davidson County to support residents' digital opportunity needs and contribute to building a healthier and more economically secure city and county.

Sincerely,

A handwritten signature in black ink that reads "Holly Rachel". The signature is written in a cursive, flowing style.

**Holly Rachel**  
**Fisk University – President, Darrell S. Freeman Center for Incubation and Innovation**



**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

**FREDDIE O'CONNELL  
MAYOR**

**OFFICE OF THE MAYOR**  
METROPOLITAN COURTHOUSE  
NASHVILLE, TENNESSEE 37201  
PHONE: (615) 862-6000  
EMAIL: [mayor@nashville.gov](mailto:mayor@nashville.gov)

## Connected Community Facilities Budget Information

**Project Total: \$1,786,339.46**

### TechTies Program Line Items

- Total grant administration (IDC of 6%): \$120,000
- LocalTek Thrive Youth technology education (150 trained): \$100,000
- LocalTek Thrive participant Chromebooks @ \$250 each: \$75,000
- Tech Goes Home adult digital basic digital skills education (1000 trained): \$581,900 (Please see attached supplemental TGH budget proposal, includes devices)
- Nashville Public Library Cyber-Seniors: **\$57,829.23** (150 trained; includes devices)
- Virtual Health Monitoring: Fisk University: \$500,000 – plus recurring costs, policy work, supporting work going out to other organizations, long-term support for the entire system.
- Virtual health monitoring: Wearable devices, \$35 each, capped at 500 units: \$17,500
- Marketing: Utility bill inserts (two rounds at \$4,550 each): \$9,100
- MNN: Metro ITS to provide
- Program administration: Metro ITS to provide
- Computer lab equipment (10 units, \$835 each): \$8,350
  - Ongoing internal operational costs covered within MAC operating budget
- Training program participant transportation, Shuttle vehicle (Fisk/Freeman): \$30,000 (Freeman center to cover ongoing costs)
- Training program participant transportation, charter (existing vehicle, per year): \$75,000 x 2 years = \$150,000 (includes fuel and maintenance)
- NICE immigrant and refugee services, \$250 per application, two per month, 24 months: \$12,000



## Metro General Services

“The GS team that works on our grants advised that since we’re government, we don’t provide these types of documents. Instead for grants they submit the Audited Financial Report:

 [2022 Annual Comprehensive Financial Report 121922 \(1\).pdf](#)

The funding for this project is coming from the 2023 CSP, so I’ve attached the legislation details for the CSP and the exhibit showing the allocated funding for this project (highlighted in yellow on p. 5 of the pdf).”

## Marketing

### Targeted Facebook ads (location-based and lead-based):

- 252 ads in total (12 days per month at \$15 per day) to appear on both Facebook and Instagram
- Goal: click-throughs or phone calls
- Total staff time: 3 hours per quarter; 21 hours total (new ads each month)
- Staff cost to project budget: \$0 (ITS staff)
- Line-item cost: \$3,780

### Local news ads:

- 63 news ads in Nashville Scene, La Noticia, and La Campana
- Goal 1: Awareness and recognition
- Goal 2: Phone calls to hubNashville 311. ACP enrollment listed as a service request. HubNashville staff will direct callers to their community digital navigator for live support
- Total staff time: 8 hours
- Cost to project budget: \$0 (ITS staff)
- Line-item cost: \$11,991

### Local radio:

Goal: Awareness and recognition

420 30-second paid announcements on public radio, Spanish radio, and WQQK @\$65 = \$27,300

100 30-second ads between 3pm and 7 pm @ \$225 = \$22,500

Total staff time: 8 hours (ITS to provide)

### Printed materials

7,000 flyers for local events @ \$0.18 each: \$1,260

## ROI for Marketing

Targeted Facebook ads (location-based and lead-based):

- - Audience reach: Baseline of 9,600 per day; expected conversion rate .of 89% (based on Facebook's average across all industries = 21,530.

Local news ads:

- Audience reach: a minimum of 38,000 per quarter, and using an average conversion rate of 2.35% = 18,753.

Local radio:

- Minimum reach of 103,000 based on selected advertising days

All activities will be measured and tracked compared to goals and funding month by month, and by location, using a dashboard developed by Metro's GIS and Data Insights team

Ordinance No. BL2023 - 80

An ordinance approving a lease agreement between the Metropolitan Government of Nashville and Davidson County and Nashville Metropolitan LLC for office space at 1281 Murfreesboro Pike, Nashville, Tennessee (Parcel No. 12000015500) (Proposal No. 2023M-043AG-001).

WHEREAS, Nashville Metropolitan LLC owns certain real property located at 1281 Murfreesboro Pike, Nashville, Tennessee; and,

WHEREAS, The Metropolitan Government of Nashville and Davidson County has determined that this property is needed to provide office space for the Metropolitan Action Commission; and,

WHEREAS, The Metropolitan Government of Nashville and Davidson County and Nashville Metropolitan LLC have negotiated the lease agreement attached hereto and incorporated herein; and,

WHEREAS, it is to the benefit of the citizens of The Metropolitan Government of Nashville and Davidson County that this lease agreement be approved.

NOW, THEREFORE, BE IT ENACTED BY THE COUNCIL OF THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY:

Section 1. That the Lease Agreement between The Metropolitan Government of Nashville and Davidson County and Nashville Metropolitan LLC, attached hereto and incorporated herein, is hereby approved and the Director of Public Property Administration, or his designee, is hereby authorized to execute the same.

Section 2. That any amendment to this lease agreement shall be approved by resolution of the Metropolitan Council receiving at least twenty-one (21) affirmative votes.

Section 3. This ordinance shall take effect from and after its final passage, the welfare of the Metropolitan Government of Nashville and Davidson County requiring it.

RECOMMENDED BY:

*Abraham Wescott*

Abraham Wescott, Director  
Public Property Administration

INTRODUCED BY:

*Russ Bradford*

*Delishia D. Porterfield*

*Jenny Jable*

Member(s) of Council

*Erin Evans*

APPROVED AS TO AVAILABILITY  
OF FUNDS:

*Kevin Crumbo/mjw*

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Kevin Crumbo, Director  
Department of Finance

APPROVED AS TO FORM AND  
LEGALITY:

*Meki Eke*

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Assistant Metropolitan Attorney



## LEASE AGREEMENT

1. Parties THIS LEASE (the "Lease"), dated the \_\_\_\_ day of \_\_\_\_\_, 2023 by and between **Nashville Metropolitan LLC**, whose record address is 1283 Murfreesboro Pike Suite 100, Nashville, TN 37217, hereinafter called "Lessor" and **Metropolitan Government of Nashville and Davidson County**, whose record address is **700 2<sup>nd</sup> Ave S, PO Box 196300, Nashville, TN 37219** hereinafter called "Lessee", WITNESSETH:
2. Considerations In consideration of the rental stated below and their mutual covenants, Lessor hereby leases to Lessee, and Lessee hereby leases from Lessor the premises described herein.
3. Premises The leased premises, hereinafter called the "Premises", are identified and described as follows: being an approximately 43,820 rentable square feet of an approximately 78,500 square foot building located at 1281 Murfreesboro Pike, 1<sup>st</sup> Floor, 2<sup>nd</sup> Floor, and 4<sup>th</sup> Floor Nashville, TN 37204. Premises shall be identified as 1281 Murfreesboro Pike, 1<sup>st</sup> Floor, 2<sup>nd</sup> Floor, and 4<sup>th</sup> Floor, together with non-exclusive use of the contiguous paved areas for vehicular traffic and parking used so as not to interfere with the ingress and egress of other tenants. Premises is displayed in Exhibit "A" below.
4. Term The term of this Lease is **Ten (10) years** commencing upon Delivery Date. **Date of Commencement defined in Exhibit "B"**.  
  
Renewal Terms: Subject to the terms of the Lease, Tenant shall have two (2) successive option(s) to extend the term of this Lease each for an additional period of Five (5) years. The Annual Rent at the beginning of each year of such option period shall increase 3.0%, or current market rent as reasonably agreed upon by Lessor and Lessee in an executed lease amendment at the time of the renewal, whichever is higher.
5. Basic Rental Lessee agrees to pay to Lessor an annual rental payable in advance monthly installments in accordance with the following schedule:  
  
**Year 1: \$19.35 per rentable square foot; \$847,917.00 per year**  
**Year 2: \$19.93 per rentable square foot; \$873,332.60 per year**  
**Year 3: \$20.53 per rentable square foot; \$899,555.15 per year**  
**Year 4: \$21.15 per rentable square foot; \$926,541.80 per year**  
**Year 5: \$21.79 per rentable square foot; \$954,338.05 per year**  
**Year 6: \$22.44 per rentable square foot; \$982,968.20 per year**  
**Year 7: \$23.11 per rentable square foot; \$1,012,457.24 per year**  
**Year 8: \$23.80 per rentable square foot; \$1,042,830.96 per year**  
**Year 9: \$24.51 per rentable square foot; \$1,074,115.89 per year**  
**Year 10: \$25.24 per rentable square foot; \$1,106,339.36 per year**  
  
**Rental Rate: 43,820 SF @ \$19.35/SF FS 3.00% annual rent escalations.**  
  
All rent payments to be made on the first day of each month, except that if the beginning and ending months are not whole, then only the prorata portion for that month shall be paid for said month.  
  
Lessee to pay the first full month's rent thirty (30) days following Lessor's possession of the Premises.  
  
Payments to be made to the Lessor via ACH transfer to Nashville Metropolitan LLC, 1283 Murfreesboro Pike Suite 100, Nashville, TN 37217, without demand or further notice which is hereby expressly waived.
6. Security Deposit Intentionally deleted.
7. Full Payment The total rent due upon each due date shall be paid in full to Lessor, and no set-off or

- Without Set-Off counter-claims may be deducted by Lessee from the rentals due. The burden of proof of full payment shall be upon Lessee. In the event rent is not received by Nashville Metropolitan LLC. by the 10th of the month, a 10% penalty fee will be charged.
8. Kind of Business Lessee shall occupy the Premises throughout the full term of the Lease and the principal business to be conducted is: **General administrative office and related uses.**
9. Assignment, Subletting, and Transfer of Lessor's Interest This Lease may not be assigned, pledged or encumbered by Lessee, and the Premises may not be sublet, partially or fully, without prior written consent of Lessor, which consent shall not be unreasonably withheld. The term "assignment" as used herein shall include any change or transfer in the ownership or control of Lessee. Even in the event of permitted assignment or subletting, Lessee acknowledges that it shall remain fully responsible for compliance with all terms of the Lease. Fifty (50%) percent of any profit from a sublease shall be paid to Lessor when earned by Lessee.
- If Lessor's interest in the Premises terminates by reason of a bona fide assignment, sale, or other transaction, Lessor, upon transfer of Lessee's Security Deposit to the new owner, will be released from all further liability to Lessee under this Lease.
10. Lien for Payment of Rent Lessor shall have all of the rights provided for protection of landlord's interest under local, state, and federal law, specifically including a lien for payment of rent.
11. Alterations Lessee shall make no alterations, additions, replacements or improvements to the Premises without the express written permission of Lessor. Any alterations, additions, replacements and improvements made to or upon the Premises during the term of the Lease shall immediately become the property of Lessor and be considered a part of the Premises. Lessee agrees that should it make any alterations, additions, replacements or improvements to the Premises, it will not be acting as agent or servant of Lessor, and that it will promptly pay the cost or expense for same. Notwithstanding the foregoing, Lessor, at Lessor's option, may require Lessee at the end of the term to remove improvements and alterations made by Lessee and to restore the Premises to their original condition at Lessee's expense.
- However, trade fixtures, machinery and equipment installed by Lessee solely for use in its business shall remain the property of Lessee and may be removed at the expiration of the Lease.
12. Delivery at End of Lease Upon termination of the Lease, by expiration of term, or otherwise, Lessee shall redeliver to Lessor the Premises in good order, repair and condition, cleared of all goods, signs and debris, and professionally cleaned and repaired to specifically include, but not necessarily be limited to, floors; overhead doors, personnel doors, and door hardware; dock bumpers and levelers; locks; electrical lights, bulbs, and ballasts; and dust, cobwebs and filth; and shall make good all damages to the Premises, ordinary wear and tear excepted, and shall remain liable for Holdover Rent until the Premises shall be returned in such order to Lessor including cubicles owned by lessor.
13. Lawful Use Lessee covenants and agrees that it will observe and comply with all laws, orders, rules and regulations of any governmental authority relating to the Premises, and will not permit same to be used for illegal purposes nor permit any nuisance to be created or maintained thereon.
14. Environmental Compliance/Use Lessee warrants that it shall not cause or permit any Hazardous Materials (as hereinafter defined) to be brought, kept or used in or about Premises by Lessee, its sublessees, agents, employees, contractors, or invitees except in commercial quantities similar to those quantities usually kept on similar premises by others in the same business or profession. Lessee shall cause all such materials to be stored, used and disposed of in compliance with all applicable federal, state and local laws, including, without limitation, laws governing Hazardous Materials. If the presence of any Hazardous Materials on, in or under the Premises caused or permitted by Lessee, its sublessees, agents, employees, contractors or invitees results in any contamination of the Premises, Lessee shall promptly take all actions, at its sole expense, as are necessary to return the affected area to the condition existing prior to the introduction of any such Hazardous Materials, including, without limitation, any investigation or monitoring of site conditions or any clean up, remediation, response, removal, encapsulation, containment or restoration work required because of the presence of any such Hazardous

Materials on, in or under the Premises or any release or suspected release or threat of release of any such Hazardous Materials in the air, soil, surface water or ground water.

“Hazardous Materials” as such term is used in this Lease means any hazardous or toxic substances, material or waste, regulated or listed pursuant to any federal, state or local environmental law, including without limitation, the Clean Air Act, the Clean Water Act, the Toxic Substances Control Act, the Comprehensive Environmental Response Compensation and Liability Act, the Resource Conservation and Recovery Act, the Federal Insecticide, Fungicide, Rodenticide Act, the Safe Drinking Water Act and the Occupational Safety and Health Act as such Acts have been or are hereafter amended from time to time.

15. Cleanliness Lessee shall keep the Premises and adjacent grounds, including parking lots, and rail sidings alongside of and in the vicinity of the Premises in a good, clean, and sanitary condition and appearance, free from dirt, filth, waste, oiled rags or any flammable, dangerous or detrimental material, also from noxious or objectionable odors. If same are not maintained in this manner, Lessor may, upon giving ten (10) days written notice to Lessee during which time Lessee fails to correct the matter of which Lessor complains, take the corrective action, and the cost of same shall be borne by Lessee, which Lessee agrees to pay upon receipt of the bill for same from Lessor.
16. Holdover Should Lessee, or any of its successors in interest, hold over at the Premises, or any part thereof, after the expiration of the term of the Lease, unless otherwise agreed in writing, such holding over shall constitute and be construed as tenancy from month-to-month only, at a net monthly rental equal to one and a half times (150%) the rental payable for the last full month of the term of this Lease (the “Holdover Rent”). The inclusion of the preceding sentence shall not be construed as Lessor’s permission for Lessee to hold over, nor shall it be construed as an option to extend this Lease. In the event Lessee shall become a Holdover tenant, all the provisions, terms and conditions of this Lease shall remain in effect during the full term of the Holdover period.
17. Utilities All heat, water, storm water fees, electric current, gas, garbage, or special fees, metering charges, sprinkler inspections, fees and bonds, or utility charges of any nature used on the Premises shall be paid by Lessor.
18. Signs Unless otherwise agreed in this Lease, Lessee shall not affix or attach any signs on the Premises without consent in writing from Lessor, except that Lessee may employ modest signs for business identification only.
19. Improvements to be Made, and Delivery of Premises If Lessor is to make any improvements prior to Lessee’s occupancy, said improvements will be listed in Section 37. Special Provisions setting out the agreed improvements; in such event, Lessor shall proceed diligently to make such improvements and Lessee acknowledges that the Premises shall be acceptable when such improvements are substantially complete. If no Special Provisions are listed, Lessee shall be deemed to have accepted the Premises “As Is” in their existing condition.
20. Upkeep of Premises Lessor shall, at its own cost and expense, maintain in good repair the roof, HVAC, foundations and exterior walls (not including doors, windows and floors); however Lessor shall not be obligated to make any repairs of those portions of the Premises that it is obligated to maintain unless it shall be notified in writing by Lessee, and Lessor shall then have a reasonable period of time to make such repairs, provided, however that Lessee and not Lessor shall be responsible for making any such repairs occasioned by the acts or negligence of Lessee, its employees, or invitees, except those damages caused by fire or other casualty covered by insurance on the building under policies naming lessor as the insured. Lessor shall not be liable for any damage or loss occasioned by Lessor’s failure to repair portions of the Premises which it had covenanted to maintain unless it shall have failed to repair the defect within a reasonable time following written demand of Lessee to make the repair.
- Lessor shall at its own expense keep and maintain in good repair the entire Premises including interior walls, floors, ceilings, ducts, utilities, air conditioning, heating, lighting, plate glass, plumbing, sprinkler system, electric wiring, loading dock(s), dock door(s) and dock

equipment, and also including any vehicular or truck driveway or parking areas, landscaped or other areas exclusively used by Lessee, provided, however that Lessee and not Lessor shall be responsible for making any such repairs occasioned by the acts or negligence of Lessee, its employees, or invitees. Upon receiving notice of any defect that is the responsibility of Lessor to maintain, Lessor agrees to proceed diligently to make repairs.

#### 21. Fire Clause

Lessor shall procure and maintain insurance covering fire and such other risks as are from time to time included in standard extended coverage endorsements, insuring the premises for its full replacement value, with adequate updates to the policy limits at least every two years during the term of the Lease.

In case the Premises shall be so damaged by fire or other cause as to be rendered untenantable, Lessor shall use its best efforts to determine the extent of repairs to be done and the time required to perform them within thirty (30) days from date of said casualty. If the damage is such that repairs can be completed within one hundred twenty (120) days from the date of said damage or casualty, Lessor agrees to make such repairs promptly and there shall be a deduction of the rental equivalent to the percent of space lost due to destruction and repair work. Lessor shall use its best efforts to commence repairs within forty-five (45) days from date of said casualty. If necessary repairs cannot be made within one hundred twenty (120) days from the date of the casualty, this lease may be terminated at the option of Lessee by giving written notice to the Lessor within sixty (60) days of Lessor's notification of the time required to perform repairs. In the event of partial loss, the rent shall be abated by a portion equal to the area rendered unfit for use against the total area. Should less than one (1) year remain before the expiration of the term of this lease and repairs cannot be completed within sixty (60) days from the date of casualty, then Lessor shall have the right to terminate this lease upon ninety (90) days written notice to Lessee.

If the cost of such repairs exceeds the actual proceeds of insurance due Lessor on account of such casualty, or if Lessor's mortgagee or any ground lessor shall require that any insurance proceeds be paid to it, Lessor may terminate this Lease unless Lessee, within fifteen (15) days after demand therefore, deposits with Lessor a sum of money sufficient to pay the difference between the cost of repair and the proceeds of the insurance available to Lessor for such purpose.

#### 22. Waiver of Subrogation

Lessor and Lessee agree, provided that such agreement does not invalidate or prejudice any policy of insurance, that, in the event the Premises or the fixtures, leasehold improvements, furniture, equipment, or merchandise therein, are damaged or destroyed by fire or other casualty which is covered by insurance of either the Lessor or the Lessee, the rights of either party, if any, against the other, or against the employees, agents, or licensees of any party with respect to such damage or destruction and with respect to any loss resulting therefrom, including the interruption of the business of any party, are hereby waived to the extent of the coverage of said insurance. Lessor and Lessee agree further that all policies of fire, extended coverage, business interruption, all risk or other insurance covering the Premises, or the contents, fixtures, equipment and improvements thereon, shall, if obtainable, contain a clause or endorsement providing in substance that the insurance shall not be prejudiced by virtue of this waiver. Any additional premiums on account thereof shall be paid by the party benefited.

Lessee acknowledges that Lessor will not carry insurance on improvements that constitute personal property, furniture, furnishings, trade fixtures, equipment installed in or made for or attached to the Premises by, for, or for the benefit of Lessee, and Lessee, not Lessor, will at its option, promptly repair any damage to its personal property.

#### 23. Condemnation

If all or a substantial part of the Premises are taken by right of eminent domain or by purchase in lieu thereof, and the taking would prevent or materially interfere with the use of the Premises for the purpose for which they are then being used, this Lease will terminate and the rent and additional rent will be abated during the unexpired portion of this Lease effective on the date physical possession is taken by the condemning authority. In the event of termination of this Lease, Lessee shall have the right to remove all of its property and contents but shall have no right to any part of the condemnation settlement or award, except for reasonable moving expenses if specifically set aside for tenant relocation by the condemning authority. Lessee may separately pursue a claim against the condemner for (i) the value of Lessee's personal property that Lessee is entitled to remove under the Lease, (ii)



moving costs, and (iii) loss of business.

24. Tax Increases Intentionally Deleted
25. Insurance Increase Intentionally Deleted
26. Default by the Lessee  
 In the event Lessee fails to pay the rent as herein stipulated, or fails to comply with any of the terms and conditions of this Lease, then Lessor may continue the Lease and recover damages for such failure, or unless Lessee corrects or remedies any such failure or default within thirty (30) days or such other time limitation as may be specifically provided for elsewhere in this Lease, after Lessor has mailed written notice of same to Lessee, except that only ten (10) day's notice shall be required with respect to failure to pay rent, then Lessor may elect to declare this Lease forfeited and terminated and at an end in all respects, and may, thereupon enter and take possession of said Premises for said breach and re-rent the same to such Lessee as in the discretion of Lessor may be deemed suitable and proper. Should, through no fault of Lessee, the default be unable to be cured within said thirty (30) day period, Lessee shall have an additional reasonable time in which to cure said default. Should Lessor declare this Lease terminated and forfeited as aforesaid, then Lessee agrees to surrender peaceful possession of same.
- If the Lease is terminated pursuant to the preceding paragraph, Lessor shall have the right to recover damages as provided by law and collect an amount as authorized by law equal to: all expenses incurred by Lessor in recovering possession of the Premises; all reasonable costs and charges for the care of the Premises while vacant; all renovation costs incurred in connection with the preparation of the Premises for a new lessee; all past due rent which is unpaid, plus interest thereon (at the interest rate specified in Paragraph 31); and an amount by which the entire rent for the remainder of the term exceeds the loss of rent that Lessee proves could have been reasonably avoided.
27. Lessor's Right of Entry  
 Lessor, and its agents or other representatives, shall have the right to enter into and upon the Premises or any part thereof at all reasonable hours for the purpose of examining the same or making repairs or alterations which may be necessary for the safety and preservation thereof. Lessee agrees at any time within one hundred eighty (180) calendar days before the expiration of this Lease to allow Lessor to enter upon the Premises and to affix upon any suitable part thereof a notice for reletting same, and that Lessee will not remove same and will permit all persons authorized by Lessor to view said Premises at reasonable times.
28. Damages and Accidents  
 Lessee, the Metropolitan Government of Nashville and Davidson County, is a metropolitan form of government as set out under the Governmental Tort Liability Act in TCA 29-20-101, et seq., and as such has its liability limits defined by law. Lessee is self-insured in an adequately funded Self-Insurance Program, up to the limits as set out in the statute. This self-insurance is for the benefit of the Metro Government only and provides no indemnification for any other entity whatsoever.
- In addition,
- Notwithstanding any contrary provision of this Lease, Lessee will look solely (to the extent insurance coverage is not applicable or available) to the interest of Lessor (or its successor as Lessor hereunder) in the Premises for the satisfaction of any judgment or other judicial process requiring the payment of money as a result of any negligence or breach of this Lease or other act or failure to act by Lessor or its successor or of Lessor's managing agent (including any beneficial owners, partners, corporations and/or other affiliated or in any way related to Lessor or such successor or managing agent).
29. Non-waiver  
 Failure of Lessor to declare any default immediately upon occurrence thereof or delay in taking any action in connection therewith shall not waive such default, but Lessor shall have the right to declare any such default at any time; no waiver of any default shall alter Lessee's obligations under the Lease, with respect to any other existing or subsequent default.
30. Bankruptcy or Insolvency of Lessee  
 In the event of the filing of any petition for bankruptcy or receivership relating to the Lessee, unless dismissed in twenty-one (21) days, or in the event of any assignment of Lessee's assets for the benefit of creditors, then Lessor shall have the right on thirty (30) days' notice to terminate this Lease irrespective of whether rental payments shall then be in default.

31. Attorney's Fees and Interest Intentionally Deleted
32. Quiet Possession / Subordination  
 In consideration of the covenants and agreements herewith contained, Lessor agrees to warrant and defend Lessee in the quiet and peaceful possession of the said Premises during the term of this Lease.
- Lessee hereby agrees to subordinate its rights and interests hereunder to any future financing or mortgage arranged by Lessor at the request of Lessor. Pursuant thereof, Lessee agrees to execute any and all documents necessary to effectuate the purposes of this provision within ten (10) days of Lessor's request.
- Lessee agrees, within ten (10) days after written request from Lessor, to execute and deliver to Lessor or designee of Lessor any estoppel information regarding this Lease as Lessor or its designee may reasonably request.
33. Entirety of Understanding in Written Lease  
 It is agreed that the entire understanding between the parties is set out in the Lease and any riders which are hereto annexed, that this Lease supersedes and voids all prior proposals, letters and agreements, oral or written, and that no modification or alteration of the Lease shall be effective unless evidenced by an instrument in writing signed by both parties. The law of the state where the Premises are situated shall apply.
34. Commission  
 Charles Hawkins Co. and Southeastern Commercial Properties shall be paid real estate commissions as outlined in separate agreements between Charles Hawkins Co. and the Lessor and Southeastern Commercial Properties and the Lessor. Lessee is not liable for any such commissions.
35. Operating Expenses  
 Beginning on the Rent Commencement Date, Lessee shall pay to Lessor, as Additional Rent, Lessee's Pro Rata Share of any increases in the Operating Expenses (as defined below) relating to the Property over a base year of 2024. Reasonably estimated amounts of such Operating Expenses shall be paid in monthly installments in advance on the first day of each month during the Term. From time to time during the term (but no more often than twice with respect to any calendar year), Lessor may notify Lessee in writing of any reasonable adjustments to the monthly installments to be paid by Lessee hereunder, which shall not exceed ten per cent (10%) of the then current monthly installments and thereafter Lessee shall make payments within thirty (30) days after Lessee's receipt of such adjustment notice. Within one hundred twenty (120) days after the expiration of each calendar year or as soon as thereafter reasonably practicable (but in no event later than six (6) months after the expiration of each calendar year), Lessor shall notify Lessee of the actual Operating Expenses for such calendar year and provide Lessee a statement thereof in reasonable detail. Within thirty (30) days after such notice, Lessee shall pay to Lessor or Lessor shall credit against the obligations of Lessee (or reimburse Lessee within thirty (30) days if Lessee has no further monetary obligations hereunder), as the case may be, the difference between the estimated payments made by Lessee during the prior calendar year and the actual amount of Lessee's Pro Rata Share of Operating Expenses as shown on such statement. Lessee's Pro Rata Share of Operating Expenses for the years in which the Term commences and ends shall be prorated based upon the number of days of the Term during such years. Lessee's obligation for Lessee's Pro Rata Share of Operating Expenses through the Expiration Date or any earlier termination of the Lease shall survive termination.
- "Operating Expenses" as used herein shall mean all out-of-pocket sums expended by Lessor with respect to the Property (subject to the limitations set forth below), whether or not now foreseen, (including reasonably foreseeable expenditures not occurring annually), in each case, determined in accordance with sound accounting principles consistently applied, including but not limited to, real estate taxes, special and/or area assessments and charges (or any substitutes hereafter collected by any governmental authority in lieu thereof or in addition thereto whether based on the value of the Property, cost of services, rent paid management fees not to exceed 3.5% or received or otherwise) and any costs and fees of seeking or

obtaining a reduction or refund thereof, assessments and/or charges under any covenants and/or easements, if any; license, permit and inspection fees, fees for loading zones, management fees payable to third parties and/or to Lessor or its affiliates provided the total of all such management fees shall be commercially reasonable ; administrative fees; auditors' fees; materials and supplies, including charges for telephone, telegraph, postage and supplies; repairs, maintenance and replacements respecting the Property, including costs of materials, supplies, tools and equipment used in connection therewith, replanting of landscaped areas and replacing building components; and all other reasonable expenses and costs necessary or appropriate to be incurred for the purpose of operating and maintaining the Property, whether or not similar to the foregoing, not to exceed a 10% annual increase beginning after base year of 2024.

Notwithstanding anything contained herein to the contrary, "Operating Expenses" shall not include costs for (i) capital expenditures, (ii) repair, replacements and general maintenance paid by proceeds of insurance, third parties or by Lessee directly, (iii) interest, amortization or other payments or loans to Lessor; (iv) intentionally deleted; (v) leasing commissions, attorney's fees, costs and disbursements and other expenses incurred in connection with negotiation or disputes with Lessees, other occupants or prospective Lessees; (vi) legal expenses for services, other than those reasonably incurred in connection with the maintenance and operation of the Property (e.g., negotiation of vendor contracts); (vii) renovating or otherwise improving space for specific occupants of the Property or vacant leasable space in the Property which are not made available to the Property lessees generally; (viii) excess profits, franchise and excise taxes; (ix) federal, state or local income taxes; (x) property management fees for the Property that exceed, with respect to any particular period of one year, 3% per annum of gross revenues received by Lessor at the Building; (xi) intentionally deleted; (xii) intentionally deleted; (xiii) costs associated with cure or correction of latent defects or the correction or abatement of environmental hazards or conditions; (xiv) Lessor's costs of electricity and other services sold separately to lessees for which Lessor is entitled to be reimbursed by such lessees as an additional charge over and above the base rent and operating expenses or other rental adjustments payable under the lease with such lessee, and domestic water sub-metered and separately billed to lessees; (xv) depreciation and amortization, (xvi) expenses in connection with services or other benefits of a type which Lessee is not entitled to receive under this Lease but which either are provided to another lessee or occupant, or are provided to some other third party, (xvii) penalties and fines and other incremental costs incurred by Lessor due to the violation by Lessor of any lease; (xviii) overhead and profit paid to subsidiaries or affiliates of Lessor for services on or to the Property, to the extent only that the costs of such services exceed competitive costs, or such services where they are not so rendered by a subsidiary or affiliate; (xix) intentionally deleted; (xx) interest on debt or amortization payments on any mortgage or mortgages and rent under any ground or underlying lease; (xxi) any compensation paid to, and benefits provided to, clerks, attendants or other persons in commercial concessions operated by Lessor; (xxii) any particular item or service for which Lessee otherwise reimburses Lessor or direct payment over and above Base Rent and Additional Rent; (xxiii) advertising and promotional expenditures, (xxiv) any expense for which Lessor is compensated through proceeds of insurance or agreements of indemnity or surety bonds or guaranties; (xxv) any costs, fines or penalties incurred due to a violation by Lessor of any law, governmental rule or authority; (xxvi) cost of legal, accounting and other professional services.

Notwithstanding any provision of this section, the total Operating Expenses Lessee is obligated to pay shall not exceed 10% in any calendar year during the term of the lease.

36. Miscellaneous

(a) Time is of the essence in this Lease; (b) the captions, headings and paragraph titles in the Lease are for convenience purposes only and do not in any way restrict, affect or interpret the provisions of this Lease; (c) this Lease will be binding upon and inure to the benefit of the respective heirs, representatives and permitted assigns of the parties hereto; (d) Lessor is not, nor shall not become, by the provisions of this Lease, a partner or joint venturer with Lessee in the conduct of Lessee's business or otherwise; (e) LESSEE HEREBY WAIVES A JURY TRIAL IN ANY ACTION OR PROCEEDING REGARDING A MONETARY DEFAULT BY LESSEE AND/OR LESSOR'S RIGHT TO POSSESSION OF THE PREMISES.

Lessor's delivery of this Lease to Lessee shall not be deemed to be a reservation of space or an offer to lease and shall not be binding upon either party until executed and delivered by both parties.

37. Special Provisions

**Tenant Improvements:** Lessor at Lessor's sole cost and expense shall provide the following Tenant Improvements:

\$30 per office area square foot as shown on legend in exhibit "A".

Landlord shall provide ADA compliant bathrooms to all floors.

Deliver the Premises in broom clean condition and with all systems in good working order

**Parking:** Lessee shall be provided an area for secured parking mutually agreed upon by Lessor and Lessee.

Lessee shall have the exclusive right to 210 parking spaces.

**38. Conflict of Interest.**

Lessor declares that to its knowledge as of the effective date of this Lease, neither the Mayor nor any member of the Metropolitan Council, nor the director of any department of the Metropolitan Government, nor any other Metropolitan Governmental official or employee is directly or indirectly interested in this Lease and, furthermore, Lessor pledges that it will notify Lessee in writing should any of the above-referenced persons become either directly or indirectly interested in this Lease. In addition, Lessor declares that as of the effective date of this Lease, neither it nor any of the principals therein have given or donated, or promised to give or donate, either directly or indirectly, to any official or employee of the Metropolitan Government or to anyone else for its benefit, any sum of money or other thing of value or aid or assist in obtaining this Lease. Furthermore, Lessor pledges that neither it nor any officer or employee of the Metropolitan Government, or to anyone else for his benefit, has given any sum of money or other thing of value for aid or assistance in obtaining any amendment or modification to this Lease.

**39. Personnel Policy.**

Lessor affirms that it does not subscribe to any personnel policy which permits or allows for the promotion, demotion, dismissal, or laying off of any individual due to the individual's race, creed, color, national origin, gender or disability.

**40. Compliance With Laws.**

Lessor and Lessee agree to comply with any applicable federal, state and local laws and regulations, including fire, building and other codes applicable to the Leased Premises and the Building.

**41. Termination--Funding.**

Should funding for this Lease be discontinued, Lessee shall have the right to terminate the Lease upon twelve (12) months written notice to Lessor and with Lessee paying back the unamortized Tenant Improvement Allowance of \$30.00 per office area square foot.

**42. Severability.**

Should any provision of this Lease be declared to be invalid by any court of competent jurisdiction, such provision shall be severed and shall not affect the validity of the remaining provisions of this Lease.

**43. Notices.**

Any notice or request which may or shall be given under the terms of this Lease shall be in writing and shall be delivered to the parties at the addresses provided herein. Such addresses may be changed from time to time by either party giving notice as provided above.

Notices to Lessee shall be sent to:  
Attention – Director of Public Property  
700 President Ronald Reagan Way  
PO Box 196300  
Nashville, TN 37219

Notices to Lessor shall be sent to:  
P.O. Box 58868 Nashville, TN 37205

**44. Force Majeure.**


No party shall have any liability to the other hereunder by reason of any delay or failure to perform any obligation or covenant if the delay or failure to perform is occasioned by force majeure, meaning any act of God, storm, fire, casualty, work stoppage, strike, lockout, labor dispute, civil disturbance, riot, war, national emergency, act of Government, act of public enemy, or other cause of similar or dissimilar nature beyond its control.

**45. Governing Law.**

The validity, construction and effect of this Lease and any and all extensions and/or modifications thereof shall be governed by the laws of the State of Tennessee.

**SIGNATURES/ DATE OF EXECUTION**

**LESSOR: Nashville Metropolitan LLC**

By:   
(Signature)

Name: Frank Hessel  
(Please Print Name)

Title: Owner

Date: October 26, 2023

**LESSEE: Metropolitan Government of Nashville and Davidson County**

By: Abraham Wescott  
(Signature)

Name: Abraham Wescott  
(Please Print Name)

Title: Director, Public Property Administration

Date: 10/26/2023 | 7:23 PM CDT

APPROVED AS TO AVAILABILITY OF FUNDS

By: Kevin Crumbo/mjw  
(Signature)

Name: Kevin Crumbo  
(Please Print Name)

Title: Director, Department of Finance

Date: 10/27/2023 | 9:25 AM CDT

APPROVED AS TO FORM AND LEGALITY

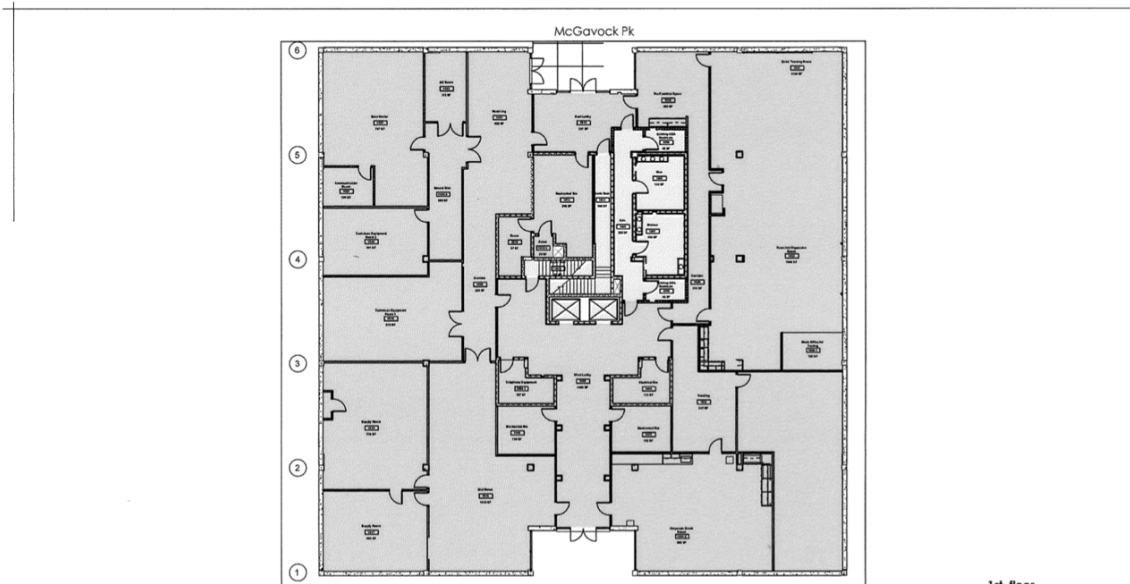
By: Nicki Eke  
(Signature)

Name: Nicki Eke  
(Please Print Name)

Title: Assistant Metropolitan Attorney

Date: 10/26/2023 | 7:38 PM CDT

# Exhibit "A"



1st floor  
AIRWAYS 1 NASHVILLE, TENNESSEE



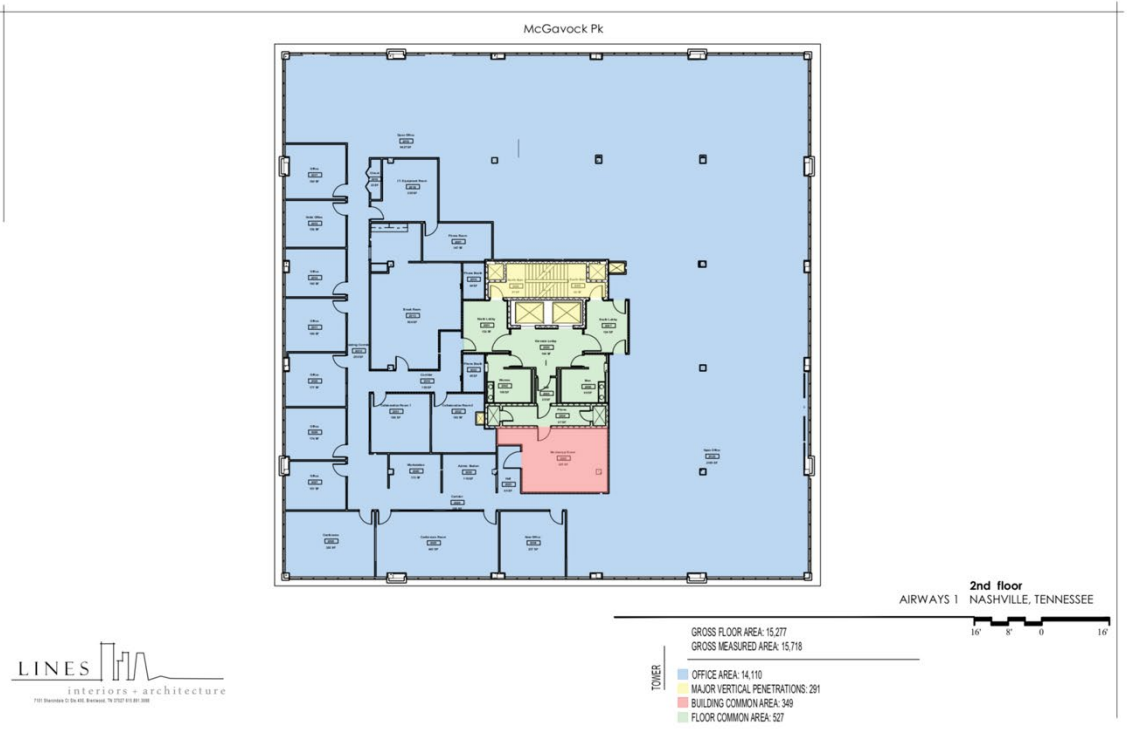
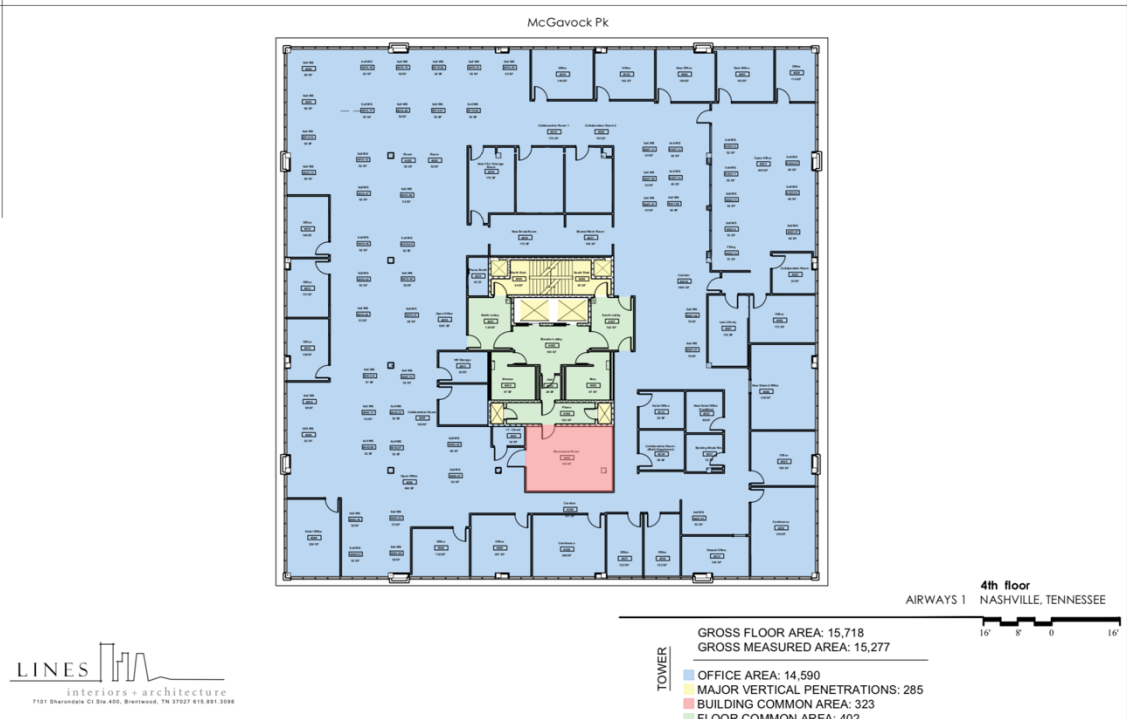
GROSS FLOOR AREA: 14,530  
GROSS MEASURED AREA: 15,022

TOWER

- OFFICE AREA: 0
- MAJOR VERTICAL PENETRATIONS: 12
- BUILDING COMMON AREA: 13,544
- FLOOR COMMON AREA: 664

*\* Office Area for floor 1 is 8,887 SF \**







## Exhibit "B"

### EXHIBIT B

#### Certificate of Commencement Date

\_\_\_\_\_, 20\_\_

[Ladies and Gentlemen:

Please refer to that certain Standard Commercial Lease (the "Lease") dated \_\_\_\_\_, 20\_\_ by and between Nashville Metropolitan LLC ("Landlord") and the undersigned ("Tenant"), covering space (the "Leased Premises") at [1283 Murfreesboro Pk, Nashville, TN 37217]. Capitalized terms not defined herein shall have the meaning given to such terms in the Lease. The undersigned hereby certifies, acknowledges, and represents the following to you, all as of the date hereof:

1. The Commencement Date of the Lease occurred on \_\_\_\_\_ and the Termination Date of the Lease shall be \_\_\_\_\_.
2. Landlord is not in default in the performance of its obligations under the Lease, Tenant currently claims no offsets against the rentals owed under the Lease, and Landlord has performed all obligations to be performed by it under the Lease through the date hereof.
3. Tenant hereby agrees that the Tenant Improvements are complete. Tenant is in occupancy of the Leased Premises, and Tenant acknowledges that it has accepted the Leased Premises.
4. The Lease has not been amended except as may be provided in the Lease. The undersigned hereby agrees that this certificate may be relied upon by Landlord and its lenders, as well as their respective heirs, legal representatives, successors and assigns.]

[Signatures Follow]

Very truly yours,

LESSOR:

[ \_\_\_\_\_, a  
\_\_\_\_\_ ]

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

ACCEPTED BY LANDLORD:

[ \_\_\_\_\_  
a \_\_\_\_\_ ]

By: [ \_\_\_\_\_  
its \_\_\_\_\_ ]

# ORIGINAL

*METROPOLITAN COUNTY COUNCIL*

Bill No. BL 2023-80

2023 OCT 31 PM 12:08  
FILED METROPOLITAN CLERK

An ordinance approving a lease agreement between the Metropolitan Government of Nashville and Davidson County and Nashville Metropolitan LLC for office space at 1281 Murfreesboro Pike, Nashville, Tennessee (Parcel No. 12000015500) (Proposal No. 2023M-043AG-001).

*Introduced* NOV 07 2023

*Passed First Reading* NOV 07 2023

*Amended* \_\_\_\_\_

*Passed Second Reading* NOV 21 2023

*Passed Third Reading* DEC 05 2023

*Approved* DEC 11 2023

By   
Metropolitan Mayor



**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

**FREDDIE O'CONNELL  
MAYOR**

**OFFICE OF THE MAYOR**  
METROPOLITAN COURTHOUSE  
NASHVILLE, TENNESSEE 37201  
PHONE: (615) 862-6000  
EMAIL: [mayor@nashville.gov](mailto:mayor@nashville.gov)

## **About the Council District Data Dashboard**

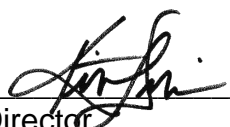
In 2023, the Metro Nashville & Davidson County Council Office, in concert with the Planning Department and the GIS division of Metro ITS, released a council district data dashboard, an interactive data tool that resides on the council website.

The District Data Dashboard enables council members and their constituents to take a deep dive into demographic data from the 2020 Census and the 2017-2021 American Community Survey for their council district and Nashville-Davidson County across 4 broad categories: Population, Housing, Education and Employment, and Transportation. This dashboard provides public access to important city-wide information in a single, convenient place.

Census data for Council Districts were aggregated from Census Block Groups. In some cases, Block Groups are split by Council District lines. When this happens, Planning staff assigned Block Groups to the Council District based on where the majority of the 2020 Census population was located.

APPLICATION FOR **(Write Name of grant here)**  
Connected Community Facilities

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

  
\_\_\_\_\_  
Director  
Department of Information Technology  
Services

December 12, 2023  
\_\_\_\_\_  
Date


**Certificate Of Completion**

Envelope Id: 778F7FA1E5CB4710B032BB918F57D66F	Status: Completed
Subject: Complete with DocuSign: ITS Connected Community Facilities 24-26 App for Council Meeting 02/20/24	
Source Envelope:	
Document Pages: 176	Signatures: 7
Certificate Pages: 16	Initials: 1
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Vaughn Wislon
Time Zone: (UTC-06:00) Central Time (US & Canada)	730 2nd Ave. South 1st Floor
	Nashville, TN 37219
	Vaughn.wilson@nashville.gov
	IP Address: 170.190.198.191


**Record Tracking**

Status: Original	Holder: Vaughn Wislon	Location: DocuSign
2/2/2024 11:15:40 AM	Vaughn.wilson@nashville.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Metropolitan Government of Nashville and Davidson County	Location: DocuSign

**Signer Events**

Signer Events	Signature	Timestamp
Keith Durbin		Sent: 2/2/2024 11:26:55 AM
keith.durbin@nashville.gov		Viewed: 2/5/2024 8:14:57 AM
Security Level: Email, Account Authentication (None)		Signed: 2/5/2024 8:15:26 AM
	Signature Adoption: Uploaded Signature Image	
	Using IP Address: 170.190.198.185	


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 ID: fd289d5a-99f8-4ae2-8e8e-2fb907023466

Libbe Jefferson		Sent: 2/5/2024 8:15:30 AM
elizabeth.jefferson@nashville.gov		Viewed: 2/5/2024 9:33:21 AM
Security Level: Email, Account Authentication (None)		Signed: 2/5/2024 9:37:05 AM
	Signature Adoption: Pre-selected Style	
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Aaron Pratt		Sent: 2/5/2024 9:37:11 AM
aaron.pratt@nashville.gov		Viewed: 2/5/2024 10:06:45 AM
Security Level: Email, Account Authentication (None)		Signed: 2/5/2024 10:07:20 AM
	Signature Adoption: Pre-selected Style	
	Using IP Address: 170.190.198.191	

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Kevin Crumbo/mjw		Sent: 2/5/2024 10:07:24 AM
maryjo.wiggins@nashville.gov		Viewed: 2/5/2024 11:57:08 AM
Security Level: Email, Account Authentication (None)		Signed: 2/5/2024 11:57:50 AM
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	Using IP Address: 170.190.198.100	

**Electronic Record and Signature Disclosure:**

Signer Events	Signature	Timestamp
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Accepted: 2/5/2024 11:57:08 AM  
ID: 9bb2229d-aea5-4815-8698-1f0aa1f3d912

Erica Haber  
erica.haber@nashville.gov  
Security Level: Email, Account Authentication (None)

*Erica Haber*

Sent: 2/5/2024 11:57:54 AM  
Viewed: 2/5/2024 2:11:10 PM  
Signed: 2/5/2024 2:14:46 PM

Signature Adoption: Pre-selected Style  
Using IP Address: 170.190.198.144

**Electronic Record and Signature Disclosure:**

Accepted: 2/5/2024 2:11:10 PM  
ID: d8e9fe11-4e9a-4156-92d6-6cc43071a23b

Balogun Cobb  
balogun.cobb@nashville.gov  
Security Level: Email, Account Authentication (None)

*Balogun Cobb*

Sent: 2/5/2024 2:14:50 PM  
Viewed: 2/5/2024 3:08:22 PM  
Signed: 2/5/2024 3:08:47 PM

Signature Adoption: Pre-selected Style  
Using IP Address: 170.190.198.185

**Electronic Record and Signature Disclosure:**

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ID: 54bb35c5-1e32-447f-b492-b44a445d30db

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Danielle Godin  
danielle.godin@nashville.gov  
Security Level: Email, Account Authentication (None)

**COPIED**

Sent: 2/5/2024 3:08:52 PM  
Viewed: 2/5/2024 3:12:47 PM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Sally Palmer  
sally.palmer@nashville.gov  
Security Level: Email, Account Authentication (None)

**COPIED**

Sent: 2/5/2024 3:08:52 PM

**Electronic Record and Signature Disclosure:**  
Accepted: 2/5/2024 12:51:40 PM  
ID: 6dc01258-21e3-4137-8a03-8bf31fda1c4f

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	2/5/2024 3:08:22 PM
Signing Complete	Security Checked	2/5/2024 3:08:47 PM

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Completed	Security Checked	2/5/2024 3:08:52 PM
<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
<b>Electronic Record and Signature Disclosure</b>		