



Sheila D.J. Calloway, Judge

Juvenile Court of Davidson County  
100 Woodland Street  
P.O. Box 196306  
Nashville, Tennessee 37219-6306

September 6, 2022

Re: The Find Design Inc., Notice of Reissued Funds Award  
Community Partnership Fund Youth Violence Reduction Priority

Dear Mrs. Kara James,

Juvenile Court values the services that The F.I.N.D. Design Inc., provides to reduce youth violence in our community. I am pleased to inform you that the FLY Girl Program located at 2787 Smith Springs Road Nashville TN, 37217 is hereby awarded eighty thousand (\$80,000.00) dollars to continue program services for the FY 22-23 Fiscal year. The Community Partnership Fund is provided by the Metropolitan Government of Nashville and Davidson County. This grant is managed by the Davidson County Juvenile Court, a Department of the Metropolitan Government of Nashville and Davidson County. The next step in the process will include executing a contract and submitting it to the Metro Council by resolution.

The term of this Grant shall be for a period of twelve (12) months, commencing retroactively on July 1, 2022, and ending on June 30, 2023. Metro shall have no obligation for services rendered by the recipient which are not performed within the terms of the Grant Spending Plan. This is a reimbursement grant; therefore, documentation which serves as proof of delivered services of a kind and type must accompany the submission of your invoices.

Sincerely,

Shelley Hudson  
Special Projects Manager  
Davidson County Juvenile Court  
[shelleyhudson@jjsnashville.gov](mailto:shelleyhudson@jjsnashville.gov)  
(615) 862-8079

Joe Atchley  
CPF Fiscal Manager  
Davidson County Juvenile Court  
[JoeAtchley@jjsnashville.gov](mailto:JoeAtchley@jjsnashville.gov)  
(615) 880-2368

**GRANT CONTRACT  
BETWEEN THE JUVENILE JUSTICE CENTER  
(Metro Juvenile Court),  
A DEPARTMENT OF THE METROPOLITAN GOVERNMENT  
OF NASHVILLE AND DAVIDSON COUNTY  
AND  
THE FIND DESIGN**

This Grant Contract issued and entered pursuant to **RS2022-** \_\_\_\_\_ by and between the Juvenile Justice Center, a Department of the Metropolitan Government of Nashville and Davidson County, a municipal corporation of the State of Tennessee hereinafter referred to as "Metro", and **The F.I.N.D. Design Inc.**, hereinafter referred to as the "Grantee," is for the **The Forever Loving Yourself (F.L.Y.) Girl** program to provide **preventative and intervention services to Black girls and other girls of color, ages 11-17 to improve their positive mental health and well-being by reducing unhealthy behaviors through a twenty (20) week program** as further defined in the "SCOPE OF PROGRAM." (Attachment 1).

**RECITALS**

**WHEREAS**, Metro Juvenile Court is the Recipient and Grantor of funds from the Metropolitan Government of Nashville Davidson County Community Partnership Fund and,

**WHEREAS** **The F.I.N.D. Design Inc.**, (hereinafter called "Grantee") is the Grantee of funds from the Community Partnership Fund; and,

**WHEREAS** expenditures will take place or have been retroactively used during the time frame from July 1, 2022, through June 30, 2023; and,

**WHEREAS** the National Children's Health Survey Data from 2016-2019 for the state of Tennessee indicated that compared to all other girls, Black girls have a risk of experiencing higher adverse childhood experiences (A.C.E.) individually and collectively, having the propensity to negatively impact Black girl's schooling experiences, development, and overall well-being; and,

**WHEREAS** the Grantee will serve Black and other girls of color ages 11 to 17 who have experienced school suspensions and juvenile interaction; and,

**WHEREAS** the Grantee will provide weekly culturally relevant and strength-based healing circles, life-coaching, educational training, and leadership development; and,

**WHEREAS** the Grantee's goals include:

**Goal 1:** To promote positive mental health for black girls and brown girls by providing safe spaces of sisterhood networking that support their healing.

**Objective 1.1:** To increase the mental health development of 100 black and brown girls ages 11-17 through weekly healing circles and skills development (total of 32 sessions) during an academic school year.

**Activity 1. T.F.D.** will receive referrals from Davidson County Juvenile Court and Metro Nashville Schools at ten school locations (all participants will reside in Davidson County). The referrals will come from principals, counselors, social workers, juvenile court staff, and other school personnel. Girls will identify as black girls and brown girls and may possess the following barriers- (foster care/living with a nonparental adult, juvenile court interactions, excessive absences, one or more behavioral referrals or suspensions, residing in low-income neighborhoods, identified by school personnel as having low self-esteem, recognizable signs of negative behaviors, or in need of overall support.

**Activity 2: T.F.D.** will implement program participants' evidence-based healing-centered restorative curricula and asset-building practices. Healing circles will average 1.5 hours and be completed during and after school, depending on the school, mainly at the school location. Programming will be in designated trauma-informed spaces that can provide safety and confidentiality with a trained facilitator who leads hands-on, engaging activities that promote discussion, engagement, expression, and relationship building.

**Objective 1.2:** To improve the well-being of youth by reducing unhealthy behaviors for black girls and brown girls through 20 weeks (30 total hours) of 2:1 coaching.

**Activity 1:** Volunteer Leader and Director of Programs and partnership with Big Brothers and Sisters will recruit, train, and accept 40 coaches with desired characteristics and qualifications.

**Activity 2:** 100 participants will be matched to coaches and provided ongoing support by Field Instructors (Licensed social workers that will supervise college interns), Volunteer Leaders, Site Coordinators, and Big Brothers Big Sisters liaison. This engagement will include monthly meetups with staff/coaches/ program participants and alumni.

**Activity 3:** Designated staff will monitor/evaluate program implementation, relationship development, quality, and outcomes.

**Goal 2:** To increase school connections and positive experiences for black and brown girls by expanding the knowledge and awareness of developmentally inappropriate approaches (adultification) and negative perceptions of black girls for 50 educators.

**Objective 1:** Increase awareness of personal bias and the reconsideration of actions rooted in such bias for 50 educators.

**Objective 2:** Increase school connections for black and brown girls.

**Activity 1:** T.F.D. will secure professional development opportunities/locations with Metro Nashville Public School Support Services.

**Activity 2:** T.F.D. will provide 4-6 2-hour professional development opportunities for educators and support school support staff focusing on trauma-sensitive training to increase awareness and knowledge of personal bias and negative perceptions.

**Activity 3:** T.F.D., in partnership with the University of Tennessee - College of Social Work, will assess and measure training impact through diverse evaluation methods.

**WHEREAS** Measurable outcomes include:

1) 80% of girls will report having increased personal protective factors in two or more areas a) a deeper understanding of their resilience; b) ethnic identity; c) positive mental health and well-being; d) increased self-love and confidence; e) strong social support; f) communication; g) hopefulness f) leadership skills.

2) 80% will show an increase in positive connections in 1 or more of the following areas: a) connections to peers, families, and community and b) social support from a nonparental adult; c) access to supported resources.

3) 80 of 100 (80%) will report a reduction in unhealthy behaviors in one or more areas a) juvenile court interactions, b) reduction in suspension; c) reduction in behavioral referrals; e) decrease in unexcused absences.

4) 80 of 100 (80%) will report no interaction with the juvenile court system.

5) Educators will show a 90% increase in knowledge of how to enable safe environments that recognizes black girls and promote their mental health and well-being enabling them to thrive.

**WHEREAS**, Juvenile Court and **The F.I.N.D. Design Inc** propose to utilize **eighty thousand (\$80,000.00) dollars**, of the CPF grant to fund the grantee to serve Davidson County runaway female youth.



**A. RECITALS AND SCOPE OF PROGRAM:**

All of the above stated Recitals are incorporated into and made a substantive part of this Contract.

**SCOPE OF PROGRAM:**

- A.1. The Grantee will use the funds for the following:
- A.2. The Grantee shall spend these funds consistent with their proposed use in the Grantee's funding application, hereinafter referred to as the Grant Spending Plan, attached and incorporated herein as **Attachment 1**. The Grantee shall collect data as mandated by the scope of program services, Metro Grants Manual requirements and Metro to evaluate the effectiveness of their services and shall provide those results to Metro upon request.
- A.3. The Grantee shall only utilize these funds for services the Grantee provides to documented residents of Davidson County. Documentation of residency may be established with a recent utility bill; voter's registration card; driver's license or other government issued ID; current record from a school showing address; affidavit by landlord; or affidavit by a nonprofit treatment, shelter, half-way house, or homeless assistance entity located within Davidson County. Grantee agrees that it will not use Metro funding for services to non-Davidson County residents.
- A.4. Additionally, the Grantee shall collect general demographic data on the primary county of residence of the clients it serves and provide that data to Metro upon request.

**B. GRANT CONTRACT TERM:**

**B.1. Grant Contract Term.**

The term of this Grant shall be for a period of twelve (12) months, commencing on July 1, 2022, and ending on June 30, 2023. This grant is retroactive, beginning July 1, 2022. Metro shall have no obligation for services rendered by the Grantee which are not performed within this term.

**C. PAYMENT TERMS AND CONDITIONS:**

**C.1. Maximum Liability.**

In no event shall the maximum liability of Metro under this Grant Contract exceed **eighty thousand (\$80,000.00) dollars**. The Grant Spending Plan is attached and incorporated herein as part of **Attachment 1**, and shall constitute the maximum amount to be provided to the Grantee by Metro for all of the Grantee's obligations hereunder.

The Grant Spending Plan line items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct program costs incurred or to be

incurred by the Recipient during the contract term. Indirect costs are not allowable for this grant.

This amount shall constitute the Grant Amount and the entire compensation to be provided to the Grantee by Metro.

C.2. **Compensation Firm.**

The maximum liability of Metro is not subject to escalation for any reason. The Grant Spending Plan amount is firm for the duration of the Grant Contract and is not subject to escalation for any reason unless the grant contract is amended.

C.3. **Payment Methodology.**

The Grantee shall be compensated on a reimbursement basis for actual direct program costs based upon the Grant Spending Plan, not to exceed the maximum liability established in Section C.1.

All invoices shall be sent **electronically** to the attention of [JoeAtchley@iisnashville.gov](mailto:JoeAtchley@iisnashville.gov) (Mr. Joe Atchley, Juvenile Court Accountant) and copy [shelleyhudson@iisnashville.gov](mailto:shelleyhudson@iisnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager). Said payment shall not exceed the maximum liability of this Grant Contract. See the Metro Grants Manual, Chapter 3: Standards for Financial Management, Section: Supporting Documentation, page 17 for examples.

Generally, invoices submitted for reimbursement will be accepted on a **quarterly basis**. Juvenile Court Grant Management team will consider electronic written requests for monthly reimbursements and advise the Grantee if approved.

Supporting documentation shall serve as proof of delivered services of a kind and type and shall accompany submission of invoices in order to be eligible for payment. See the Metro Grants Manual, Chapter 3: Standards for Financial Management System.

**Final invoices for the contract period must be received by Juvenile Court by July 17, 2023.**

**Any invoice not received by the deadline date will not be processed and all remaining grant funds will expire.**

C.5. **Payment of Invoice.**

The payment of any invoice by Metro shall not prejudice Metro's right to object to the invoice or any matter in relation thereto. Such payment by Metro shall neither be construed as acceptance of any part of the work or service provided nor as an approval of any of the costs included therein.

C.6. **Allowable, Unallowable, and Indirect Costs.**

The Grantee shall meet all allowable and unallowable Metro Grants cost requirements. See the Metro Grants Manual, Chapter 5: Allowable Costs, and Chapter 6: Unallowable Costs. This grant contract does not allow for indirect cost. The Grantee's invoice shall be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs. Utilization of Metro funding for services to non-Davidson County residents is unallowable.

Grantees that receive grant funds from Metro shall ensure that expenditures incurred for the purpose of the grant meet certain criteria. Cost incurred must be:

- a reasonable use of funds,
- a necessary use of funds,
- for a reasonable amount,
- for a clear purpose,
- consistent with the purpose of the Grantee's program, compliant with the terms and purpose of the Metro grant, authorized within the budget,
- properly approved, and
- adequately documented

Long-distance non-business related calls are not reimbursable.

Tips included on supplies and service are not reimbursable.

C.7. **Deductions.**

Metro reserves the right to adjust any amounts which are or shall become due and payable to the Grantee by Metro under this or any Contract by deducting any amounts which are or shall become due and payable to Metro by the Grantee under this or any Contract.

C.8. **Travel Compensation.**

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by a Grantee or Grantee's employee who is in travel status on official business of the organization. Conference and or meeting costs include seminars designed to increase the vocational effectiveness of employees, including registration fees and other related costs. Travel, conferences, and meeting costs are allowable when they are directly attributable to specific work under the grant or are incurred in the normal course of administration of the organization. Travel costs must be evidenced by an approved travel claim. **Grantees must establish and use their own internal travel policy.** Each grantee is subject to their established travel policy. See Grants Manual, Chapter 5: Allowable Costs.

**Grantee's internal travel policy will also include the following language:**

Payment to the Grantee for travel, meals, or lodging shall be subject to amounts and limitations specified by Metro and the Grantee's Grant Spending Plan.

When traveling, Grantees should be as conservative as circumstances permit. The lower cost shall be selected whenever possible. Reimbursement for travel shall be based upon the most direct or expeditious route possible. Grantee traveling by an indirect route must assume any extra expense incurred.

The standard mileage reimbursement rate used by a Grantee is established by the United States General Services Administration. When using a personal vehicle, only mileage on official Grantee business may be claimed for reimbursement. Mileage published by Rand-McNally or similar reliable internet travel sites (starting point and destination) for driving routes will be regarded as official.

When using a personal vehicle, procedures for calculating mileage are based on the fact that Metro does not reimburse a Grantee for normal commuting mileage.

Travel advancements are not allowed. The Grantee shall use personal funds during the trip for meals, ground transportation and similar minor expenses and follow the procedure for travel expense reimbursement upon return.

Travel reimbursement claims must be submitted fifteen (15) days of return, along with all required receipts and backup documentation.

Reasonable taxi or rideshare fares are allowable from airports. Bus, limousine, or light rail services to or from airports will be used when available and practical. In traveling between hotel, other lodging, meeting or conference sites, reasonable taxi or rideshare fees will be allowed. Taxi or rideshare reimbursements are not allowed from conference and meeting sites for meals unless exceptional circumstances are documented.

Physical damage insurance with a deductible (collision and comprehensive) shall be purchased when renting a vehicle for official business. A copy of the rental authorization form, copy of rental contract, and itemized receipt must be attached to the travel claim.

Reasonable tolls and ferry fees and parking charges will be allowed.

When a Grantee uses their personal vehicle for official business, their personal auto coverage will be primary up to limits of their policies. In the event of an accident that results in damage to a Grantee's personal vehicle, the Grantee is responsible for that damage.

If travel is by air, the Grantee will be reimbursed the allowable mileage reimbursement for one round trip from the Grantee's official work station (or residence on weekends/evenings) and long-term airport parking; or the cost of one round trip taxi or rideshare fare from the Grantee's official work station (or residence on weekends/evenings) if the taxi or rideshare fare is lesser than

mileage and airport parking; or the appropriate mileage reimbursement for two round trips from the Grantee's official workstation or residence when dropped off at the airport.

Receipts are required for the handling of conference and meeting materials and/or equipment.

Maximum lodging reimbursement rates for out-of-town and in-state are the same as those maintained by the United States General Services Administration within the continental United States (CONUS). The CONUS list contains a maximum reimbursement rate for lodging. Lodging receipts are required and must itemize room charges, taxes by date, and surcharges, if a convention rate exceeds the maximum reimbursement rate, and is documented by convention information, a higher reimbursement rate will be allowed.

The maximum meal reimbursement rates for out-of-state travel are the same as those maintained by the United States General Services Administration within the continental United States (CONUS). The fixed M&I (Meal and Incidental Expense) rate on CONUS represents the maximum daily meal reimbursement for the Grantee

#### C.9. **Electronic Payment.**

Metro requires as a condition of this contract that the Grantee shall complete and sign Metro's **iSupplier** form authorizing electronic payments to the Grantee. Grantees who have not already submitted the form to Metro will have thirty (30) days from the beginning of the contract to complete, sign, and return the form. Thereafter, all payments to the Grantee, under this or any other contract the Grantee has with Metro, must be made electronically.

The process is initiated by clicking on "Register with iSupplier" at the following link on Nashville.gov:

<https://www.nashville.gov/Finance/Procurement/How-To-Do-Business-With-Metro.aspx>

**Note:** This is a critical step that can only be accomplished by the Grantee seeking payment by Metro. At the conclusion of the vendor registration process, registrants receive an email advising them of their system assigned iSupplier number and of having successfully registered. They should email [iSupplier@nashville.gov](mailto:iSupplier@nashville.gov) if they have questions about or issues with navigating the vendor registration process.

By default, Metro sets up vendors on Net 30 payment terms. This means that it will take approximately 30 days for a Grantee to receive payment after an approved invoice is forwarded for reimbursement.

Grantees receiving reallocated funding do not have to register with Metro's iSupplier.

**D. STANDARD TERMS AND CONDITIONS:**

**D.1. Required Approvals.**

Metro is not bound by this Grant Contract until it is approved by the appropriate Metro representatives as indicated on the signature page of this Grant.

**D.2. Modification and Amendment.**

This Grant Contract may be modified only by a written amendment that has been approved in accordance with all Metro procedures and by appropriate legislation of the Metropolitan Council. The Grantee shall make proposed changes in writing by email to the attention of [shelleyhudson@iisnashville.gov](mailto:shelleyhudson@iisnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager). The Juvenile Court Grants Management team will review the requested changes to determine if the changes are allowable, and if they warrant a contract amendment.

**D.3. Termination for Cause.**

Should the Grantee fail to properly perform its obligations under this Grant Contract or if the Recipient violates any terms of this Grant Contract, Metro shall have the right to immediately terminate the Grant Contract and the Grantee shall return to Metro any and all grant monies for services or programs under the grant not performed as of the termination date. The Grantee shall also return to Metro any and all funds expended for purposes contrary to the terms of the Grant. Such termination shall not relieve the Grantee of any liability to Metro for damages sustained by virtue of any breach by the Grantee. See the Metro Grants Manual, Section: Failure to Comply, page 5.

**D.4. Subcontracting.**

The Grantee shall not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of Metro. The Grantee shall make subcontracting requests in writing by email to the attention of [shelleyhudson@iisnashville.gov](mailto:shelleyhudson@iisnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager). Notwithstanding any use of approved subcontractors, the Grantee shall be considered the prime grant Recipient and shall be responsible for all work performed. Make all subcontract requests to the Juvenile Court Grants Management team.

D.5. **Conflicts of Interest.**

The Grantee warrants that no part of the total Grant Amount shall be paid directly or indirectly to an employee or official of Metro as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Grantee in connection with any work contemplated or performed relative to this Grant Contract.

D.6. **Nondiscrimination.**

The Grantee hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification which is in violation of applicable laws. **The Grantee shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees, clients, and applicants, notices of nondiscrimination.**

D.7. **Records, Records Access, and Maintenance.**

The Grantee shall maintain all financial records, supporting documentation, program documentation, and all other relevant records pertaining to the Metro grant contract for a period of at least three (3) years after the completion of the grant period.

The Grantee shall retain all books of original entry, source documents to support accounting transactions, general ledger(s), subsidiary ledger(s), personnel and payroll records, cancelled checks, and documents and records related to the funds provided by Metro.

The Grantee shall maintain and identify the records by fiscal and/or grant period(s) separately and maintain the information in such a manner that they can be easily identified. The grantee shall ensure the records are adequately protected against theft, fire, or other damage.

The Grantee shall allow Metro Government, or any duty-authorized representatives to have access to any applicable books, documents, papers, or other records of the grantee that pertain to, support, or document the Metro grant funds for monitoring, auditing, or examination purposes. The right of access shall not be limited to the retention period, but shall extend as long as the records are retained by the organization.

Financial statements shall be prepared in accordance with generally accepted accounting principles.

See the Metro Grants Manual, Chapter 9: Record Retention and Access Requirements.



D.8. **Monitoring.**

Monitoring is the review process used to determine the Grantee's compliance with the requirements of Federal, State, and/or local laws, regulations, and measures of progress toward stated results and outcomes. Monitoring determine the level of compliance with program expectations and identify operational changes. Monitoring also determines if the financial management and the accounting system are adequate to account for program funds in accordance with government requirements.

The Grantee's activities conducted and records maintained pursuant to this Grant Contract shall be subject to monitoring and evaluation by the Juvenile Court Grant Management Team, the Metropolitan Office of Financial Accountability (OFA), and/or Metro's duly appointed representatives.

The Grantee shall make all audit, accounting, or financial records, notes, and other documents pertinent to this grant available for review by the Metropolitan Office of Financial Accountability, Internal Audit or Metro's representatives, upon request, during normal working hours. See the Metro Grants Manual, Chapter 10: Monitoring Requirements.

D.9. **Reporting.**

Reporting details the Grantee's progress on each of the core performance measures identified in the grant solicitation and any program specific and/or outcome measures identified in the Grantee's Grant Spending Plan as funded under this Grant Contract. The Grantee is required to gather and maintain statistical data relating to grant project activities. The data collected should support the information submitted on all reports.

The Grantee shall submit an **Interim Program Report** no later than **January 9, 2023**. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding January 9, 2023.

The Grantee shall submit a **Final Program Report** no later than **July 10, 2023**. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding July 10, 2023.

The Grantee shall submit an **Annual Expenditure Report**, to reconcile grant receipts with grant revenues. The report is due 45 days after the end of the grant period. The grantee can submit the report earlier. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding **August 14, 2023**. Said report shall be in form and substance acceptable to Metro and shall be prepared by a **Certified Public Accounting Firm or the Chief Financial Officer** of the Recipient Organization.

The Grantee shall send all reports electronically to the attention of [shelleyhudson@iisnashville.gov](mailto:shelleyhudson@iisnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager).



See the Metro Grants Manual, Chapter 8: Reporting Requirements.

D.10. **Strict Performance.**

Failure by Metro to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this agreement shall not be construed as a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Grant Contract shall be held to be waived, modified, or deleted except by a written amendment by the appropriate parties as indicated on the signature page of this Grant.

D.11. **Insurance.**

The Grantee agrees to carry adequate public liability and other appropriate forms of insurance, and to pay all applicable taxes incident to this Grant Contract.

D.12. **Metro Liability.**

Metro shall have no liability except as specifically provided in this Grant Contract.

D. 13. **Independent Contractor.**

Nothing herein shall in any way be construed or intended to create a partnership or joint venture between the Grantee and Metro or to create the relationship of principal and agent between or among the Recipient and Metro. The Grantee shall not hold itself out in a manner contrary to the terms of this paragraph. Metro shall not become liable for any representation, act, or omission of any other party contrary to the terms of this paragraph.

D. 14. **Indemnification and Hold Harmless.**

(a) Grantee shall indemnify, defend, and hold harmless Metro, its officers, agents and employees from any claims, damages, penalties, costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of Grantee, its officers, employees and/or agents, including its sub or independent contractors, in connection with the performance of the contract, and any claims, damages, penalties, costs and attorney fees arising from any failure of Grantee, its officers, employees and/or agents, including its sub or independent contractors, to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.

(b) Metro will not indemnify, defend or hold harmless in any fashion the Grantee from any claims, regardless of any language in any attachment or other document that the Grantee may provide.

(c) Grantee shall pay Metro any expenses incurred as a result of Grantee's failure to fulfill any obligation in a professional and timely manner under this Contract.

(d) Grantee's duties under this section shall survive the termination or expiration of the grant.

**D.15. Force Majeure.**

"Force Majeure Event" means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the party. Except as provided in this Section, any failure or delay by a party in the performance of its obligations under this Contract arising from a Force Majeure Event is not a breach under this Contract. The non-performing party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the party continues to use diligent, good faith efforts to resume performance without delay. Grantee will promptly notify Metro within forty-eight (48) hours of any delay caused by a Force Majeure Event and will describe in reasonable detail the nature of the Force Majeure Event.

**D.16. State, Local and Federal Compliance.**

The Grantee agrees to comply with all applicable federal, state and local laws and regulations in the performance of this Grant Contract.

**D.17. Governing Law and Venue.**

The validity, construction and effect of this Grant Contract and any and all extensions and/or modifications thereof shall be governed by and construed in accordance with the laws of the State of Tennessee. The venue for legal action concerning this Grant Contract shall be in the courts of Davidson County, Tennessee.

**D.18. Completeness.**

This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions of the parties' agreement. This Grant Contract supersedes any and all prior understandings, representations, negotiations, and agreements between the parties relating hereto, whether written or oral.

**D.19. Headings.**

Section headings are for reference purposes only and shall not be construed as part of this Grant Contract.

**D.20. Metro Interest in Equipment.**

The Grantee shall take legal title to all equipment, hereinafter referred to as "equipment," purchased totally or in part with funds provided under this Grant

Contract, subject to Metro's equitable interest therein, to the extent of its *pro rata* share, based upon Metro's contribution to the purchase price. "Equipment" shall be defined as an article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds \$5,000.00.

The Grantee agrees to be responsible for the accountability, maintenance, management, and inventory of all property purchased totally or in part with funds provided under this Grant Contract. Upon termination of the Grant Contract, where a further contractual relationship is not entered into, or at any time during the term of the Grant Contract, the Grantee shall request written approval from Metro for any proposed disposition of equipment purchased with Grant funds. All equipment shall be disposed of in such a manner as parties may agree as appropriate and in accordance with any applicable federal, state or local laws or regulations.

**Equipment purchased with grant funds is listed on an equipment log. (See Juvenile Court Equipment Summary Report) and note project staff using said equipment.**

**D. 21. Assignment - Consent Required.**

The provisions of this contract shall inure to the benefit of and shall be binding upon the respective successors and assignees of the parties hereto. Except for the rights of money due to Grantee under this contract, neither this contract nor any of the rights and obligations of Grantee hereunder shall be assigned or transferred in whole or in part without the prior written consent of Metro. Any such assignment or transfer shall not release Grantee from its obligations hereunder. Notice of assignment of any rights to money due to Grantee under this Contract must be sent to the attention of the Metro Department of Finance.

**D.22. Gratuities and Kickbacks.**

It shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparations of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore.

It shall be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to

the prime contractor or higher tier subcontractor or a person associated therewith, as an inducement for the award of a subcontract or order. Breach of the provisions of this paragraph is, in addition to a breach of this contract, a breach of ethical standards which may result in civil or criminal sanction and/or debarment or suspension from participation in Metropolitan Government contracts.

**D.23. Lobbying.**

The Grantee certifies, to the best of its knowledge and belief, that:

- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this contract, grant, loan, or cooperative agreement, the Grantee shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- c. The Grantee shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-Grantees shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352.

**D.25. Public Accountability.**

The Grantee is subject to Tenn. Code Ann. § 8-4-401 et seq., or if this Grant Contract involves the provision of services to citizens by the Grantee on behalf of the State, the Grantee agrees to establish a system through which recipients of services may present grievances about the operation of the service program. The Grantee shall also display in a prominent place, located near the passageway through which the public enters in order to receive Grant supported services, a

sign at least eleven inches (11") in height and seventeen inches (17") in width stating:

NOTICE: THIS AGENCY IS A RECIPIENT OF TAXPAYER FUNDING. IF YOU OBSERVE AN AGENCY DIRECTOR OR EMPLOYEE ENGAGING IN ANY ACTIVITY WHICH YOU CONSIDER TO BE ILLEGAL, IMPROPER, OR WASTEFUL, PLEASE CALL THE STATE COMPTROLLER'S TOLL-FREE HOTLINE: 1-800-232-5454.

**D. 26. Disclosure of Personal Identity Information.**

The Grantee shall report to Metro any instances of unauthorized disclosure of personally identifiable information that comes to the Grantee's attention. The Grantee shall make any such report within twenty-four (24) hours after the instance has come to the Grantee's attention. The Grantee, at the sole discretion of Metro, shall provide no cost credit monitoring services for individuals that are deemed to be part of a potential disclosure. The Grantee shall bear the cost of notification to individuals having personally identifiable information involved in a potential disclosure event, including individual letters or public notice. The remedies set forth in this Section are not exclusive and are in addition to any claims or remedies available to Metro under this Grant Contract or otherwise available at law.

**D.23. Written Policies and Procedures.**

The Grantee should establish written policies and procedures to express management's position on all operational procedures such as accounting, purchasing, personnel, travel, and other such policies and procedures that guide normal business activities to ensure consistent operation of the agency's programs and adequate documentation for an audit. See the Metro Grants Manual, Chapter 3: Standards for Financial Management.

**D.25. Communications and Contacts.**

All instructions, notices, consents, demands, or other communications from the Grantee required or contemplated by this Grant Contract shall be in writing by email addressed to the respective party set forth below or to such other party, facsimile number, or address as may be hereafter specified by written notice.

**Metro**

For contract-related matters inquiries regarding programming and invoices:

**Metro Juvenile Court CPF Grant Program Contact:**

Shelley Hudson  
Special Project Program Manager  
Juvenile Court  
P.O. Box 196306

Nashville, Tennessee 37219-6306  
Office: 615-862-8079  
Cell: 615-500-3391  
[shelleyhudson@jnsnashville.gov](mailto:shelleyhudson@jnsnashville.gov)

**Metro Juvenile Court CPF Grant Invoicing Contact.**

**Joe Atchley**

Juvenile Court Accountant III  
Juvenile Court  
P.O. Box 196306  
Nashville, Tennessee 37219-6306  
**Office:** (615) 880-2368  
[JoeAtchley@jnsnashville.gov](mailto:JoeAtchley@jnsnashville.gov)

**Recipient:**

Name : Kara James  
Title : Executive Director  
Agency Name : The FIND Design  
Address : 2787 Smith Springs Road  
City : Nashville, State : Tennessee, Zip 37217  
Phone : 615-543-6606  
Email : [kjames@thefinddesign.org](mailto:kjames@thefinddesign.org)

**D. 25. Effective Date.**

This contract shall not be binding upon the parties until it has been signed first by the Grantee and then by the authorized representatives of the Metropolitan Government and has been filed in the office of the Metropolitan Clerk. When it has been signed and filed, this contract shall be effective as of the date first written above.

(THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK)

THE METROPOLITAN  
GOVERNMENT OF NASHVILLE  
AND DAVIDSON COUNTY:

RECIPIENT: The F.I.N.D Design

By: Kara James

Title: Executive Director

APPROVED AS TO  
AVAILABILITY OF FUNDS:

Kelly Flannery/mjw  
Director of Finance

Sworn to and subscribed to before me a  
Notary Public, this 6<sup>th</sup> day  
of SEPTEMBER, 2022

APPROVED AS TO FORM AND  
LEGALITY

Notary Public

Phylinda Ramsey  
Metropolitan Attorney

[Signature]

My Commission  
expires 05 20 2026



FILED IN THE OFFICE OF THE  
CLERK:

\_\_\_\_\_  
Metropolitan Clerk



**Community Partnership Funds (CPF)  
Grant Application For Reallocated Program Funds  
Provided by the Davidson County Juvenile Court  
Youth Violence Reduction Program Application**

Name of Organization/Agency Applicant	The F.I.N.D. Design
Is the Applicant the primary (Parent) or secondary (Child) applicant?	<input checked="" type="checkbox"/> Primary <input type="checkbox"/> Secondary
If your organization/agency is filing under another agency's financial audit then your organization is considered the secondary (Child) agency. If the applicant is a secondary (Child) applicant, then their parent (Primary) applicant must file for this grant and subcontract with the secondary (child) agency.	
Name of Program Supported by the Grant:	F.L.Y. Girl
Name of Individual Signing the Contract:	Kara James
Position:	Executive Director
Primary Phone:	6155436606
Email:	<a href="mailto:kjames@thefinddesign.org">kjames@thefinddesign.org</a>
A) Is the Applicant a prior Metro CPF Recipient? Enter Year: 2020-2022	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Previous Funded Amount: 76,549.50; 80,000
B) If yes, is the Applicant requesting a continuation of Funding?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
C) Is the Applicant a prior year Metro Direct Appropriation	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Amount:
<b>REALLOCATED FUNDING REQUESTED AMOUNT</b>	Maximum Requested Amount: \$80,000.00 Minimum Requested Amount: \$60,000.00
<b>TERM OF GRANT FUNDING</b>	<b>JULY 1, 2022 – JUNE 30, 2023</b>
<b><u>SECTION I</u></b>	<b>Please include the names (s) of the person (s) and contact information below</b>
Name of Individual Completing Application:	Name: Kara James Title: Executive Director Phone number: 615-543-6606 Email: <a href="mailto:kjames@thefinddesign.org">kjames@thefinddesign.org</a>





**5. Applicants must be in compliance with grant contract award requirements from Metro in any previous year(s).**

☒ Yes ☐ No

If yes, when was the last time the applicant was audited by Metro? July, 26, 2021.

Was the applicant in compliance?

☒ Yes ☐ No

If no, did the applicant correct Metro audit concerns to Metro's satisfaction?

☐ Yes ☐ No

**6. Applicants must provide a copy of a financial audit of its latest completed fiscal year by a certified public accountant.** The F.I.N.D. Design, Inc. is in the process of changing our tax and financial reporting years from ending on December 31 to June 30. We believe this change will make our reporting more valuable, as financial statements covering the period from 7/1-6/30 is the standard among youth education/mentorship nonprofits. It will align our reporting with our budgeting, which already uses this period. We hope you could advise us on whether making this switch could create challenges with application audit requirements. From a tax perspective, we plan to file from 990 with the I.R.S. for both periods 1/1/2021-12/31/2021 and 1/1/2022-6/30/2022. From a financial reporting perspective, we plan to prepare financial statements audited by a C.P.A. for the period 7/1/2021-6/30/2022, with our most recently audited financial statements before this change covering the calendar year 2020. We believe this decision enhances our reporting, but we may reconsider if it gets in the way of our ability to receive the funding we need to carry out our mission.

**NOTE:** Applicants filing under a PARENT organization: Parent organizations are required to file as the primary recipient and subcontract with the CHILD agency as a subgrantee.

**NOTE:** The Audit requirement may be waived for non-profits with annual budgets of less than \$50,000 and requests for grants of less than \$5,000.00, per Ordinance No. BL2013-578.

**SECTION III: VISION, MISSION, AND VALUES STATEMENTS**

**DAVIDSON COUNTY JUVENILE COURT VISION STATEMENT:**

Davidson County Juvenile Court strives to be the national model for youth justice by taking a holistic approach that promotes the health, well-being, and safety of children, families, and communities.

**DAVIDSON COUNTY JUVENILE COURT MISSION STATEMENT:**

Davidson County Juvenile Court's mission is to prevent problems, promote the positive potential in all people, and pursue fairness and hope.

- **Vision statement – Informs the agency's goals (What the agency wants to accomplish or achieve).**
- **Mission statement – Informs the agency's purpose (How the agency achieves their vision).**

- **Values statement – Informs the agency’s culture (Agency core principle and values).**

**Provide the agency’s vision, mission, and values statements here AND briefly discuss how your agency’s philosophy supports the Davidson County Juvenile Court’s mission and vision.**

The mission of The F.I.N.D. Design is to mitigate the effects of systemic and personal trauma on Black girls, and other girls of color ages 11-17, by providing safe spaces for healing, long-term mentorships, and programming that transform their mental health and overall well-being. This supports Juvenile Court’s mission that incorporates holistic approaches that promote health, well-being, and safety for children, families, and communities. The heart of The F.I.N.D. Design’s work centers on healing and mental health and well-being for black girls and other girls of color by incorporating a transformative healing-centered framework designed to build skills, assets, and competencies while creating a learning environment where girls can develop, grow, and thrive. The program aims to restore the bond between black girls and other girls of color and the school system, specifically those at high risk or who have already experienced school suspensions and juvenile interaction.

#### **SECTION IV: NEEDS STATEMENT**

**A fact-based and data-driven statement to continue funding for the grantee. These lay the foundation for the grant application.**

- 1) Briefly describe your agency’s need/problem for program funding with a fact-based and data-driven statement.

##### **The Case for Focusing on the Mental Health and Well-being of black and brown girls.**

Black and brown girls have unmet extreme mental health needs. Per Time Magazine (2021) it has been called a mental health crisis "hiding in plain sight." According to the American Academy of Pediatrics (2019), between 1991 and 2017, suicide attempts by Black youth increased, while suicide attempts among youth across other races and ethnicities decreased. "Actual suicide death rates for Black girls ages 13 to 19 increased by 182% from 2001 to 2017 (National Library of Medicine, 2019). In addition to the many struggles youth face during that pivotal transition into adulthood, challenges of racism, adultification, and violence intensify the struggles further. There is a direct connection between experiences of racial and gender discrimination and signs of mental health challenges, including depression, based to the Journal of Applied Psychology (2020). "Black teenagers average "five racially discriminatory experiences every day (Journal of Applied Psychology, 2020).

National Children's Health Survey Data from 2016-2019 for the state of Tennessee indicate that compared to all other girls, Black girls have 1.43 the risk of living in a household where basic needs are hard to meet, 1.53 times the risk of experiencing neighborhood violence, 1.5 times the risk of having a parent who has died, 1.11 times the risk of having a parent who is incarcerated, 1.64 times the risk of having parents who are divorced, and 3.33 times the risk of experiencing racial or ethnic discrimination (Joseph, Dinger, Moore, 2022). These A.C.E.s individually and collectively have the propensity to impact Black girls' schooling experiences, development, and overall well-being. While schools strive to provide mental health support for students, the average counselor-to-student ratio in Tennessee is 339:1 (www.nacacnet.org). Only 12% of all girls attend a school where there is a full-time equivalent school psychologist, while only 7% attend a school with a full-time equivalent school social worker (Joseph, Dinger, Moore, 2022). Therefore, there is a dire need to provide robust mental health support to Black girls in Tennessee.

##### **Criminalization of Black Girls.**

Instead of addressing the mental health needs of black and brown girls, they are often pushed into the juvenile court system. "Black girls are constantly adultified, and the environments that surround them view them "less innocent, and in need of less nurturing, protection, support, and comfort. Adultification is a "contributing factor to

the disproportionate rates of punitive treatment in the education and juvenile systems for Black girls" (Georgetown Law Center on Poverty and Inequality, 2017).

"Thousands of children attending Metro Nashville Public Schools do not have the opportunities they deserve because of inequities rooted in race, economics, and geography (Tennessean, 2019). In Tennessee, Black girls have 4.22 times the risk of a single out-of-school suspension, over 15 times the risk of multiple out-of-school suspensions, and 1.37 times the risk for referrals to law enforcement (Joseph, Dinger, Moore, 2022). School systems must be aware of how they are adultifying black girls and the negative perception that lead to their mental health challenges, criminalization, and systemic inequalities.

**2) Briefly describe how funds will continue to help your agency meet program needs.**

The F.L.Y. (Forever Loving Yourself) Girl serves black and brown girls ages 11-17 by incorporating a transformative healing-centered framework designed to build skills, assets, and competencies while creating a learning environment where girls can develop, grow, and thrive. The program aims to restore the bond between black and brown girls and the school system, specifically those at high risk or who have already experienced school suspensions and juvenile interaction. The program uses restorative practices in the form of healing circles, transformative workshops, and 1:1 life coaching that encourages personal healing and mental health support. Additionally, the program works with education institutions to increase awareness and knowledge around adultification, negative perceptions, and personal bias that lead to harsher penalties (pushout) for black and brown girls. Taking this two-system approach both dismantles systems of inequities while creating safe, supporting, and healing leading to positive mental health and well-being.

**The Model Consists of Four Main Components.**

**Develop Assets through Healing Circles:**

Through weekly healing circles incorporating culturally relevant, strength, and gender-based curricula, girls can gain an appreciation for historical culture, ethnic pride, and a healthy sense of self-identity that leads them to achieve desired outcomes.

**Build Agency through Individual Life Coaching:** Through 2:1 life coaching with a trained, trauma-informed coach that reflects the race, culture, and community experiences of program participants, program participants get assistance with using assets and aspirations to make decisions that drive healthy behaviors, set goals, and respond in ways that encourage the outcomes they desire and reflect who they are.

**Cultivate Safe Environments through Transformative Workshops:** Through educational training that centers on black girls' experiences, educators are provided tools and resources to increase knowledge and awareness of punitive and unsupportive learning spaces for black and brown girls.

**Create Leaders through Contribution:**

Girls are encouraged, recognized, and able to be involved in and lead through various channels as a source of change for their own and their communities' positive development.

**3) Briefly describe how your Agency promotes equity in the community. Please see the previous explanation.**

#### **SECTION V: GOALS, OBJECTIVES, ACTIVITIES**

Program success is defined by establishing goals, objectives, and activities. These inform strategic planning and program improvements. **Goals** are broad and measurable statements about what the program intends to accomplish. These align with the agency mission and flow from the community need. Generally state 1 or 2 goals. **Objectives** are what the program intends to achieve. These are realistic, specific, measurable, and focused on outcomes. Objectives include who (program clients) what (desired measurable change) and how (program activities), and are generally stated with a verb as an increase, decrease, expand, improve or change in behavior or condition, etc. **Activities** are efforts conducted to achieve the program objectives and tie into outputs: if the activities are completed then the outputs are produced. Activities use action words: provide, train, establish, etc. Grantee to provide minimally two (2) goals and is also allowed to add more goals, objectives, and activities as needed to this template.

#### **Program Goal:**

**Increase the personal healing and mental health and well-being of 100 black and brown girls ages 11-17;  
Decrease adultification and negative perceptions that lead to the criminalization of black and brown girls in  
Davidson County.**

**Goal 1: To promote positive mental health for black girls and brown girls by providing safe spaces of sisterhood networking that support their healing.**

**Objective 1.1: To increase the mental health development of 100 black and brown girls ages 11-17 through weekly healing circles and skills development (total of 32 sessions) during an academic school year.**

**Activity 1.** T.F.D. will receive referrals from Davidson County Juvenile Court and Metro Nashville Schools at ten school locations (all participants will reside in Davidson County). The referrals will come from principals, counselors, social workers, juvenile court staff, and other school personnel. Girls will identify as black girls and brown girls and may possess the following barriers- (foster care/living with a nonparental adult, juvenile court interactions, excessive absences, one or more behavioral referrals or suspensions, residing in low-income neighborhoods, identified by school personnel as having low self-esteem, recognizable signs of negative behaviors, or in need of overall support.

**Activity 2:** T.F.D. will implement program participants' evidence-based healing-centered restorative curricula and asset-building practices. Healing circles will average 1.5 hours and be completed during and after school, depending on the school, mainly at the school location. Programming will be in designated trauma-informed spaces that can provide safety and confidentiality with a trained facilitator who leads hands-on, engaging activities that promote discussion, engagement, expression, and relationship building.

**Objective 1.2: To improve the well-being of youth by reducing unhealthy behaviors for black girls and brown girls through 20 weeks (30 total hours) of 2:1 coaching.**

**Activity 1:** Volunteer Leader and Director of Programs and partnership with Big Brothers and Sisters will recruit, train, and accept 40 coaches with desired characteristics and qualifications.

**Activity 2:** 100 participants will be matched to coaches and provided ongoing support by Field Instructors (Licensed social workers that will supervise college interns), Volunteer Leaders, Site Coordinators, and Big Brothers Big Sisters liaison. This engagement will include monthly meetups with staff/coaches/ program participants and alumni.

**Activity 3:** Designated staff will monitor/evaluate program implementation, relationship development, quality, and outcomes.

**Goal 2:** To increase school connections and positive experiences for black and brown girls by expanding the knowledge and awareness of developmentally inappropriate approaches (adultification) and negative perceptions of black girls for 50 educators.

**Objective 1:** Increase awareness of personal bias and the reconsideration of actions rooted in such bias for 50 educators.

**Objective 2:** Increase school connections for black and brown girls.

**Activity 1:** T.F.D. will secure professional development opportunities/locations with Metro Nashville Public School Support Services.

**Activity 2:** T.F.D. will provide 4-6 2-hour professional development opportunities for educators and support school support staff focusing on trauma-sensitive training to increase awareness and knowledge of personal bias and negative perceptions.

**Activity 3:** T.F.D., in partnership with the University of Tennessee - College of Social Work, will assess and measure training impact through diverse evaluation methods.

#### **SECTION VI: MEASURABLE OUTCOMES**

**Measurable outcomes are quantifiable (numeric value, percentage, scores, value, or characteristic) used to measure achievement of program outcomes: events, occurrences, or changes in conditions or attitudes that indicate progress toward a program's goals. These are specific, measurable and meaningful. Achieving an outcome indicates fulfillment of purpose and program toward long-term goals. Measurable goals are stated in a % outcome (i.e., \_\_% of clients with report/increase...etc.)**

List and describe below a minimum of three measurable outcomes of your program that will be achieved as a result of this reallocated funding (Measurable outcomes must support goals and objectives). Grantee is allowed to add more measurable outcomes as needed to this template.

- 80% of girls will report having increased personal protective factors in two or more areas a) a deeper understanding of their resilience; b) ethnic identity; c) positive mental health and well-being; d) increased self-love and confidence; e) strong social support; f) communication; g) hopefulness f) leadership skills.
- 80% will show an increase in positive connections in 1 or more of the following areas: a) connections to peers, families, and community and b) social support from a nonparental adult; c) access to supported resources.
- 80 of 100 (80%) will report a reduction in unhealthy behaviors in one or more areas a) juvenile court interactions, b) reduction in suspension; c) reduction in behavioral referrals; e) decrease in unexcused absences.
- 80 of 100 (80%) will report no interaction with the juvenile court system.
- Educators will show a 90% increase in knowledge of how to enable safe environments that recognizes black girls and promote their mental health and well-being enabling them to thrive.

#### **SECTION VII: PROGRAM INPUTS**

**Describe the factors (inputs) dedicated to this program to conduct its' activities and to achieve its goals and objectives.**

**1) Agency resources:** See below for financial partners.

Maddox Fund-Financial Support  
Metro Nashville Mayor's Office  
The Community Foundation of Middle Tennessee Foundation  
Southern Black Girl Consortium.

**2) Agency collaborations:**

- Juvenile Court of Metro Nashville and Davidson County-Juvenile Justice System-/Referrals/ Staff Training
- Maddox Fund-Financial Support
- New Profit-Venture philanthropy organization-Financial Support, Leadership and Organizational Training.
- University of Tennessee-College Institution-Evaluations, Social Worker Interns
- Tennessee State University College Institution-Social Worker Interns/ Coaches
- Big Brothers and Big Sisters-Not for Profit-Program Coaches, mentor vetting/ training,
- Juvenile Court of Metro Nashville and Davidson County-Juvenile Justice System-/Referrals/ Staff Training
- Metro Nashville Public Schools-School System-In-kind program/office space. Financial Support/Referrals.
- Pencil-Not-for-Profit-In-kind background checks for staff/coaches.
- Priest Lake Presbyterian Church-Office Space
- The Community Foundation of Middle Tennessee Foundation-Financial Support
- Mayor's Office (Village)-Financial support, staff training
- Southern Black Girl Consortium.

**3) Evidence-based programming:** The F.L.Y. Girl Program has and continues to play a significant role in the healing of girls and the systems that surround them. Such girls have been survivors of trauma, discrimination, and racism that have led to negative responses (i.e., poor self-worth, low academic achievements, behavior challenges), to girls that now understand their cultural resiliency, have a healthy sense of self-worth, and improved mental health, and cultural connectedness. As a result, participants have achieved academic and behavioral successes, increased healthy behaviors, secured opportunities and rewards for prosocial involvement, and college and career aspirations. The program reiterates the notion that when a girl has a safe space that sees her past her trauma, a stronger sense of self-identity, support from the community, and an environment of learning and expression, she's allowed to be the girl she was birthed to be; a champion for herself, her school, her community, and other girls like her.

T.F.D.'s success relies heavily on using culturally relevant curriculums that recognize the unique needs of black girls and brown girls and are designed to reinforce girls' strengths, purpose, and goals. Curriculums such as "Sisters of Nia" "serve as a rite of passage that complements efforts within the family, school, or community" (Belgrave, Vr. Cherry, D.S., Townsend, T.G., 2008). Additionally, the program uses the F.L.Y. Girl customized curriculum that focuses on healing and social-emotional development. Additionally, the program leans on the experience and lived experiences of trained relevant facilitators to provide culturally responsive and gender-affirming support. The F.L.Y. Girl program uses core components such as embracing ethnic identity, cultural expressions, healthy dialog and conversation, skill-building, micro affirmations, and themed topics to enhance positive relationship building with self, peers, and others. Additionally, staff goes through intense trauma-informed and healing circle training to ensure that each member has the tools

necessary to lead workshops. T.F.D. partners with institutions such as the University of Tennessee College of Social Work, Tennessee State University, and Fisk University to provide Bachelor's and Master Level Social Worker interns to facilitate group sessions and provide coaching and mental health support. Strategies include a) recruiting responsible staff, mentors or "coaches," volunteers, and program graduates that share a common experience and can relate directly or have explicitly worked with the population of the program's demographics. As a result, we show that this enriches the lives of black girls and brown girls and sets the foundation for their future as volunteers and mentors.

#### **SECTION VIII: MONITOR AND TRACKING PROGRAM SERVICE DELIVERY**

**Briefly describe below the agency's plans to monitor and track the quality of the agency's progress toward program service delivery? These may include output measures (*products of your activities*) which are process measures that quantify the activities of your program and outcome measures which are measure the achievement, effect or results that are attributed to program efforts that determine impact and success**

**1) Briefly describe the agency's plan to monitor and track the program progress: The program uses specific measures to ensure the program's fidelity.**

- # of youth referred to the program
  - # recruited, screened, enrolled.
- # of empowerment workshops completed.
- # of mentors recruited & accepted w/desired characteristics.
  - # of mentees matched, and coaching hours completed.
- 80% of mentoring relationships are high-quality/desired outcomes.
  - # of mentor check-ins per mentor/mentee relationship.
- 80% program completion, satisfaction, and quality (youth, parents, partners & mentors;85% mentor/youth sustained relationship (e.g., 1 year)
- 50 educators trained.
- 7 supervision contacts/check-ins for mentors/parents/youth
- 80% of goal-setting and progress sessions completed.
- 2 hours of weekly one-on-one mentor/youth interactions (40 total hours).
- 80% of evaluation materials completed by staff/mentors/youth/parents
- 80% of relationships sustained one year.

#### **SECTION IX: PROGRAM EVALUATION PLAN**

**Briefly**

**describe below the agency's plan to evaluate program effectiveness and corrective action plans: This includes completeness of the evaluation plan to include what you will do to judge the success or effectiveness of your program.**

**Briefly describe evaluation processes and corrective action plan(s):**

The proposed F.L.Y. Girl program will use a multi-layered evaluation system that will include the collection and analysis of quantitative and qualitative data as appropriate for each activity and program involvement.. These methods will allow the Director and staff to examine the impact of each activity and recommend changes that will result in continuous improvement. This process incorporates the following to ensure adaptability and evaluation:

- Bi-Monthly program planning analysis
- Program Trending Reporting
- Risk Management Meetings



- Monthly meetings with stakeholders.

#### **SECTION X: BUDGET, DETAILED BUDGET NARRATIVE, AND ORGANIZATIONAL PLAN**

Grant Recipients shall be compensated on a quarterly (July-September, October-December, January-March; and, April-June) reimbursement basis for actual direct program costs based upon the Grant Spending Plan, not to exceed the maximum liability. Documentation shall serve as proof of delivered services of a kind and type as specified by the contract and accompany the submission of invoices in order to be eligible for payment. The Recipient's invoice shall be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of Metro Grants allowable and unallowable costs (See Metro Grants Manual). Indirect costs are not allowable for this grant funding. Juvenile Court Grant Management personnel will consider written requests for monthly reimbursements and advise Recipient in writing if approved.

Please describe the processes and systems in place related to financial administration and accounting:

The F.I.N.D. Design Board of Directors and human resources adopt and guide financial policies and internal controls. to ensure careful financial management. All activities are monitored and managed in QuickBooks by our Bookkeeper and Director of Operations. Additionally, monthly reports are sent to our finance committee and reviewed by the board Bi-Monthly. Examples of policies include:

- Best Practices for reimbursement
- Purchases and Receipt Logging
- Deposits logs and accountability
- Grant Management
- Bank Reconciliation
- Budgeting
- Internal Financial Reports.
- Invoicing

**If the applicant is requesting more than \$5,000.00 for continuation of funding, please provide a maximum budget and narrative, and a minimum budget and narrative for consideration.**

#### **Required Attachments:**

- **Attach the applicant's budget (s) ☐**
- **Attach the detailed budget narrative (s) ☐**
- **Attach the agency organizational chart ☐**

#### **SECTION XI: SUSTAINABILITY PLAN**

Please describe the agency's plan to sustain this funded project in the future if Metro funding decreases or discontinues in the future.

Understanding the importance of long-term sustainability for The F.I.N.D. Design staff and board are constantly developing and implementing plans to diversify our funding. We are confident we will be able to increase our programmatic and organizational sustainability through a combination of several strategies:

- Create a widespread impact model that will allow the organization to diversify its revenue streams by offering fee-based resources, trainings, and consulting to educational institutions and other community-based organization so that our framework can be implemented in schools and other programs.
- Continue to gain revenue by contracting youth services through partnerships such as Metro Nashville Public Schools.
- Create and sustain partnerships with local foundations.
- Develop stronger relationships with local corporations and small businesses.
- Expand our donor base.

## **SECTION XII: DATA COLLECTION**

**Describe the data collection procedures the agency undertakes to collect and report the outputs and outcomes of the planned services or interventions. (E.g. stakeholder questionnaires, client satisfaction surveys, case records, etc.)**

**Mixed-Methods Approach:** This study will incorporate multiple phases of qualitative and quantitative data collection, analyses, and integration for triangulated and robust outcomes (Tashakkori & Creswell, 2007). Multiple phases of data collection, analysis, and integration points are suitable for research on program design, implementation, and evaluation, which are components of this study (DeCuir- Grunby & Schutz, 2017).

**Semi-structured interviews** will be administered to understand girls, staff, and educators' perspectives on race, culture, gender, student adversities, behavior, school climate, discipline outcomes, and healing circles. Following guidelines by DiCicco-Bloom and Crabtree (2006), interview questions will be open-ended and flexible to allow for new questions that emerge based on information provided by the interviewee (Horton, Macve & Struyvwen, 2004).

**Focus Groups:** Therefore, focus groups will be used to understand girls' perspectives on school discipline and interventions at their school and within their respective community programming. Specifically, focus group discussions will cover topics of race, culture, the impact of adversities on their schooling experience, healing, school climate, and discipline disproportionality.

**School Discipline Data.** Each year, school discipline data will be collected from the school. District. Data will include the number of office referrals, in-school suspensions, out-of-school suspensions, and expulsions. This data will be used to explain the relationship between student characteristics (i.e. race, gender, behavior), discipline outcomes (i.e. referrals, suspension, expulsion), and the impact of the intervention on discipline outcomes.

**Describe how the agency will use the data collected to evaluate the goals of the project and the work performed and plan accordingly.**

As stated, The F.I.N.D. Design gathers data using Charity Tracker and compiles this information for monthly, quarterly, and annual reports, allowing program staff to assess, monitor, and inform program goals and initiatives. Data included:

- Pre- and post-assessments and surveys.
- Demographics.
- Emotional support hours.
- Individualized coaching hours.

- The number of wraparound services and resources referred.

**Describe how the agency shares data with the agency's board and other community partners.**

The organization provides monthly reports to board members and partners and an annual report highlighting evaluation data, goals, objectives, and outcomes and how the program progresses towards each goal.

**JUVENILE COURT GRANTS MANAGEMENT TEAM CONTACT INFORMATION**

<b>Metro Juvenile Court Finance Director</b> <b>Mr. Jim Swack, J.D.</b> Juvenile Court Deputy Court Administer Finance and Business Operations (615) 862-8022 <a href="mailto:jimswack@jjsnashville.gov">jimswack@jjsnashville.gov</a>	<b>Metro Juvenile Court CPF Grant Invoicing Contact</b> <b>Mr. Joe Atchley</b> Juvenile Court Accountant III (615) 880-2368 <a href="mailto:JoeAtchley@jjsnashville.gov">JoeAtchley@jjsnashville.gov</a>
<b>Metro Juvenile Curt CPF Grant Program Team Member</b> <b>Mrs. Shelley Hudson, M.A.</b> Juvenile Court Special Projects Program Manager (615) 862-8079 <a href="mailto:shelleyhudson@jjsnashville.gov">shelleyhudson@jjsnashville.gov</a>	

GRANT BUDGET				
AGENCY NAME: The F.I.N.D. Design				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following Applicable Period: BEGIN: 07/1/2022 END: 06/30/2022				
	EXPENSE OBJECT LINE-ITEM CATEGORY	GRANT CONTRACT	GRANTEE MATCH	TOTAL PROJECT
	Salaries and Wages	\$65,000.00	\$92,180.00	\$157,180.00
	Benefits and Taxes (PERCENT)	\$15,000.00	\$10,800.00	\$25,800.00
	Professional Fees	\$0.00	\$80,200.00	\$80,200.00
	Supplies	\$0.00	\$25,510.00	\$25,510.00
	Communications	\$0.00	\$1,420.00	\$1,420.00
	Postage and Shipping	\$0.00	\$665.00	\$665.00
	Occupancy	\$0.00	\$0.00	\$0.00
	Equipment Rental and Maintenance	\$0.00	\$0.00	\$0.00
	Printing and Publications	\$0.00	\$2,980.00	\$2,980.00
	Travel/Conferences and Meetings	\$0.00	\$15,910.00	\$15,910.00
	Insurance	\$0.00	\$2,030.00	\$2,030.00
	Specific Assistance to Individuals	\$0.00	\$0.00	\$0.00
	Other Non-Personnel	\$0.00	\$16,000.00	\$16,000.00
	<b>GRAND TOTAL</b>	<b>\$80,000.00</b>	<b>\$247,695.00</b>	<b>\$327,695.00</b>

Total Match Amount	\$247,695.00		
Total Match Percentage	75.5871%	UNKNOWN	Fund Source

(Note: any changes to the contract budget must be pre-approved by Juvenile Court to be eligible for reimbursement)

**GRANT BUDGET LINE-ITEM DETAIL:**

AGENCY NAME: The F.I.N.D. Design

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<b>SALARIES, WAGES, BENEFITS AND TAXES:</b>	<b>AMOUNT</b>
Summary of individual positions that will support project activities. Review Instructions for examples.	\$0
( \$4,235)= (Apprx \$73,370); 70% of time (Approx \$51360) is dedicated to this program. 49% or \$32,000 will	\$25,000
health/dental/life ( \$4,235)= (Approx \$73,370); 25% of time (Approx \$18345) is dedicated to this program	\$10,000
Position 4: Site Coordinator-Annual Salary (\$45000)+Taxes (\$3681)+Benefits health/dental/life (\$4,235)=\$52915; 85% of time (Approx \$45,000) dedicated to this program 39% or \$17500 will be charged to this CPF. Point of Contact for 6 schools. Provide oversight, program planning, and leadership to 6 facilitators and 6 volunteer facilitators. This individual's time and efforts spent on the proposed program will be covered by grant funds for the 12 months of the grant period.	\$17,500
(\$4,235)=\$52915; 85% of time (Approx \$45,000) dedicated to this program 39% or \$17500 will be charged	\$17,500
\$4,235)=\$52915; 30% of time (approx \$14816) dedicated to this program. Approx 50% or (\$7500) will be	\$5,000
\$4,235)= (Approx \$97055); 5% of time (\$approx 4855) is allocated to this program= Approx 82% or (\$4000)	\$4,000
Position 7: Administrative Assistant- Annual Salary (\$41600) + Taxes (\$3420) +Benefits health/dental/life (	\$1,000
<b>Repeat row(s) as Necessary</b>	\$0
<b>TOTAL</b>	<b>\$80,000</b>

*Note: Benefits must be calculated at the same or lesser percentage as the salary for each position.*

<b>PROFESSIONAL FEES:</b>	<b>AMOUNT</b>
<Please provide description here>	\$0
<b>TOTAL</b>	<b>\$0</b>

<b>SUPPLIES:</b>	<b>AMOUNT</b>
<Please provide description here>	\$0
<Please provide description here>	\$0
<Please provide description here>	\$0
<Please provide description here>	\$0
<b>Repeat row(s) as Necessary</b>	\$0
<b>TOTAL</b>	<b>\$0</b>

<b>COMMUNICATIONS:</b>	<b>AMOUNT</b>
<Please provide description here>	\$0
<Please provide description here>	\$0
<Please provide description here>	\$0
<b>Repeat row(s) as Necessary</b>	\$0
<b>TOTAL</b>	<b>\$0</b>

<b>POSTAGE AND SHIPPING:</b>	<b>AMOUNT</b>
<Please provide description here>	\$0
<b>TOTAL</b>	<b>\$0</b>

<b>OCCUPANCY:</b>	<b>AMOUNT</b>
<Please provide descriptions of occupancy here>	\$0
<b>Repeat row(s) as Necessary</b>	\$0
<b>TOTAL</b>	<b>\$0</b>

EQUIPMENT RENTAL AND MAINTENANCE:	AMOUNT
<Please provide description of equipment and manintenance here>	\$0
Repeat row (s) as Necessary	\$0
TOTAL	\$0

PRINTING AND PUBLICATIONS:	AMOUNT
<Please provide description here>	\$0
TOTAL	\$0

TRAVEL/CONFERENCE AND MEETINGS:	AMOUNT
<Please provide description of travel, conferences, meetings here>	\$0
Repeat row(s) as Necessary	\$0
TOTAL	\$0

INSURANCE:	AMOUNT
<Please provide description of Insurance here>	\$0
Repeat row (s) as Necessary	\$0
TOTAL	\$0

SPECIFIC ASSISTNACE TO INDIVIDUALS:	AMOUNT
<Please provide description of specific assistance to individuals here>	\$0
Repeat row(s) as Necessary	\$0
TOTAL	\$0

OTHER NON-PERSONNEL:	AMOUNT
<Please provide description here>	\$0
<Please provide description here>	\$0
<Please provide description here>	\$0
Repeat row(s) as Necessary	\$0
TOTAL	\$0

Total CPF Funds Requested \$80,000



Sheila D.J. Calloway, Judge

Juvenile Court of Davidson County  
100 Woodland Street  
P.O. Box 196306  
Nashville, Tennessee 37219-6306

August 15, 2022

Re: Meharry Medical College, Center for Health Policy, Notice of Reissued Funds Award  
Community Partnership Fund Youth Violence Reduction Priority

Dear Mr. Samuel Dexter, PhD

Juvenile Court values the services that Meharry Medical College, Center for Health Policy, provides to reduce youth violence in our community. I am pleased to inform you that the Choosing How I Live Life Program located at 1005 D. B. odd Jr. Blvd., Nashville TN, 37208 is hereby awarded forty thousand (\$40,000.00) dollars to continue program services for the FY 22-23 Fiscal year. The Community Partnership Fund is provided by the Metropolitan Government of Nashville and Davidson County. This grant is managed by the Davidson County Juvenile Court, a Department of the Metropolitan Government of Nashville and Davidson County. The next step in the process will include executing a contract and submitting it to the Metro Council by resolution.

The term of this Grant shall be for a period of twelve (12) months, commencing retroactively on July 1, 2022, and ending on June 30, 2023. Metro shall have no obligation for services rendered by the recipient which are not performed within the terms of the Grant Spending Plan. This is a reimbursement grant; therefore, documentation which serves as proof of delivered services of a kind and type must accompany the submission of your invoices.

Sincerely,

Shelley Hudson  
Special Projects Manager  
Davidson County Juvenile Court  
[shelleyhudson@jnsnashville.gov](mailto:shelleyhudson@jnsnashville.gov)  
(615) 862-8079

Joe Atchley  
CPF Fiscal Manager  
Davidson County Juvenile Court  
[JoeAtchley@jnsnashville.gov](mailto:JoeAtchley@jnsnashville.gov)  
(615) 880-2368



**GRANT CONTRACT  
BETWEEN THE JUVENILE JUSTICE CENTER  
(Metro Juvenile Court),  
A DEPARTMENT OF THE METROPOLITAN GOVERNMENT  
OF NASHVILLE AND DAVIDSON COUNTY  
AND  
CENTER FOR HEALTH POLICY/MEHARRY MEDICAL COLLEGE**

This Grant Contract issued and entered pursuant to **RS2022-** \_\_\_\_\_ by and between the Juvenile Justice Center, a Department of the Metropolitan Government of Nashville and Davidson County, a municipal corporation of the State of Tennessee hereinafter referred to as "Metro", and **Center for Health Policy/Meharry Medical College** hereinafter referred to as the "Grantee," is for the **Choosing How I Lead Life (C.H.I.L.L.)** program to provide **mentoring service** as further defined in the "SCOPE OF PROGRAM." (Attachment 1).

**RECITALS**

**WHEREAS** Metro Juvenile Court is the Recipient and Grantor of funds from the Metropolitan Government of Nashville Davidson County Community Partnership Fund and,

**WHEREAS** the **Center for Health Policy/Meharry Medical College** (hereinafter called "Agency") is the Grantee of funds from the Community Partnership Fund; and,

**WHEREAS** expenditures will take place or have been retroactively used during the time frame from July 1, 2022, through June 30, 2023; and,

**WHEREAS** youth who are victims of violence maintain a higher risk for adverse physical and mental problems, including smoking, obesity, depression, academic difficulties, high-risk sexual behavior and suicide and,

**WHEREAS** the Grantee will serve select Middle and Elementary Schools in the four quadrants of MNPS and,

**WHEREAS** the *Aggressors, Victims, and Bystanders: Thinking and Acting to Prevent Violence* (AVB) evidenced-based curriculum will be used in a collaborative approach to address youth violence and,

**WHEREAS** Grantee's goals include:

**Goal 1:** Increase participant cognitive skill building and knowledge base concerning conflict and violent activities.

**Objective 1.1:** 90% of participants will have improved understanding of conflict management and coping mechanisms to address violent situations.

**Activity 1.1:** Participation in AVB sessions.

**Objective 1.2:** 90% of participants will improve understanding of community building and service to others.

**Activity 1.2:** Complete service-learning project with nonprofit agency or organization.

**Goal 2:** Improve academic reputation while reducing rate of reoffending with juvenile court or disciplinary action in school.

**Objective 2.1:** 90% Students will decrease engagement in behavior that leads to disciplinary action.

**Activity 2.1:** Pair student with college mentors for academic and social support.

**Activity 2.1.1:** Introduce students to business and community leaders that can serve as mentors beyond the academic setting.

**Objective 2.2:** Students will create a positive attitude and post-secondary school plan.

**Activity 2.2:** Students will use the information presented through the AVB sessions to create a positive attitude plan. The plan will be steps the students can take on a daily basis to make better decisions. Students will also complete a profile with aspirations for after high school (attend college, work, attend trade school). Students will have the opportunity to work with career counselor to design plans.

**Goal 3:** 90% of students will engage in social emotional learning in order to evaluate their emotions and reactions to daily situations.

**Objective 3.1:** Students will have a better understanding of themselves and their emotional triggers.

**Activity 3.1:** Students will complete SEL activities with a school counselor.

**WHEREAS** Measurable outcomes include:

- 1) 90% of participants reflect improvement in conflict management measured by pre and post surveys.

- 2) 90% of participants that complete the program will show an improvement in their academic and behavior performance at school measured by their academic record (grade improvement from first semester to end of school year) and behavior record (decrease in disciplinary actions at school).
- 3) 90% of participants that complete the program will report feeling more connected to their school and home community; measured by student engagement through event surveys and event attendance.

**WHEREAS** Juvenile Court and Center for Health Policy/Meharry Medical College propose to utilize **forty thousand (\$40,000.00) dollars** of the CPF grant to fund the grantee to serve Davidson County runaway female youth.

**A. RECITALS AND SCOPE OF PROGRAM:**

All of the above stated Recitals are incorporated into and made a substantive part of this Contract.

**SCOPE OF PROGRAM:**

- A.1. The Grantee will use the funds for the following:
- A.2. The Grantee shall spend these funds consistent with their proposed use in the Grantee's funding application, hereinafter referred to as the Grant Spending Plan, attached and incorporated herein as **Attachment 1**. The Grantee shall collect data as mandated by the scope of program services, Metro Grants Manual requirements and Metro to evaluate the effectiveness of their services and shall provide those results to Metro upon request.
- A.3. The Grantee shall only utilize these funds for services the Grantee provides to documented residents of Davidson County. Documentation of residency may be established with a recent utility bill; voter's registration card; driver's license or other government issued ID; current record from a school showing address; affidavit by landlord; or affidavit by a nonprofit treatment, shelter, half-way house, or homeless assistance entity located within Davidson County. Grantee agrees that it will not use Metro funding for services to non-Davidson County residents.
- A.4. Additionally, the Grantee shall collect general demographic data on the primary county of residence of the clients it serves and provide that data to Metro upon request.

**B. GRANT CONTRACT TERM:**

- B.1. **Grant Contract Term.**

The term of this Grant shall be for a period of twelve (12) months, commencing on **July 1, 2022, and ending on June 30, 2023**. This grant is retroactive, beginning July 1, 2022. Metro shall have no obligation for services rendered by the Grantee which are not performed within this term.

C. **PAYMENT TERMS AND CONDITIONS:**

C.1. **Maximum Liability.**

In no event shall the maximum liability of Metro under this Grant Contract exceed **forty thousand (\$40,000.00) dollars**. The Grant Spending Plan is attached and incorporated herein as part of **Attachment 1**, and shall constitute the maximum amount to be provided to the Grantee by Metro for all of the Grantee's obligations hereunder.

The Grant Spending Plan line items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct program costs incurred or to be incurred by the Recipient during the contract term. Indirect costs are not allowable for this grant.

This amount shall constitute the Grant Amount and the entire compensation to be provided to the Grantee by Metro.

C.2. **Compensation Firm.**

The maximum liability of Metro is not subject to escalation for any reason. The Grant Spending Plan amount is firm for the duration of the Grant Contract and is not subject to escalation for any reason unless the grant contract is amended.

C.3. **Payment Methodology.**

The Grantee shall be compensated on a reimbursement basis for actual direct program costs based upon the Grant Spending Plan, not to exceed the maximum liability established in Section C.1.

All invoices shall be sent **electronically** to the attention of [JoeAtchley@jnsnashville.gov](mailto:JoeAtchley@jnsnashville.gov) (Mr. Joe Atchley, Juvenile Court Accountant) and copy [shelleyhudson@jnsnashville.gov](mailto:shelleyhudson@jnsnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager). Said payment shall not exceed the maximum liability of this Grant Contract. See the Metro Grants Manual, Chapter 3: Standards for Financial Management, Section: Supporting Documentation, page 17 for examples.

Generally, invoices submitted for reimbursement will be accepted on a **quarterly basis**. Juvenile Court Grant Management team will consider electronic written requests for monthly reimbursements and advise the Grantee if approved.

Supporting documentation shall serve as proof of delivered services of a kind and type and shall accompany submission of invoices in order to be eligible for

payment. See the Metro Grants Manual, Chapter 3: Standards for Financial Management System.

**Final invoices for the contract period must be received by Juvenile Court by July 17, 2023.**

**Any invoice not received by the deadline date will not be processed and all remaining grant funds will expire.**

**C.5. Payment of Invoice.**

The payment of any invoice by Metro shall not prejudice Metro's right to object to the invoice or any matter in relation thereto. Such payment by Metro shall neither be construed as acceptance of any part of the work or service provided nor as an approval of any of the costs included therein.

**C.6. Allowable, Unallowable, and Indirect Costs.**

The Grantee shall meet all allowable and unallowable Metro Grants cost requirements. See the Metro Grants Manual, Chapter 5: Allowable Costs, and Chapter 6: Unallowable Costs. This grant contract does not allow for indirect cost. The Grantee's invoice shall be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs. Utilization of Metro funding for services to non-Davidson County residents is unallowable.

Grantees that receive grant funds from Metro shall ensure that expenditures incurred for the purpose of the grant meet certain criteria. Cost incurred must be:

- a reasonable use of funds,
- a necessary use of funds,
- for a reasonable amount,
- for a clear purpose,
- consistent with the purpose of the Grantee's program, compliant with the terms and purpose of the Metro grant, authorized within the budget,
- properly approved, and
- adequately documented

Long-distance non-business related calls are not reimbursable.

Tips included on supplies and service are not reimbursable.

**C.7. Deductions.**

Metro reserves the right to adjust any amounts which are or shall become due and payable to the Grantee by Metro under this or any Contract by deducting any

amounts which are or shall become due and payable to Metro by the Grantee under this or any Contract.

C.8. **Travel Compensation.**

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by a Grantee or Grantee's employee who is in travel status on official business of the organization. Conference and or meeting costs include seminars designed to increase the vocational effectiveness of employees, including registration fees and other related costs. Travel, conferences, and meeting costs are allowable when they are directly attributable to specific work under the grant or are incurred in the normal course of administration of the organization. Travel costs must be evidenced by an approved travel claim. **Grantees must establish and use their own internal travel policy.** Each grantee is subject to their established travel policy. See Grants Manual, Chapter 5: Allowable Costs.

**Grantee's internal travel policy will also include the following language:**

Payment to the Grantee for travel, meals, or lodging shall be subject to amounts and limitations specified by Metro and the Grantee's Grant Spending Plan.

When traveling, Grantees should be as conservative as circumstances permit. The lower cost shall be selected whenever possible. Reimbursement for travel shall be based upon the most direct or expeditious route possible. Grantee traveling by an indirect route must assume any extra expense incurred.

The standard mileage reimbursement rate used by a Grantee is established by the United States General Services Administration. When using a personal vehicle, only mileage on official Grantee business may be claimed for reimbursement. Mileage published by Rand-McNally or similar reliable internet travel sites (starting point and destination) for driving routes will be regarded as official.

When using a personal vehicle, procedures for calculating mileage are based on the fact that Metro does not reimburse a Grantee for normal commuting mileage.

Travel advancements are not allowed. The Grantee shall use personal funds during the trip for meals, ground transportation and similar minor expenses and follow the procedure for travel expense reimbursement upon return.

Travel reimbursement claims must be submitted fifteen (15) days of return, along with all required receipts and backup documentation.

Reasonable taxi or rideshare fares are allowable from airports. Bus, limousine, or light rail services to or from airports will be used when available and practical. In traveling between hotel, other lodging, meeting or conference sites, reasonable taxi or rideshare fees will be allowed. Taxi or rideshare



reimbursements are not allowed from conference and meeting sites for meals unless exceptional circumstances are documented.

Physical damage insurance with a deductible (collision and comprehensive) shall be purchased when renting a vehicle for official business. A copy of the rental authorization form, copy of rental contract, and itemized receipt must be attached to the travel claim.

Reasonable tolls and ferry fees and parking charges will be allowed.

When a Grantee uses their personal vehicle for official business, their personal auto coverage will be primary up to limits of their policies. In the event of an accident that results in damage to a Grantee's personal vehicle, the Grantee is responsible for that damage.

If travel is by air, the Grantee will be reimbursed the allowable mileage reimbursement for one round trip from the Grantee's official work station (or residence on weekends/evenings) and long-term airport parking; or the cost of one round trip taxi or rideshare fare from the Grantee's official work station (or residence on weekends/evenings) if the taxi or rideshare fare is lesser than mileage and airport parking; or the appropriate mileage reimbursement for two round trips from the Grantee's official workstation or residence when dropped off at the airport.

Receipts are required for the handling of conference and meeting materials and/or equipment.

Maximum lodging reimbursement rates for out-of-town and in-state are the same as those maintained by the United States General Services Administration within the continental United States (CONUS). The CONUS list contains a maximum reimbursement rate for lodging. Lodging receipts are required and must itemize room charges, taxes by date, and surcharges, if a convention rate exceeds the maximum reimbursement rate, and is documented by convention information, a higher reimbursement rate will be allowed.

The maximum meal reimbursement rates for out-of-state travel are the same as those maintained by the United States General Services Administration within the continental United States (CONUS). The fixed M&I (Meal and Incidental Expense) rate on CONUS represents the maximum daily meal reimbursement for the Grantee

C.9. **Electronic Payment.**

Metro requires as a condition of this contract that the Grantee shall complete and sign Metro's iSupplier form authorizing electronic payments to the Grantee. Grantees who have not already submitted the form to Metro will have thirty (30) days from the beginning of the contract to complete, sign, and return the form.

Thereafter, all payments to the Grantee, under this or any other contract the Grantee has with Metro, must be made electronically.

The process is initiated by clicking on "Register with iSupplier" at the following link on Nashville.gov:

<https://www.nashville.gov/Finance/Procurement/How-To-Do-Business-With-Metro.aspx>

Note: This is a critical step that can only be accomplished by the Grantee seeking payment by Metro. At the conclusion of the vendor registration process, registrants receive an email advising them of their system assigned iSupplier number and of having successfully registered. They should email [iSupplier@nashville.gov](mailto:iSupplier@nashville.gov) if they have questions about or issues with navigating the vendor registration process.

By default, Metro sets up vendors on Net 30 payment terms. This means that it will take approximately 30 days for a Grantee to receive payment after an approved invoice is forwarded for reimbursement.

Grantees receiving reallocated funding do not have to register with Metro's iSupplier.

**D. STANDARD TERMS AND CONDITIONS:**

**D.1. Required Approvals.**

Metro is not bound by this Grant Contract until it is approved by the appropriate Metro representatives as indicated on the signature page of this Grant.

**D.2. Modification and Amendment.**

This Grant Contract may be modified only by a written amendment that has been approved in accordance with all Metro procedures and by appropriate legislation of the Metropolitan Council. The Grantee shall make proposed changes in writing by email to the attention of [shelleyhudson@iisnashville.gov](mailto:shelleyhudson@iisnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager). The Juvenile Court Grants Management team will review the requested changes to determine if the changes are allowable, and if they warrant a contract amendment.

**D.3. Termination for Cause.**

Should the Grantee fail to properly perform its obligations under this Grant Contract or if the Recipient violates any terms of this Grant Contract, Metro shall have the right to immediately terminate the Grant Contract and the Grantee shall return to Metro any and all grant monies for services or programs under the grant not performed as of the termination date. The Grantee shall also return to Metro any and all funds expended for purposes contrary to the terms of the Grant.



Such termination shall not relieve the Grantee of any liability to Metro for damages sustained by virtue of any breach by the Grantee. See the Metro Grants Manual, Section: Failure to Comply, page 5.

D.4. **Subcontracting.**

The Grantee shall not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of Metro. The Grantee shall make subcontracting requests in writing by email to the attention of [shelleyhudson@iisnashville.gov](mailto:shelleyhudson@iisnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager). Notwithstanding any use of approved subcontractors, the Grantee shall be considered the prime grant Recipient and shall be responsible for all work performed. Make all subcontract requests to the Juvenile Court Grants Management team.

D.5. **Conflicts of Interest.**

The Grantee warrants that no part of the total Grant Amount shall be paid directly or indirectly to an employee or official of Metro as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Grantee in connection with any work contemplated or performed relative to this Grant Contract.

D.6. **Nondiscrimination.**

The Grantee hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification which is in violation of applicable laws. **The Grantee shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees, clients, and applicants, notices of nondiscrimination.**

D.7. **Records, Records Access, and Maintenance.**

The Grantee shall maintain all financial records, supporting documentation, program documentation, and all other relevant records pertaining to the Metro grant contract for a period of at least three (3) years after the completion of the grant period.

The Grantee shall retain all books of original entry, source documents to support accounting transactions, general ledger(s), subsidiary ledger(s), personnel and payroll records, cancelled checks, and documents and records related to the funds provided by Metro.

The Grantee shall maintain and identify the records by fiscal and/or grant period(s) separately and maintain the information in such a manner that they can be easily identified. The grantee shall ensure the records are adequately protected against theft, fire, or other damage.

The Grantee shall allow Metro Government, or any duty-authorized representatives to have access to any applicable books, documents, papers, or other records of the grantee that pertain to, support, or document the Metro grant funds for monitoring, auditing, or examination purposes. The right of access shall not be limited to the retention period, but shall extend as long as the records are retained by the organization.

Financial statements shall be prepared in accordance with generally accepted accounting principles.

See the Metro Grants Manual, Chapter 9: Record Retention and Access Requirements.

**D.8. Monitoring.**

Monitoring is the review process used to determine the Grantee's compliance with the requirements of Federal, State, and/or local laws, regulations, and measures of progress toward stated results and outcomes. Monitoring determine the level of compliance with program expectations and identify operational changes. Monitoring also determines if the financial management and the accounting system are adequate to account for program funds in accordance with government requirements.

The Grantee's activities conducted and records maintained pursuant to this Grant Contract shall be subject to monitoring and evaluation by the Juvenile Court Grant Management Team, the Metropolitan Office of Financial Accountability (OFA), and/or Metro's duly appointed representatives.

The Grantee shall make all audit, accounting, or financial records, notes, and other documents pertinent to this grant available for review by the Metropolitan Office of Financial Accountability, Internal Audit or Metro's representatives, upon request, during normal working hours. See the Metro Grants Manual, Chapter 10: Monitoring Requirements.

**D.9. Reporting.**

Reporting details the Grantee's progress on each of the core performance measures identified in the grant solicitation and any program specific and/or outcome measures identified in the Grantee's Grant Spending Plan as funded under this Grant Contract. The Grantee is required to gather and maintain statistical data relating to grant project activities. The data collected should support the information submitted on all reports.

The Grantee shall submit an **Interim Program Report** no later than **January 9, 2023**. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding January 9, 2023.

The Grantee shall submit a **Final Program Report** no later than **July 10, 2023**. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding July 10, 2023

The Grantee shall submit an **Annual Expenditure Report**, to reconcile grant receipts with grant revenues. The report is due 45 days after the end of the grant period. The grantee can submit the report earlier. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding **August 14, 2023**. Said report shall be in form and substance acceptable to Metro and shall be prepared by a **Certified Public Accounting Firm or the Chief Financial Officer** of the Recipient Organization.

The Grantee shall send all reports electronically to the attention of [shelleyhudson@iisnashville.gov](mailto:shelleyhudson@iisnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager).

See the Metro Grants Manual, Chapter 8: Reporting Requirements.

D.10. **Strict Performance.**

Failure by Metro to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this agreement shall not be construed as a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Grant Contract shall be held to be waived, modified, or deleted except by a written amendment by the appropriate parties as indicated on the signature page of this Grant.

D.11. **Insurance.**

The Grantee agrees to carry adequate public liability and other appropriate forms of insurance, and to pay all applicable taxes incident to this Grant Contract.

D.12. **Metro Liability.**

Metro shall have no liability except as specifically provided in this Grant Contract.

D. 13. **Independent Contractor.**

Nothing herein shall in any way be construed or intended to create a partnership or joint venture between the Grantee and Metro or to create the relationship of principal and agent between or among the Recipient and Metro. The Grantee shall not hold itself out in a manner contrary to the terms of this paragraph. Metro shall not become liable for any representation, act, or omission of any other party contrary to the terms of this paragraph.

**D. 14. Indemnification and Hold Harmless.**

(a) Grantee shall indemnify, defend, and hold harmless Metro, its officers, agents and employees from any claims, damages, penalties, costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of Grantee, its officers, employees and/or agents, including its sub or independent contractors, in connection with the performance of the contract, and any claims, damages, penalties, costs and attorney fees arising from any failure of Grantee, its officers, employees and/or agents, including its sub or independent contractors, to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.

(b) Metro will not indemnify, defend or hold harmless in any fashion the Grantee from any claims, regardless of any language in any attachment or other document that the Grantee may provide.

(c) Grantee shall pay Metro any expenses incurred as a result of Grantee's failure to fulfill any obligation in a professional and timely manner under this Contract.

(d) Grantee's duties under this section shall survive the termination or expiration of the grant.

**D.15. Force Majeure.**

"Force Majeure Event" means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the party. Except as provided in this Section, any failure or delay by a party in the performance of its obligations under this Contract arising from a Force Majeure Event is not a breach under this Contract. The non-performing party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the party continues to use diligent, good faith efforts to resume performance without delay. Grantee will promptly notify Metro within forty-eight (48) hours of any delay caused by a Force Majeure Event and will describe in reasonable detail the nature of the Force Majeure Event.

**D.16. State, Local and Federal Compliance.**

The Grantee agrees to comply with all applicable federal, state and local laws and regulations in the performance of this Grant Contract.

**D.17. Governing Law and Venue.**

The validity, construction and effect of this Grant Contract and any and all extensions and/or modifications thereof shall be governed by and construed in accordance with the laws of the State of Tennessee. The venue for legal action

concerning this Grant Contract shall be in the courts of Davidson County, Tennessee.

D.18. **Completeness.**

This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions of the parties' agreement. This Grant Contract supersedes any and all prior understandings, representations, negotiations, and agreements between the parties relating hereto, whether written or oral.

D.19. **Headings.**

Section headings are for reference purposes only and shall not be construed as part of this Grant Contract.

D.20. **Metro Interest in Equipment.**

The Grantee shall take legal title to all equipment, hereinafter referred to as "equipment," purchased totally or in part with funds provided under this Grant Contract, subject to Metro's equitable interest therein, to the extent of its *pro rata* share, based upon Metro's contribution to the purchase price. "Equipment" shall be defined as an article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds \$5,000.00.

The Grantee agrees to be responsible for the accountability, maintenance, management, and inventory of all property purchased totally or in part with funds provided under this Grant Contract. Upon termination of the Grant Contract, where a further contractual relationship is not entered into, or at any time during the term of the Grant Contract, the Grantee shall request written approval from Metro for any proposed disposition of equipment purchased with Grant funds. All equipment shall be disposed of in such a manner as parties may agree as appropriate and in accordance with any applicable federal, state or local laws or regulations.

**Equipment purchased with grant funds is listed on an equipment log. (See Juvenile Court Equipment Summary Report) and note project staff using said equipment.**

D. 21. **Assignment - Consent Required.**

The provisions of this contract shall inure to the benefit of and shall be binding upon the respective successors and assignees of the parties hereto. Except for the rights of money due to Grantee under this contract, neither this contract nor any of the rights and obligations of Grantee hereunder shall be assigned or transferred in whole or in part without the prior written consent of Metro. Any such assignment or transfer shall not release Grantee from its obligations



hereunder. Notice of assignment of any rights to money due to Grantee under this Contract must be sent to the attention of the Metro Department of Finance.

**D.22. Gratuities and Kickbacks.**

It shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparations of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore.

It shall be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or a person associated therewith, as an inducement for the award of a subcontract or order. Breach of the provisions of this paragraph is, in addition to a breach of this contract, a breach of ethical standards which may result in civil or criminal sanction and/or debarment or suspension from participation in Metropolitan Government contracts.

**D.23. Lobbying.**

The Grantee certifies, to the best of its knowledge and belief, that:

- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this contract, grant, loan, or cooperative agreement, the Grantee shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

- c. The Grantee shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-Grantees shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352.

**D.25. Public Accountability.**

The Grantee is subject to Tenn. Code Ann. § 8-4-401 et seq., or if this Grant Contract involves the provision of services to citizens by the Grantee on behalf of the State, the Grantee agrees to establish a system through which recipients of services may present grievances about the operation of the service program. The Grantee shall also display in a prominent place, located near the passageway through which the public enters in order to receive Grant supported services, a sign at least eleven inches (11") in height and seventeen inches (17") in width stating:

NOTICE: THIS AGENCY IS A RECIPIENT OF TAXPAYER FUNDING. IF YOU OBSERVE AN AGENCY DIRECTOR OR EMPLOYEE ENGAGING IN ANY ACTIVITY WHICH YOU CONSIDER TO BE ILLEGAL, IMPROPER, OR WASTEFUL, PLEASE CALL THE STATE COMPTROLLER'S TOLL-FREE HOTLINE: 1-800-232-5454.

**D. 26. Disclosure of Personal Identity Information.**

The Grantee shall report to Metro any instances of unauthorized disclosure of personally identifiable information that comes to the Grantee's attention. The Grantee shall make any such report within twenty-four (24) hours after the instance has come to the Grantee's attention. The Grantee, at the sole discretion of Metro, shall provide no cost credit monitoring services for individuals that are deemed to be part of a potential disclosure. The Grantee shall bear the cost of notification to individuals having personally identifiable information involved in a potential disclosure event, including individual letters or public notice. The remedies set forth in this Section are not exclusive and are in addition to any claims or remedies available to Metro under this Grant Contract or otherwise available at law.

**D.23. Written Policies and Procedures.**

The Grantee should establish written policies and procedures to express management's position on all operational procedures such as accounting, purchasing, personnel, travel, and other such policies and procedures that guide normal business activities to ensure consistent operation of the agency's

programs and adequate documentation for an audit. See the Metro Grants Manual, Chapter 3: Standards for Financial Management.

**D.25. Communications and Contacts.**

All instructions, notices, consents, demands, or other communications from the Grantee required or contemplated by this Grant Contract shall be in writing by email addressed to the respective party set forth below or to such other party, facsimile number, or address as may be hereafter specified by written notice.

**Metro**

For contract-related matters inquiries regarding programming and invoices:

**Metro Juvenile Court CPF Grant Program Contact:**

Shelley Hudson  
Special Project Program Manager  
Juvenile Court  
P.O. Box 196306  
Nashville, Tennessee 37219-6306  
Office: 615-862-8079  
Cell: 615-500-3391  
[shelleyhudson@jnsnashville.gov](mailto:shelleyhudson@jnsnashville.gov)

**Metro Juvenile Court CPF Grant Invoicing Contact.**

**Joe Atchley**  
Juvenile Court Accountant III  
Juvenile Court  
P.O. Box 196306  
Nashville, Tennessee 37219-6306  
**Office:** (615) 880-2368  
[JoeAtchley@jnsnashville.gov](mailto:JoeAtchley@jnsnashville.gov)

**Recipient:**

Name : Dexter Samuels, PhD.  
Title : Vice President Affiar/Executive Director  
Agency Name : Center for Health Policy Meharry Medical College  
Address : 1002 Drive DB Todd Jr. Blve,  
City : Nashville , State : Tennessee, Zip : 37208  
Phone : 615-327-6435  
Email : [sampsont@mmc.edu](mailto:sampsont@mmc.edu)



D. 25. Effective Date.

This contract shall not be binding upon the parties until it has been signed first by the Grantee and then by the authorized representatives of the Metropolitan Government and has been filed in the office of the Metropolitan Clerk. When it has been signed and filed, this contract shall be effective as of the date first written above.

(THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK)

THE METROPOLITAN  
GOVERNMENT OF NASHVILLE  
AND DAVIDSON COUNTY:

APPROVED AS TO  
AVAILABILITY OF FUNDS:

Kelly Flannery/mjw  
Director of Finance

APPROVED AS TO FORM AND  
LEGALITY

Phylinda Ramsey  
Metropolitan Attorney

FILED IN THE OFFICE OF THE  
CLERK:

\_\_\_\_\_  
Metropolitan Clerk

**RECIPIENT:** \_\_\_\_\_

By: [Signature]

Title: SVP Street Affairs

Sworn to and subscribed to before me a  
Notary Public, this 15 day  
of September, 2022

Notary Public



Tammy Coleman  
My Commission  
expires 1/11/2026

**Center for Health Policy | Meharry Medical College**

Youth Violence Reduction CPF Reallocated Funding Application  
FY 22-23

A.Dexter Samuels, PhD.  
Sr. Vice President Student Affair/Executive Director  
Center for Health Policy  
Meharry Medical College

Terrica R. Arnold, Ed.D.  
Senior Research Program Manager  
Center for Health Policy  
Meharry Medical College  
Email: [sampsont@mmc.edu](mailto:sampsont@mmc.edu)

**Community Partnership Funds (CPF)  
Grant Application For Reallocated Program Funds  
Provided by the Davidson County Juvenile Court  
Youth Violence Reduction Program Application**

Name of Organization/Agency Applicant	Meharry Medical College-Center for Health Policy
Is the Applicant the primary (Parent) or secondary (Child) applicant?	<input checked="" type="checkbox"/> <b>Primary</b> <input type="checkbox"/> Secondary
<p style="color: red;">If your organization/agency is filing under another agency's financial audit then your organization is considered the secondary (Child) agency. If the applicant is a secondary (Child) applicant, then their parent (Primary) applicant must file for this grant and subcontract with the secondary (child) agency.</p>	
Name of Program Supported by the Grant:	CHOOSING HOW I LEAD LIFE CHILL
Name of Individual Signing the Contract:	A. Dexter Samuel, PhD
Position:	Sr. Vice President Student Affairs/Executive Director Center for Health Policy
Primary Phone:	615-327-6435
Email:	dsamuels@mmc.edu
A) Is the Applicant a prior Metro CPF Recipient? Enter Year: 2018-2021	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> No Previous Funded Amount: \$40,000
B) If yes, is the Applicant requesting a continuation of Funding?	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> No
C) Is the Applicant a prior year Metro Direct Appropriation	<input type="checkbox"/> Yes <input type="checkbox"/> No Amount:
REALLOCATED FUNDING REQUESTED AMOUNT	Maximum Requested Amount: \$40,000 Minimum Requested Amount: \$30,000
TERM OF GRANT FUNDING	JULY 1, 2022 – JUNE 30, 2023
SECTION I	Please include the names (s) of the person (s) and contact Information below
Name of Individual Completing Application:	Name: Terrica Arnold, Ed.D. Title: Senior Research Program Manager Phone number: 615-327-5889 Email: <a href="mailto:sampsont@mmc.edu">sampsont@mmc.edu</a>

Name of Individual Over Program Monitoring:	Name: Terrica Arnold Title: Senior Research Program Manager Phone number: 615-327-5889 Email: sampson@mmc.edu
Name of Individual Over Financial Monitoring:	Name: Shalaw Bareek Title: Financial Analyst Phone number: 615-327-6550 Email: sbareek@mmc.edu

## SECTION II: ELIGIBILITY CRITERIA

In order to be eligible to receive Reallocated CPF funding, an applicant must meet the following criteria:

- Applicants must serve residents of Nashville, Davidson County.**  
☒ Yes ☐ No
- Applicants must have a 501(c) (3) designation of exemption from federal taxation from the Internal Revenue Service (IRS) as provided by 26 U.S. C. A.;**  
☒ Yes ☐ No  
 If Yes, has there been a change in the applicant's 501(c) (3) status?  
☐ Yes ☒ No  
 If yes, please explain \_\_\_\_\_  
**Required Attachment: Copy of the agency's 501 (c) (3) document with this application.** ☐
- Applicants must have an incorporation as a non-profit with registration identification number provided by the Secretary of State as a Charitable Organization or proof of such exemption as allowed.**  
☒ Yes ☐ No  
 If Yes, has there been a change in the applicant's non-profit status?  
☐ Yes ☒ No  
 If yes, please explain \_\_\_\_\_  
**Required Attachment: Copy of the agency's non-profit registration and identification document with this application.** ☐
- Applicants must have been in existence for at least one full year by application due date.**  
☒ Yes ☐ No  
 If yes, how long has the applicant been in existence? \_\_\_\_1876\_\_\_\_
- Applicants must be in compliance with grant contract award requirements from Metro in any previous year(s).**  
☒ Yes ☐ No  
 If yes, when was the last time the applicant was audited by Metro? \_\_\_\_2022\_\_\_\_  
 Was the applicant in compliance? \_\_\_\_\_

☐ Yes ☐ No

If no, did the applicant correct Metro audit concerns to Metro's satisfaction?

☐ Yes ☐ No

6. Applicants must provide a copy of a financial audit of its latest completed fiscal year by a certified public accountant. The year-end or the issue date of the report should be within the preceding 12 months of the application due date. .

**NOTE:** Applicants filing under a PARENT organization: Parent organizations are required to file as the primary recipient and subcontract with the CHILD agency as a subgrantee.

**NOTE:** The Audit requirement may be waived for non-profits with annual budgets of less than \$50,000 and requests for grants of less than \$5,000.00, per Ordinance No. BL2013-578.

### SECTION III: VISION, MISSION, AND VALUES STATEMENTS

#### **DAVIDSON COUNTY JUVENILE COURT VISION STATEMENT:**

Davidson County Juvenile Court strives to be the national model for youth justice by taking a holistic approach that promotes the health, well-being, and safety of children, families, and communities.

#### **DAVIDSON COUNTY JUVENILE COURT MISSION STATEMENT:**

Davidson County Juvenile Court's mission is to prevent problems, promote the positive potential in all people, and pursue fairness and hope.

- Vision statement – Informs the agency's goals (What the agency wants to accomplish or achieve).
- Mission statement – Informs the agency's purpose (How the agency achieves their vision).
- Values statement – Informs the agency's culture (Agency core principle and values).

Provide the agency's vision, mission, and values statements here AND briefly discuss how your agencies philosophy supports the Davidson County Juvenile Court's mission and vision.

#### Vision

Be a national leader in data-driven, health equity-focused services and research.

To enhance our national reputation and expand our global reach as a quality-driven academic health center noted for its:

- Leadership in diversifying the nation's health professions work force;
- Highly effective and innovative educational and training programs;
- Enlightened health policy development and culturally-sensitive, evidence based health services; and
- Preeminence in focused research that leads to the elimination of health disparities.

#### Mission Statement

Meharry Medical College is a global academic health sciences center advancing health equity through innovative research, transformative education, exceptional and compassionate health services and policy-influencing thought leadership. True to its legacy, Meharry empowers diverse populations to improve the well-being of humankind.

#### Core Values

Meharry Medical College is a community of scholars and learners committed to excellence.

These are our core values:

Accountability with transparency

Equity with inclusion

Respect with collegiality

Service with compassion

Integrity without exception

We support the mission and vision of the Juvenile Court through sharing the belief that we must address the community holistically. Through the promotion of optimal health, education and safety, we want all participants in our society, including the youth to have access to physical and mental support, as well as resources to make healthy decisions.

#### **SECTION IV: NEEDS STATEMENT**

**A fact-based and data driven statement to continue funding for the grantee. These lay the foundation for the grant application.**

- 1) Briefly describe your agency's need/problem statement for program funding.

Youth violence is a pernicious public health issue. From fighting to robbery and assault, the impact of youth violence is pervasive and has considerable physical, emotional, social, and economic implications. Youth who are victims of violence maintain a higher risk for adverse physical and mental health problems, including smoking, obesity, depression, academic difficulties, high-risk sexual behavior, and suicide. An estimated \$17.5 billion in combined medical and work loss costs stem from youth homicides and assault-related injuries. This leads to increased health care costs, declining property values, and the disruption of key social services. The World Health Organization (WHO) estimates approximately 200,000 homicides occur among youth 10 – 29 years of age each year, comprising 43% of the total number of global homicides each year. This statistic makes homicide the fourth leading cause of death of people in that age bracket. When youth violence is not fatal, it still creates serious, often lifelong effects on a victim's physical, psychological, and social functioning. It also influences the community, leading to misuse of drugs and firearms, increased gang involvement, heightened poverty levels, and governance issues.

- 2) Briefly Describe how reallocated funds will continue to help your agency meet program needs.

The reallocation funding allows for the continued support of the CHILL Program and curriculum within Whites Creek High School, McKissack Middle School and Alex Green Elementary School 5<sup>th</sup> Grade as well as additional youth service programs in the city. These additional youth programs include the Diversion Program under the Juvenile court. Students in the Diversion Program may attend schools outside of Whites Creek High School or McKissack Middle School (but still in the MNPS District). CHILL also serves the siblings of participants at Whites Creek High School or McKissack Middle school, as long as they are also a MNPS student. Thus, the program is touching students in all four quadrants of MNPS. Last year, CHILL expanded in the Whites Creek High School Cluster by adding Alex Green, and this year CHILL will expand into another school in the cluster, LEAD Brick Church Middle. The reallocated funds will support his expansion.

CHILL addresses the issues of violence and conflict among at-risk youth in Davidson County's most vulnerable communities. CHILL incorporates the AVB curriculum with an added mentoring approach. Over recent years, mentoring has been the subject of increasing interest in schools and youth service programs. Mentoring offers vital support during pivotal moments in a young person's life. Mentoring supports a number of strategies within schools and organizations such as creating stable environments, devising improvement plans and implementing social and emotional initiatives to support youth growth. Mentoring can also be adapted to the particular circumstances of any program and has the capacity to become self-sustaining, as those who have benefited from this support often go on to become peer mentors. These positive elements make mentoring ideal for helping with violence awareness and disruption among youth.

3) Briefly describe how your Agency promotes equity in the community.

As a health care and educational institution, we promote equity through providing access and resources to underserved areas in the community. True equity cannot be achieved if every member of society does not have the same access to the educational, economic, and health tools needed to lead a stronger life. Thus, for decades, our institution has provided health caring to indigent and low-income individuals as well as education to students that were not expected to excel in the medical, dental, public health, and biomedical science fields.

**SECTION V: GOALS, OBJECTIVES, ACTIVITIES**

Program success is defined by establishing goals, objectives, and activities. These inform strategic planning and program improvements. Goals are broad and measurable statements about what the program intends to accomplish. These align with the agency mission and flow from the community need. Generally state 1 or 2 goals. Objectives are what the program intends to achieve. These are realistic, specific, measurable, and focused on outcomes. Objectives include who (program clients) what (desired measurable change) and how (program activities), and are generally stated with a verb as an increase, decrease, expand, improve or change in behavior or condition, etc. Activities are efforts conducted to achieve the program objectives and tie into outputs: if the activities are completed then the outputs are produced. Activities use action words: provide, train, establish, etc. Grantee to provide minimally two (2) goals and is also allowed to add more goals, objectives, and activities as needed to this template.



The Choosing How I Lead Life (C.H.I.L.L.) Program is a collaborative public health approach to address youth violence. The program is rooted in educating students for best outcomes utilizing a prevention intervention curriculum called "Aggressors, Victims, and Bystanders: Thinking and Acting to Prevent Violence" (AVB). AVB teaches students at Whites Creek High School, McKissack Middle School, Alex Green Elementary, Brick Church Middle and Juvenile Court Diversion Program Participants to use social competencies and conflict resolution skills through a peer-to-peer learning model to avert community and gun violence. In addition, students develop individual works plans for goal creation and attainment and participate in service learning opportunities and group mentoring. The following goals have been identified for the academic year:

**Goal 1: Increase participant cognitive skill building and knowledge base concerning conflict and violent activities.**

**Objective 1.1: 90% of participants will have improved understanding of conflict management and coping mechanisms to address violent situations.**

**Activity 1.1: Participation in AVB sessions.**

**Objective 1.2: 90% of participants will improve understanding of community building and service to others.**

**Activity 1.2: Complete service-learning project with nonprofit agency or organization.**

**Goal 2: Improve academic reputation while reducing rate of reoffending with juvenile court or disciplinary action in school.**

**Objective 2.1: 90% Students will decrease engagement in behavior that leads to disciplinary action.**

**Activity 2.1: Pair student with college mentors for academic and social support.**

**Activity 2.1.1: Introduce students to business and community leaders that can serve as mentors beyond the academic setting.**

**Objective 2.2: Students will create a positive attitude and post-secondary school plan.**

**Activity 2.2: Students will use the information presented through the AVB sessions to create a positive attitude plan. The plan will be steps the students can take on a daily basis to make better decisions. Students will also complete a profile with aspirations for after high school (attend college, work, attend trade school). Students will have the opportunity to work with career counselor to design plans.**

**Goal 3: 90% of students will engage in social emotional learning in order to evaluate their emotions and reactions to daily situations.**

**Objective 3.1: Students will have a better understanding of themselves and their emotional triggers.**

**Activity 3.1: Students will complete SEL activities with a school counselor.**

**SECTION VI: MEASURABLE OUTCOMES**

Measurable outcomes are quantifiable (numeric value, percentage, scores, value, or characteristic) used to measure achievement of program outcomes: events, occurrences, or changes in conditions or attitudes that indicate progress toward a program's goals. These are specific, measurable and meaningful. Achieving an outcome indicates fulfillment of purpose and program toward long-term goals. Measurable goals are stated in a % outcome (i.e., \_\_% of clients with report/increase...etc.)

List and describe below a minimum of three measurable outcomes of your program that will be achieved as a result of this reallocated funding (Measurable outcomes must support goals and objectives). Grantee is allowed to add more measurable outcomes as needed to this template.

- 1) 90% of participants reflect improvement in conflict management measured by pre and post surveys.
- 2) 90% of participants that complete the program will show an improvement in their academic and behavior performance at school measured by their academic record (grade improvement from first semester to end of school year) and behavior record (decrease in disciplinary actions at school).
- 3) 90% of participants that complete the program will report feeling more connected to their school and home community; measured by student engagement through event surveys and event attendance.

#### **SECTION VII: PROGRAM INPUTS**

**Describe the factors (inputs) dedicated to this program to conduct its' activities and to achieve its goals and objectives.**

- 1) Agency resources: The physicians, residents, administrators and student doctors of Meharry Medical College will continue to serve in the role of mentors to CHILL participants and provide support and encouragement to the program enrollees.
- 2) Agency collaborations: Meharry School of Medicine, Meharry BRIDGE Program, Whites Creek High School, McKissack Middle School, Alex Green Elementary, Lead Brick Church Middle School, Nashville Peacemakers, MPD, Metro Firefighters, Local Business Owners
- 3) Evidence-based programming: The AVB Curriculum will continued to be used alongside emotional intelligence curriculum and ACEs centered programming.

#### **SECTION VIII: MONITOR AND TRACKING PROGRAM SERVICE DELIVERY**

**Briefly describe below the agency's plans to monitor and track the quality of the agency's progress toward program service delivery? These may include output measures (*products of your activities*) which are process measures that quantify the activities of your program and outcome measures which are measure the achievement, effect or results that are attributed to program efforts that determine impact and success**

- 1) Briefly describe the agency's plan to monitor and track the program progress:

CHILL is monitored monthly to determine if participant's needs are met. Participants complete surveys as well as open feedback discussions to suggest concerns or provide praise to the program. Program mentors also provide feedback on the progress of their mentees and if additional support is needed. Feedback is also gaged from the school personnel on a monthly basis.

#### **SECTION IX: PROGRAM EVALUATION PLAN**

**Briefly**

**describe below the agency's plan to evaluate program effectiveness and corrective action plans: This includes completeness of the evaluation plan to include what you will do to judge the success or effectiveness of your program.**

Briefly describe evaluation processes and corrective action plan(s):

A standard assessment form has been used from year to year with the CHILL Program. Effectiveness is determined by success of the stated objectives.

Annual assessments are also utilized to compare data from year to year in order to make adjustments to the program.

**SECTION X: BUDGET, DETAILED BUDGET NARRATIVE, AND ORGANIZATIONAL PLAN**

Grant Recipients shall be compensated on a quarterly (July-September, October-December, January-March; and, April-June) reimbursement basis for actual direct program costs based upon the Grant Spending Plan, not to exceed the maximum liability. Documentation shall serve as proof of delivered services of a kind and type as specified by the contract and accompany the submission of invoices in order to be eligible for payment. The Recipient's invoice shall be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of Metro Grants allowable and unallowable costs (See Metro Grants Manual). Indirect costs are not allowable for this grant funding. Juvenile Court Grant Management personnel will consider written requests for monthly reimbursements and advise Recipient in writing if approved.

Please describe the processes and systems in place related to financial administration and accounting:

Purchasing occurs through the Meharry Banner system, where expenditures are tracked and approved. An invoice is prepared to be submitted for reimbursement once the purchase is completed and goods/services received. The Meharry Grants and Contracts office oversees this process.

**If the applicant is requesting more than \$5,000.00 for continuation of funding, please provide a maximum budget and narrative, and a minimum budget and narrative for consideration.**

**Required Attachments:**

- Attach the applicant's budget (s) ☐
- Attach the detailed budget narrative (s) ☐
- Attach the agency organizational chart ☐

**SECTION XI: SUSTAINABILITY PLAN**

Please describe the agency's plan to sustain this funded project in the future if Metro funding decreases or discontinues in the future.

The use of the AVB curriculum can inform the way in which current high school staff approach youth who have interacted with the juvenile court system and with those who are at-risk. Because the curriculum focuses on the many actors in a violent situation – the aggressor, the victim, and the bystander – every young person can play a role in dissuading the use of violence among themselves or others. The success and sustainability of this program hinges on the following factors:

Sustainability Factor	Sustainability Actions
-----------------------	------------------------

Program Logistical Design	<ol style="list-style-type: none"> <li>1. Create a physically safe environment</li> <li>2. Address availability of materials for program</li> </ol>
Youth Violence Reduction Theory	<ol style="list-style-type: none"> <li>1. Utilize researched-based intervention</li> <li>2. Capitalize on resiliency strengths</li> <li>3. Minimize risky behaviors/environments</li> </ol>
Evaluation	<ol style="list-style-type: none"> <li>1. Establish baseline knowledge and risk profile</li> <li>2. Test and measure effectiveness throughout the program (and edit program accordingly)</li> <li>3. Test and measure outcomes</li> </ol>
Partnerships	<ol style="list-style-type: none"> <li>1. Train teachers on AVB curriculum and encourage more train the trainer workshops for others</li> <li>2. Integrate Juvenile Court staff into service learning opportunities and report findings</li> </ol>

  

**SECTION XII: DATA COLLECTION**

Describe the data collection procedures the agency undertakes to collect and report the outputs and outcomes of the planned services or interventions. (E.g. stakeholder questionnaires, client satisfaction surveys, case records, etc.)

The following data is collected from the program participants:

Pre and Post Survey on AVB Curriculum

ACEs score

Events satisfaction questionnaire regarding service learning and mentoring meetings

Academic and Behavioral records

Mentors will also complete monthly questionnaires about their mentee as well as program evaluation surveys.

Describe how the agency will use the data collected to evaluate the goals of the project and the work performed and plan accordingly.

Data collected will be used to determine if the program is effective among its current participants and if there are areas in which improvement is needed.

If improvements are needed, a plan will be created by the team and executed in a timely manner.

Describe how the agency shares data with the agency's board and other community partners.

Information is shared bi-annually during advisory board meetings. Additionally information is shared with the school communities via quarterly community partnership meetings.

#### JUVENILE COURT GRANTS MANAGEMENT TEAM CONTACT INFORMATION

**Metro Juvenile Court Finance Director**

**Mr. Jim Swack, J.D.**

Juvenile Court Deputy Court Administer

Finance and Business Operations

(615) 862-8022

[jimswack@jnsnashville.gov](mailto:jimswack@jnsnashville.gov)

**Metro Juvenile Court CPF Grant Invoicing Contact**

**Mr. Joe Atchley**

Juvenile Court Accountant III

(615) 880-2368

[JoeAtchley@jnsnashville.gov](mailto:JoeAtchley@jnsnashville.gov)

**Metro Juvenile Court CPF Grant Program Team  
Member**

**Mrs. Shelley Hudson, M.A.**

Juvenile Court Special Projects Program Manager

(615) 862-8079

[shelleyhudson@jnsnashville.gov](mailto:shelleyhudson@jnsnashville.gov)

GRANT BUDGET				
AGENCY NAME: Meharry Center for Health Policy				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period:		BEGIN: 07/01/2022	END: 06/30/2023	
	EXPENSE OBJECT LINE-ITEM CATEGORY	GRANT CONTRACT	GRANTEE MATCH	TOTAL PROJECT
	Salaries and Wages	\$15,000.00	\$0.00	\$15,000.00
	Benefits and Taxes (26.18)	\$3,927.00	\$0.00	\$3,927.00
	Professional Fees	\$6,000.00	\$0.00	\$6,000.00
	Supplies	\$1,523.00	\$0.00	\$1,523.00
	Communications	\$0.00	\$0.00	\$0.00
	Postage and Shipping	\$50.00	\$0.00	\$50.00
	Occupancy	\$0.00	\$0.00	\$0.00
	Equipment Rental and Maintenance	\$0.00	\$0.00	\$0.00
	Printing and Publications	\$500.00	\$0.00	\$500.00
	Travel/Conferences and Meetings	\$9,000.00	\$0.00	\$9,000.00
	Insurance	\$0.00	\$0.00	\$0.00
	Specific Assistance to Individuals	\$1,000.00	\$0.00	\$1,000.00
	Other Non-Personnel	\$3,000.00	\$0.00	\$3,000.00
	GRAND TOTAL	\$40,000.00	\$0.00	\$40,000.00

Total Match Amount	\$0.00	UNKNOWN	Fund Source
Total Match Percentage	0.0000%		

(Note: any changes to the contract budget must be pre-approved by Juvenile Court to be eligible for reimbursement)

**GRANT BUDGET LINE-ITEM DETAIL:**

AGENCY NAME: Meharry Center for Health Policy

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<b>SALARIES, WAGES, BENEFITS AND TAXES:</b>	<b>AMOUNT</b>
Summary of individual positions that will support project activities. Review Instructions for examples.	\$0.00
Position 1: Program Director Salary (\$15,000) & Benefits (\$3,927) for 20% of time	\$18,927.00
	\$0.00
	\$0.00
	\$0.00
<b>TOTAL</b>	<b>\$18,927.00</b>

*Note: Benefits must be calculated at the same or lesser percentage as the salary for each position.*

<b>PROFESSIONAL FEES:</b>	<b>AMOUNT</b>
AVB Instructor/School Liaison: Professional will lead the AVB session curriculum for participants. A total of 12 sessions will occur over one academic school year. (3 instructors x \$1500)	\$4,500.00
Emotional Intelligence Instruction. A total of 10 emotional intelligence sessions will occur over one academic school year.	\$1,500.00
<b>TOTAL</b>	<b>\$6,000.00</b>

<b>SUPPLIES:</b>	<b>AMOUNT</b>
Various office and school supplies, electronics for participants	\$1,523.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
<b>TOTAL</b>	<b>\$1,523.00</b>

<b>COMMUNICATIONS:</b>	<b>AMOUNT</b>
	\$0.00
	\$0.00
	\$0.00
	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

<b>POSTAGE AND SHIPPING:</b>	<b>AMOUNT</b>
Mailing Program Material	\$50.00
<b>TOTAL</b>	<b>\$50.00</b>

<b>OCCUPANCY:</b>	<b>AMOUNT</b>
	\$0.00
	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

<b>EQUIPMENT RENTAL AND MAINTENANCE:</b>	<b>AMOUNT</b>
	\$0.00
	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

<b>PRINTING AND PUBLICATIONS:</b>	<b>AMOUNT</b>
Printing of supplemental workbooks and CHILL materials	\$500.00
<b>TOTAL</b>	<b>\$500.00</b>

<b>TRAVEL/CONFERENCE AND MEETINGS:</b>	<b>AMOUNT</b>
Montly Meeting Food and Materials	\$6,000.00
Conference Travel to National Organizations to Present Program	\$3,000.00
Travel to Service Learning	\$0.00
<b>TOTAL</b>	<b>\$9,000.00</b>

<b>INSURANCE:</b>	<b>AMOUNT</b>
	\$0.00
	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

<b>SPECIFIC ASSISTNACE TO INDIVIDUALS:</b>	<b>AMOUNT</b>
Gas cards for travel to programs outside of school hours	\$1,000.00
	\$0.00
<b>TOTAL</b>	<b>\$1,000.00</b>

<b>OTHER NON-PERSONNEL:</b>	<b>AMOUNT</b>
Incentive Items for participants: shirts, bags, stress balls, planners, pens, hats	\$3,000.00
	\$0.00
	\$0.00
	\$0.00
<b>TOTAL</b>	<b>\$3,000.00</b>





Sheila D.J. Calloway, Judge

Juvenile Court of Davidson County  
100 Woodland Street  
P.O. Box 196306  
Nashville, Tennessee 37219-6306

August 15, 2022

Re: Oasis Center Inc., Notice of Reissued Funds Award  
Community Partnership Fund Youth Violence Reduction Priority

Dear Mr. Mark Dunkerley,

Juvenile Court values the services that Oasis Center Inc. provides to reduce youth violence in our community. I am pleased to inform you that the REAL Program located at 1704 Charlotte Avenue, Suite 200, Nashville TN, 37203 is hereby awarded forty five thousand (\$45,000.00) dollars to continue program services for the FY 22-23 Fiscal year. The Community Partnership Fund is provided by the Metropolitan Government of Nashville and Davidson County. This grant is managed by the Davidson County Juvenile Court, a Department of the Metropolitan Government of Nashville and Davidson County. The next step in the process will include executing a contract and submitting it to the Metro Council by resolution.

The term of this Grant shall be for a period of twelve (12) months, commencing retroactively on July 1, 2022, and ending on June 30, 2023. Metro shall have no obligation for services rendered by the recipient which are not performed within the terms of the Grant Spending Plan. This is a reimbursement grant; therefore, documentation which serves as proof of delivered services of a kind and type must accompany the submission of your invoices.

Sincerely,

Shelley Hudson  
Special Projects Manager  
Davidson County Juvenile Court  
[shelleyhudson@jnsnashville.gov](mailto:shelleyhudson@jnsnashville.gov)  
(615) 862-8079

Joe Atchley  
CPF Fiscal Manager  
Davidson County Juvenile Court  
[JoeAtchley@jnsnashville.gov](mailto:JoeAtchley@jnsnashville.gov)  
(615) 880-2368

**GRANT CONTRACT  
BETWEEN THE JUVENILE JUSTICE CENTER  
(Metro Juvenile Court),  
A DEPARTMENT OF THE METROPOLITAN GOVERNMENT  
OF NASHVILLE AND DAVIDSON COUNTY  
AND  
OASIS CENTER INC**

This Grant Contract issued and entered pursuant to RS2022- \_\_\_\_\_ by and between the Juvenile Justice Center, a Department of the Metropolitan Government of Nashville and Davidson County, a municipal corporation of the State of Tennessee hereinafter referred to as "Metro", and Oasis Center Inc., hereinafter referred to as the "Grantee," is for the **Reaching Excellence As Leader (REAL) Program**, to provide **evidenced-based programming for youth of color to empower them with strengths and skills to perform better in school, develop positive relationships and avoid court-involvement** as further defined in the "SCOPE OF PROGRAM." (Attachment 1).

**RECITALS**

**WHEREAS** Metro Juvenile Court is the Recipient and Grantor of funds from the Metropolitan Government of Nashville Davidson County Community Partnership Fund and,

**WHEREAS** Oasis Center Inc (hereinafter called "Grantee") is the Grantee of funds from the Community Partnership Fund; and,

**WHEREAS** expenditures will take place or have been retroactively used during the time frame from July 1, 2022, through June 30, 2023; and,

**WHEREAS** according to the Department of Justice, youth of color are more than five times more likely to be detained or committed compared to white youth; and,

**WHEREAS** the **Reaching Excellence As Leader (REAL) program** equips youth to improve their personal behaviors and attitudes in order to avoid justice involvement and transition into a healthy adulthood and use their voice to positively impact their community; and,

**WHEREAS** the Grantee will serve 40 youth who are involved with the justice system or at-risk of justice involvement and,

**WHEREAS** Grantee's goals include:

**Goal 1:** Equip youth (who are involved with the justice system or at-risk of justice involvement) to improve their personal behaviors & attitudes in order to avoid justice involvement and transition into a healthy adulthood.

**Objective 1.1:** 40 youth will develop skills and tactics to maintain/improve healthy behaviors and mindsets that help them avoid justice involvement.

**Activity 1.1:** Utilizing the PLAAY curriculum, REAL staff will engage participants in weekly group sessions that promote the development of helpful coping skills through evidence-based cognitive behavioral strategies.

**Goal 2:** Empower youth to explore and use their voice to positively impact their lives and their community.

**Objective 2.1:** 40 youth will gain opportunities to positively impact their community.

**Activity 2.1:** REAL participants can actively take steps to improve their community by engaging in service-learning activities that directly address issues important to them.

**Objective 2.2:** 40 youth will build a positive identity and improve their sense of self.

**Activity 2.2:** Youth will engage in weekly discussions with positive adults, peers, local professionals, and volunteer mentors, to explore their sense of self, dismantle negative stigmas/stereotypes, and identify personal, educational, and professional interests and goals as well as pathways to achieving those goals; and,

**WHEREAS** Measurable outcomes include:

- 1) 75% (30 of 40) of participants will have no new adjudicated charges as reported by the Juvenile Court at three months post-program exit
- 2) 75% (30 of 40) of participants will report feeling more connected to their community.
- 3) 70% (28 of 40) of participants will report feeling a good about themselves and their futures; and,

**WHEREAS** Juvenile Court and *Oasis Center Inc.* propose to utilize **forty-five thousand (\$45,000.00) dollars** of the CPF grant to fund the grantee to serve Davidson County runaway female youth.

**A. RECITALS AND SCOPE OF PROGRAM:**

All of the above stated Recitals are incorporated into and made a substantive part of this Contract.

**SCOPE OF PROGRAM:**

- A.1. The Grantee will use the funds for the following:
- A.2. The Grantee shall spend these funds consistent with their proposed use in the Grantee's funding application, hereinafter referred to as the Grant Spending Plan, attached and incorporated herein as **Attachment 1**. The Grantee shall collect data as mandated by the scope of program services, Metro Grants Manual requirements and Metro to evaluate the effectiveness of their services and shall provide those results to Metro upon request.
- A.3. The Grantee shall only utilize these funds for services the Grantee provides to documented residents of Davidson County. Documentation of residency may be established with a recent utility bill; voter's registration card; driver's license or other government issued ID; current record from a school showing address; affidavit by landlord; or affidavit by a nonprofit treatment, shelter, half-way house, or homeless assistance entity located within Davidson County. Grantee agrees that it will not use Metro funding for services to non-Davidson County residents.
- A.4. Additionally, the Grantee shall collect general demographic data on the primary county of residence of the clients it serves and provide that data to Metro upon request.

**B. GRANT CONTRACT TERM:**

**B.1. Grant Contract Term.**

The term of this Grant shall be for a period of twelve (12) months, commencing on July 1, 2022, and ending on June 30, 2023. This grant is retroactive, beginning July 1, 2022. Metro shall have no obligation for services rendered by the Grantee which are not performed within this term.

**C. PAYMENT TERMS AND CONDITIONS:**

**C.1. Maximum Liability.**

In no event shall the maximum liability of Metro under this Grant Contract exceed **utilize forty-five thousand (\$45,000.00) dollars**. The Grant Spending Plan is attached and incorporated herein as part of **Attachment 1**, and shall constitute the maximum amount to be provided to the Grantee by Metro for all of the Grantee's obligations hereunder.

The Grant Spending Plan line items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct program costs incurred or to be

incurred by the Recipient during the contract term. Indirect costs are not allowable for this grant.

This amount shall constitute the Grant Amount and the entire compensation to be provided to the Grantee by Metro.

C.2. **Compensation Firm.**

The maximum liability of Metro is not subject to escalation for any reason. The Grant Spending Plan amount is firm for the duration of the Grant Contract and is not subject to escalation for any reason unless the grant contract is amended.

C.3. **Payment Methodology.**

The Grantee shall be compensated on a reimbursement basis for actual direct program costs based upon the Grant Spending Plan, not to exceed the maximum liability established in Section C.1.

All invoices shall be sent **electronically** to the attention of [JoeAtchley@iisnashville.gov](mailto:JoeAtchley@iisnashville.gov) (Mr. Joe Atchley, Juvenile Court Accountant) and copy [shelleyhudson@iisnashville.gov](mailto:shelleyhudson@iisnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager). Said payment shall not exceed the maximum liability of this Grant Contract. See the Metro Grants Manual, Chapter 3: Standards for Financial Management, Section: Supporting Documentation, page 17 for examples.

Generally, invoices submitted for reimbursement will be accepted on a **quarterly basis**. Juvenile Court Grant Management team will consider electronic written requests for monthly reimbursements and advise the Grantee if approved.

Supporting documentation shall serve as proof of delivered services of a kind and type and shall accompany submission of invoices in order to be eligible for payment. See the Metro Grants Manual, Chapter 3: Standards for Financial Management System.

**Final invoices for the contract period must be received by Juvenile Court by July 17, 2023.**

**Any invoice not received by the deadline date will not be processed and all remaining grant funds will expire.**

C.5. **Payment of Invoice.**

The payment of any invoice by Metro shall not prejudice Metro's right to object to the invoice or any matter in relation thereto. Such payment by Metro shall neither be construed as acceptance of any part of the work or service provided nor as an approval of any of the costs included therein.

C.6. **Allowable, Unallowable, and Indirect Costs.**

The Grantee shall meet all allowable and unallowable Metro Grants cost requirements. See the Metro Grants Manual, Chapter 5: Allowable Costs, and Chapter 6: Unallowable Costs. This grant contract does not allow for indirect cost. The Grantee's invoice shall be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs. Utilization of Metro funding for services to non-Davidson County residents is unallowable.

Grantees that receive grant funds from Metro shall ensure that expenditures incurred for the purpose of the grant meet certain criteria. Cost incurred must be:

- a reasonable use of funds,
- a necessary use of funds,
- for a reasonable amount,
- for a clear purpose,
- consistent with the purpose of the Grantee's program, compliant with the terms and purpose of the Metro grant, authorized within the budget,
- properly approved, and
- adequately documented

Long-distance non-business related calls are not reimbursable.

Tips included on supplies and service are not reimbursable.

C.7. **Deductions.**

Metro reserves the right to adjust any amounts which are or shall become due and payable to the Grantee by Metro under this or any Contract by deducting any amounts which are or shall become due and payable to Metro by the Grantee under this or any Contract.

C.8. **Travel Compensation.**

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by a Grantee or Grantee's employee who is in travel status on official business of the organization. Conference and or meeting costs include seminars designed to increase the vocational effectiveness of employees, including registration fees and other related costs. Travel, conferences, and meeting costs are allowable when they are directly attributable to specific work under the grant or are incurred in the normal course of administration of the organization. Travel costs must be evidenced by an approved travel claim. **Grantees must establish and use their own internal travel policy.** Each grantee is subject to their established travel policy. See Grants Manual, Chapter 5: Allowable Costs.

**Grantee's internal travel policy will also include the following language:**

Payment to the Grantee for travel, meals, or lodging shall be subject to amounts and limitations specified by Metro and the Grantee's Grant Spending Plan.

When traveling, Grantees should be as conservative as circumstances permit. The lower cost shall be selected whenever possible. Reimbursement for travel shall be based upon the most direct or expeditious route possible. Grantee traveling by an indirect route must assume any extra expense incurred.

The standard mileage reimbursement rate used by a Grantee is established by the United States General Services Administration. When using a personal vehicle, only mileage on official Grantee business may be claimed for reimbursement. Mileage published by Rand-McNally or similar reliable internet travel sites (starting point and destination) for driving routes will be regarded as official.

When using a personal vehicle, procedures for calculating mileage are based on the fact that Metro does not reimburse a Grantee for normal commuting mileage.

Travel advancements are not allowed. The Grantee shall use personal funds during the trip for meals, ground transportation and similar minor expenses and follow the procedure for travel expense reimbursement upon return.

Travel reimbursement claims must be submitted fifteen (15) days of return, along with all required receipts and backup documentation.

Reasonable taxi or rideshare fares are allowable from airports. Bus, limousine, or light rail services to or from airports will be used when available and practical. In traveling between hotel, other lodging, meeting or conference sites, reasonable taxi or rideshare fees will be allowed. Taxi or rideshare reimbursements are not allowed from conference and meeting sites for meals unless exceptional circumstances are documented.

Physical damage insurance with a deductible (collision and comprehensive) shall be purchased when renting a vehicle for official business. A copy of the rental authorization form, copy of rental contract, and itemized receipt must be attached to the travel claim.

Reasonable tolls and ferry fees and parking charges will be allowed.

When a Grantee uses their personal vehicle for official business, their personal auto coverage will be primary up to limits of their policies. In the event of an accident that results in damage to a Grantee's personal vehicle, the Grantee is responsible for that damage.

If travel is by air, the Grantee will be reimbursed the allowable mileage reimbursement for one round trip from the Grantee's official work station (or residence on weekends/evenings) and long-term airport parking; or the cost of



one round trip taxi or rideshare fare from the Grantee's official work station (or residence on weekends/evenings) if the taxi or rideshare fare is lesser than mileage and airport parking; or the appropriate mileage reimbursement for two round trips from the Grantee's official workstation or residence when dropped off at the airport.

Receipts are required for the handling of conference and meeting materials and/or equipment.

Maximum lodging reimbursement rates for out-of-town and in-state are the same as those maintained by the United States General Services Administration within the continental United States (CONUS). The CONUS list contains a maximum reimbursement rate for lodging. Lodging receipts are required and must itemize room charges, taxes by date, and surcharges, if a convention rate exceeds the maximum reimbursement rate, and is documented by convention information, a higher reimbursement rate will be allowed.

The maximum meal reimbursement rates for out-of-state travel are the same as those maintained by the United States General Services Administration within the continental United States (CONUS). The fixed M&I (Meal and Incidental Expense) rate on CONUS represents the maximum daily meal reimbursement for the Grantee

C.9. **Electronic Payment.**

Metro requires as a condition of this contract that the Grantee shall complete and sign Metro's **iSupplier** form authorizing electronic payments to the Grantee. Grantees who have not already submitted the form to Metro will have thirty (30) days from the beginning of the contract to complete, sign, and return the form. Thereafter, all payments to the Grantee, under this or any other contract the Grantee has with Metro, must be made electronically.

The process is initiated by clicking on "Register with iSupplier" at the following link on Nashville.gov:

**<https://www.nashville.gov/Finance/Procurement/How-To-Do-Business-With-Metro.aspx>**

**Note: This is a critical step that can only be accomplished by the Grantee seeking payment by Metro. At the conclusion of the vendor registration process, registrants receive an email advising them of their system assigned iSupplier number and of having successfully registered. They should email [iSupplier@nashville.gov](mailto:iSupplier@nashville.gov) if they have questions about or issues with navigating the vendor registration process.**

By default, Metro sets up vendors on Net 30 payment terms. This means that it will take approximately 30 days for a Grantee to receive payment after an approved invoice is forwarded for reimbursement.

Grantees receiving reallocated funding do not have to register with Metro's iSupplier.

**D. STANDARD TERMS AND CONDITIONS:**

**D.1. Required Approvals.**

Metro is not bound by this Grant Contract until it is approved by the appropriate Metro representatives as indicated on the signature page of this Grant.

**D.2. Modification and Amendment.**

This Grant Contract may be modified only by a written amendment that has been approved in accordance with all Metro procedures and by appropriate legislation of the Metropolitan Council. The Grantee shall make proposed changes in writing by email to the attention of [shelleyhudson@iisnashville.gov](mailto:shelleyhudson@iisnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager). The Juvenile Court Grants Management team will review the requested changes to determine if the changes are allowable, and if they warrant a contract amendment.

**D.3. Termination for Cause.**

Should the Grantee fail to properly perform its obligations under this Grant Contract or if the Recipient violates any terms of this Grant Contract, Metro shall have the right to immediately terminate the Grant Contract and the Grantee shall return to Metro any and all grant monies for services or programs under the grant not performed as of the termination date. The Grantee shall also return to Metro any and all funds expended for purposes contrary to the terms of the Grant. Such termination shall not relieve the Grantee of any liability to Metro for damages sustained by virtue of any breach by the Grantee. See the Metro Grants Manual, Section: Failure to Comply, page 5.

**D.4. Subcontracting.**

The Grantee shall not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of Metro. The Grantee shall make subcontracting requests in writing by email to the attention of [shelleyhudson@iisnashville.gov](mailto:shelleyhudson@iisnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager). Notwithstanding any use of approved subcontractors, the Grantee shall be considered the prime grant Recipient and shall be responsible for all work performed. Make all subcontract requests to the Juvenile Court Grants Management team.

**D.5. Conflicts of Interest.**

The Grantee warrants that no part of the total Grant Amount shall be paid directly or indirectly to an employee or official of Metro as wages, compensation, or gifts

in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Grantee in connection with any work contemplated or performed relative to this Grant Contract.

D.6. **Nondiscrimination.**

The Grantee hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification which is in violation of applicable laws. **The Grantee shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees, clients, and applicants, notices of nondiscrimination.**

D.7. **Records, Records Access, and Maintenance.**

The Grantee shall maintain all financial records, supporting documentation, program documentation, and all other relevant records pertaining to the Metro grant contract for a period of at least three (3) years after the completion of the grant period.

The Grantee shall retain all books of original entry, source documents to support accounting transactions, general ledger(s), subsidiary ledger(s), personnel and payroll records, cancelled checks, and documents and records related to the funds provided by Metro.

The Grantee shall maintain and identify the records by fiscal and/or grant period(s) separately and maintain the information in such a manner that they can be easily identified. The grantee shall ensure the records are adequately protected against theft, fire, or other damage.

The Grantee shall allow Metro Government, or any duty-authorized representatives to have access to any applicable books, documents, papers, or other records of the grantee that pertain to, support, or document the Metro grant funds for monitoring, auditing, or examination purposes. The right of access shall not be limited to the retention period, but shall extend as long as the records are retained by the organization.

Financial statements shall be prepared in accordance with generally accepted accounting principles.

See the Metro Grants Manual, Chapter 9: Record Retention and Access Requirements.

D.8. **Monitoring.**

Monitoring is the review process used to determine the Grantee's compliance with the requirements of Federal, State, and/or local laws, regulations, and measures of progress toward stated results and outcomes. Monitoring determine the level of compliance with program expectations and identify operational changes. Monitoring also determines if the financial management and the accounting system are adequate to account for program funds in accordance with government requirements.

The Grantee's activities conducted and records maintained pursuant to this Grant Contract shall be subject to monitoring and evaluation by the Juvenile Court Grant Management Team, the Metropolitan Office of Financial Accountability (OFA), and/or Metro's duly appointed representatives.

The Grantee shall make all audit, accounting, or financial records, notes, and other documents pertinent to this grant available for review by the Metropolitan Office of Financial Accountability, Internal Audit or Metro's representatives, upon request, during normal working hours. See the Metro Grants Manual, Chapter 10: Monitoring Requirements.

D.9. **Reporting.**

Reporting details the Grantee's progress on each of the core performance measures identified in the grant solicitation and any program specific and/or outcome measures identified in the Grantee's Grant Spending Plan as funded under this Grant Contract. The Grantee is required to gather and maintain statistical data relating to grant project activities. The data collected should support the information submitted on all reports.

The Grantee shall submit an **Interim Program Report** no later than **January 9, 2023**. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding January 9, 2023.

The Grantee shall submit a **Final Program Report** no later than **July 10, 2023**. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding July 10, 2023.

The Grantee shall submit an **Annual Expenditure Report**, to reconcile grant receipts with grant revenues. The report is due 45 days after the end of the grant period. The grantee can submit the report earlier. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding **August 14, 2023**. Said report shall be in form and substance acceptable to Metro and shall be prepared by a **Certified Public Accounting Firm or the Chief Financial Officer** of the Recipient Organization.

The Grantee shall send all reports electronically to the attention of [shelleyhudson@iisnashville.gov](mailto:shelleyhudson@iisnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager).

See the Metro Grants Manual, Chapter 8: Reporting Requirements.

D.10. **Strict Performance.**

Failure by Metro to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this agreement shall not be construed as a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Grant Contract shall be held to be waived, modified, or deleted except by a written amendment by the appropriate parties as indicated on the signature page of this Grant.

D.11. **Insurance.**

The Grantee agrees to carry adequate public liability and other appropriate forms of insurance, and to pay all applicable taxes incident to this Grant Contract.

D.12. **Metro Liability.**

Metro shall have no liability except as specifically provided in this Grant Contract.

D. 13. **Independent Contractor.**

Nothing herein shall in any way be construed or intended to create a partnership or joint venture between the Grantee and Metro or to create the relationship of principal and agent between or among the Recipient and Metro. The Grantee shall not hold itself out in a manner contrary to the terms of this paragraph. Metro shall not become liable for any representation, act, or omission of any other party contrary to the terms of this paragraph.

D. 14. **Indemnification and Hold Harmless.**

(a) Grantee shall indemnify, defend, and hold harmless Metro, its officers, agents and employees from any claims, damages, penalties, costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of Grantee, its officers, employees and/or agents, including its sub or independent contractors, in connection with the performance of the contract, and any claims, damages, penalties, costs and attorney fees arising from any failure of Grantee, its officers, employees and/or agents, including its sub or independent contractors, to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.

(b) Metro will not indemnify, defend or hold harmless in any fashion the Grantee from any claims, regardless of any language in any attachment or other document that the Grantee may provide.

(c) Grantee shall pay Metro any expenses incurred as a result of Grantee's failure to fulfill any obligation in a professional and timely manner under this Contract.

(d) Grantee's duties under this section shall survive the termination or expiration of the grant.

D.15. **Force Majeure.**

"Force Majeure Event" means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the party. Except as provided in this Section, any failure or delay by a party in the performance of its obligations under this Contract arising from a Force Majeure Event is not a breach under this Contract. The non-performing party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the party continues to use diligent, good faith efforts to resume performance without delay. Grantee will promptly notify Metro within forty-eight (48) hours of any delay caused by a Force Majeure Event and will describe in reasonable detail the nature of the Force Majeure Event.

D.16. **State, Local and Federal Compliance.**

The Grantee agrees to comply with all applicable federal, state and local laws and regulations in the performance of this Grant Contract.

D.17. **Governing Law and Venue.**

The validity, construction and effect of this Grant Contract and any and all extensions and/or modifications thereof shall be governed by and construed in accordance with the laws of the State of Tennessee. The venue for legal action concerning this Grant Contract shall be in the courts of Davidson County, Tennessee.

D.18. **Completeness.**

This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions of the parties' agreement. This Grant Contract supersedes any and all prior understandings, representations, negotiations, and agreements between the parties relating hereto, whether written or oral.

D.19. **Headings.**

Section headings are for reference purposes only and shall not be construed as part of this Grant Contract.

D.20. **Metro Interest in Equipment.**

The Grantee shall take legal title to all equipment, hereinafter referred to as "equipment," purchased totally or in part with funds provided under this Grant Contract, subject to Metro's equitable interest therein, to the extent of its *pro rata*

share, based upon Metro's contribution to the purchase price. "Equipment" shall be defined as an article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds \$5,000.00.

The Grantee agrees to be responsible for the accountability, maintenance, management, and inventory of all property purchased totally or in part with funds provided under this Grant Contract. Upon termination of the Grant Contract, where a further contractual relationship is not entered into, or at any time during the term of the Grant Contract, the Grantee shall request written approval from Metro for any proposed disposition of equipment purchased with Grant funds. All equipment shall be disposed of in such a manner as parties may agree as appropriate and in accordance with any applicable federal, state or local laws or regulations.

**Equipment purchased with grant funds is listed on an equipment log. (See Juvenile Court Equipment Summary Report) and note project staff using said equipment.**

**D. 21. Assignment - Consent Required.**

The provisions of this contract shall inure to the benefit of and shall be binding upon the respective successors and assignees of the parties hereto. Except for the rights of money due to Grantee under this contract, neither this contract nor any of the rights and obligations of Grantee hereunder shall be assigned or transferred in whole or in part without the prior written consent of Metro. Any such assignment or transfer shall not release Grantee from its obligations hereunder. Notice of assignment of any rights to money due to Grantee under this Contract must be sent to the attention of the Metro Department of Finance.

**D.22. Gratuities and Kickbacks.**

It shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparations of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore.

It shall be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or a person associated



therewith, as an inducement for the award of a subcontract or order. Breach of the provisions of this paragraph is, in addition to a breach of this contract, a breach of ethical standards which may result in civil or criminal sanction and/or debarment or suspension from participation in Metropolitan Government contracts.

**D.23. Lobbying.**

The Grantee certifies, to the best of its knowledge and belief, that:

- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this contract, grant, loan, or cooperative agreement, the Grantee shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- c. The Grantee shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-Grantees shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352.

**D.25. Public Accountability.**

The Grantee is subject to Tenn. Code Ann. § 8-4-401 et seq., or if this Grant Contract involves the provision of services to citizens by the Grantee on behalf of the State, the Grantee agrees to establish a system through which recipients of services may present grievances about the operation of the service program. **The Grantee shall also display in a prominent place, located near the passageway through which the public enters in order to receive Grant supported services, a sign at least eleven inches (11") in height and seventeen inches (17") in width stating:**

**NOTICE: THIS AGENCY IS A RECIPIENT OF TAXPAYER FUNDING. IF YOU OBSERVE AN AGENCY DIRECTOR OR EMPLOYEE ENGAGING IN ANY ACTIVITY WHICH YOU CONSIDER TO BE ILLEGAL, IMPROPER, OR WASTEFUL, PLEASE CALL THE STATE COMPTROLLER'S TOLL-FREE HOTLINE: 1-800-232-5454.**

**D. 26. Disclosure of Personal Identity Information.**

The Grantee shall report to Metro any instances of unauthorized disclosure of personally identifiable information that comes to the Grantee's attention. The Grantee shall make any such report within twenty-four (24) hours after the instance has come to the Grantee's attention. The Grantee, at the sole discretion of Metro, shall provide no cost credit monitoring services for individuals that are deemed to be part of a potential disclosure. The Grantee shall bear the cost of notification to individuals having personally identifiable information involved in a potential disclosure event, including individual letters or public notice. The remedies set forth in this Section are not exclusive and are in addition to any claims or remedies available to Metro under this Grant Contract or otherwise available at law.

**D.23. Written Policies and Procedures.**

The Grantee should establish written policies and procedures to express management's position on all operational procedures such as accounting, purchasing, personnel, travel, and other such policies and procedures that guide normal business activities to ensure consistent operation of the agency's programs and adequate documentation for an audit. See the Metro Grants Manual, Chapter 3: Standards for Financial Management.

**D.25. Communications and Contacts.**

All instructions, notices, consents, demands, or other communications from the Grantee required or contemplated by this Grant Contract shall be in writing by email addressed to the respective party set forth below or to such other party, facsimile number, or address as may be hereafter specified by written notice.

**Metro**

For contract-related matters inquiries regarding programming and invoices:

**Metro Juvenile Court CPF Grant Program Contact:**

Shelley Hudson  
Special Project Program Manager  
Juvenile Court  
P.O. Box 196306  
Nashville, Tennessee 37219-6306  
Office: 615-862-8079

Grant contract between the Metropolitan Government of Nashville and Davidson County and  
(Oasis Center Inc), Contract # \_\_\_\_\_ August 15, 2022

Cell: 615-500-3391

[shelleyhudson@jnsnashville.gov](mailto:shelleyhudson@jnsnashville.gov)

**Metro Juvenile Court CPF Grant Invoicing Contact.**

**Joe Atchley**

Juvenile Court Accountant III

Juvenile Court

P.O. Box 196306

Nashville, Tennessee 37219-6306

**Office:** (615) 880-2368

[JoeAtchley@jnsnashville.gov](mailto:JoeAtchley@jnsnashville.gov)

**Recipient:**

Name : Mark Dunkerly

Title : President and CEO

Agency Name Oasis Center Inc.

Address : 1704 Charlotte Ave, Suite 200

City : Nashville , State : TN , Zip : 37203

Phone : 615-983-6859

Email : [mdunkerly@oasiscenter.org](mailto:mdunkerly@oasiscenter.org)

**D. 25. Effective Date.**

This contract shall not be binding upon the parties until it has been signed first by the Grantee and then by the authorized representatives of the Metropolitan Government and has been filed in the office of the Metropolitan Clerk. When it has been signed and filed, this contract shall be effective as of the date first written above.

(THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK)

THE METROPOLITAN  
GOVERNMENT OF NASHVILLE  
AND DAVIDSON COUNTY:

APPROVED AS TO  
AVAILABILITY OF FUNDS:

Kelly Flannery/mjw  
Director of Finance

APPROVED AS TO FORM AND  
LEGALITY

Phylinda Ramsey  
Metropolitan Attorney

FILED IN THE OFFICE OF THE  
CLERK:

\_\_\_\_\_  
Metropolitan Clerk

RECIPIENT:

Oasis Center  
By: M. Dwyer  
Title: President & CEO

Sworn to and subscribed to before me a  
Notary Public, this 19th day  
of August, 2022

Notary Public

Kimberly Reese  
My Commission  
expires 01/06/2025





**Community Partnership Funds (CPF)  
Grant Application For Reallocated Program Funds  
Provided by the Davidson County Juvenile Court  
Youth Violence Reduction Program Application**

Name of Organization/Agency Applicant	Oasis Center, Inc.
Is the Applicant the primary (Parent) or secondary (Child) applicant?	<input checked="" type="checkbox"/> Primary <input type="checkbox"/> Secondary
If your organization/agency is filing under another agency's financial audit then your organization is considered the secondary (Child) agency. If the applicant is a secondary (Child) applicant, then their parent (Primary) applicant must file for this grant and subcontract with the secondary (child) agency.	
Name of Program Supported by the Grant:	Reaching Excellence As Leaders (REAL)
Name of Individual Signing the Contract:	Mark Dunkerley
Position:	President & CEO
Primary Phone:	615-983-6859
Email:	<a href="mailto:mdunkerly@oasiscenter.org">mdunkerly@oasiscenter.org</a>
A) Is the Applicant a prior Metro CPF Recipient? Enter Year:2021	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Previous Funded Amount: \$45,000
B) If yes, is the Applicant requesting a continuation of Funding?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
C) Is the Applicant a prior year Metro Direct Appropriation	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Amount:
REALLOCATED FUNDING REQUESTED AMOUNT	Maximum Requested Amount: \$45,000 Minimum Requested Amount: \$30,000
TERM OF GRANT FUNDING	JULY 1, 2022 – JUNE 30, 2023
<u>SECTION I</u>	Please include the names (s) of the person (s) and contact Information below
Name of Individual Completing Application:	Name: Laurel Centi Title: Director of Grants Phone number: 615-327-4455 Email: lreeves@oasiscenter.org
Name of Individual Over Program Monitoring:	Name: Pam Sheffer Title: Senior Director of Youth Action Phone number: 615-983-6862 Email: psheffer@oasiscenter.org

Name of Individual Over Financial Monitoring:

Name: Kim Reese

Title: Chief Financial Officer

Phone number: 615-083-6857

Email: kreese@oasiscenter.org

**SECTION II: ELIGIBILITY CRITERIA**

In order to be eligible to receive Reallocated CPF funding, an applicant must meet the following criteria:

1. Applicants must serve residents of Nashville, Davidson County.

☒ Yes ☐ No

2. Applicants must have a 501(c) (3) designation of exemption from federal taxation from the Internal Revenue Service (IRS) as provided by 26 U.S. C. A.;

☒ Yes ☐ No

If Yes, has there been a change in the applicant's 501(c) (3) status?

☐ Yes ☒ No

If yes, please explain \_\_\_\_\_.

**Required Attachment: Copy of the agency's 501 (c) (3) document with this application. ☒**

3. Applicants must have an incorporation as a non-profit with registration identification number provided by the Secretary of State as a Charitable Organization or proof of such exemption as allowed.

☒ Yes ☐ No

If Yes, has there been a change in the applicant's non-profit status?

☐ Yes ☒ No

If yes, please explain \_\_\_\_\_.

**Required Attachment: Copy of the agency's non-profit registration and identification document with this application. ☒**

4. Applicants must have been in existence for at least one full year by application due date.

☒ Yes ☐ No

If yes, how long has the applicant been in existence? 53 years.

5. Applicants must be in compliance with grant contract award requirements from Metro in any previous year(s).

☒ Yes ☐ No

If yes, when was the last time the applicant was audited by Metro? 2019.

Was the applicant in compliance?

☐ Yes ☒ No



If no, did the applicant correct Metro audit concerns to Metro's satisfaction?

☒ Yes ☐ No

6. Applicants must provide a copy of a financial audit of its latest completed fiscal year by a certified public accountant. The year-end or the issue date of the report should be within the preceding 12 months of the application due date. .

**NOTE:** Applicants filing under a PARENT organization: Parent organizations are required to file as the primary recipient and subcontract with the CHILD agency as a subgrantee.

**NOTE:** The Audit requirement may be waived for non-profits with annual budgets of less than \$50,000 and requests for grants of less than \$5,000.00, per Ordinance No. BL2013-578.

### **SECTION III: VISION, MISSION, AND VALUES STATEMENTS**

#### **DAVIDSON COUNTY JUVENILE COURT VISION STATEMENT:**

Davidson County Juvenile Court strives to be the national model for youth justice by taking a holistic approach that promotes the health, well-being, and safety of children, families, and communities.

#### **DAVIDSON COUNTY JUVENILE COURT MISSION STATEMENT:**

Davidson County Juvenile Court's mission is to prevent problems, promote the positive potential in all people, and pursue fairness and hope.

- Vision statement – Informs the agency's goals (What the agency wants to accomplish or achieve).
- Mission statement – Informs the agency's purpose (How the agency achieves their vision).
- Values statement – Informs the agency's culture (Agency core principle and values).

Provide the agency's vision, mission, and values statements here AND briefly discuss how your agencies philosophy supports the Davidson County Juvenile Court's mission and vision.

**Vision:** Our vision is to live in a world where all young people are safe, valued, connected to caring adults, and prepared for productive and fulfilling lives. We believe that progress is made toward this goal when we develop and encourage perspectives based on hope, a vision of what is possible, and the courage to act. We cultivate this change through caring relationships, meaningful action, and thoughtful reflection.

**Mission:** Oasis Center's mission is building relationships that advance youth wellbeing, amplify youth voice, and inspire action toward a just community.

**Values:** Rather than viewing youth as passive recipients, Oasis sees young people as full stakeholders who hold the keys to addressing some of the most challenging problems facing our city, including violence reduction, improved graduation rates, bullying prevention, discrimination, intolerance, and more. Together with young people, we work to create equity and justice in complex systems that impact youth. We believe in always providing an open and affirming environment for youth, staff, and guests, where everyone feels emotionally and physically safe. We **recognize** differences in race, color, ethnicity, ability, religion, gender,

gender identity, gender expression and sexual orientation in an atmosphere of mutual respect. We take an active role in creatively engaging others and ourselves in the task of increasing awareness about culture, confronting and working through issues of intolerance, insensitivity and discrimination, and moving toward the goal of cultural humility and acceptance.

Our agency's philosophy is directly aligned with the mission and vision of the Davidson County Juvenile Court. We, too, take a holistic approach to serving youth and families; together, our 20+ programs and services create a network of support that addresses the diverse and varied needs of youth and families (from mental health, to community connection, to housing, education, and more). Both together and individually, our programs work toward outcomes in four impact areas, aligned with the mission of the Juvenile Court: 1) Safety, 2) Belonging, 3) Empowerment, and 4) Generosity/Justice (see section VII for more detail). By focusing on these impact areas, we not only address needs we also get ahead of issues, providing clients with the tools they need to avoid problems and instead attain long-term health and well-being. What's more, our services are targeted for underserved communities, promoting justice (or fairness) and hope for those striving to break cycles of poverty and inequity.

#### **SECTION IV: NEEDS STATEMENT**

**A fact-based and data driven statement to continue funding for the grantee. These lay the foundation for the grant application.**

**1) Briefly describe your agency's need/problem for program funding with a fact-based and data driven statement.**

Through REAL (Reaching Excellence As Leaders), Oasis Center seeks to provide evidence-based programming for youth of color to empower them with strengths and skills to perform better in school, develop positive relationships, and avoid court-involvement. According to the Department of Justice, youth of color are more than five times more likely to be detained or committed compared to white youth. While overall juvenile placements have been decreasing over the last 15 years, they are decreasing at inequitable rates for black youth versus their white counterparts. For instance, in October of 2015, 44% of youth in juvenile facilities were Black/African American despite the fact that Black/African American youth only comprised 16% of all youth in the United States<sup>1</sup>. For youth, court-involvement only increases the odds of future delinquency and criminal justice involvement. It also decreases educational opportunities and can permanently damage a youth's sense of self.<sup>2</sup> According to the Robert F. Kennedy National Resource Center for Juvenile Justice, trauma-informed, culturally responsive, cognitive skill building and service learning activities (like those utilized in REAL) have shown effective behavior change in adolescents and reductions in recidivism.

**2) Briefly describe how funds will continue to help your agency meet program needs.**

<sup>1</sup> <https://www.sentencingproject.org/publications/black-disparities-youth-incarceration/>

<sup>2</sup> <https://youth.gov/youth-topics/juvenile-justice/youth-involved-juvenile-justice-system#:~:text=Youth%20involved%20with%20the%20juvenile%20justice%20system%20often,rates%20across%20various%20types%20of%20mental%20health%20disorders.>

Annually, the REAL program receives funding from the TN Department of Mental Health & Substance Abuse Services, United Way, the Nashville Economic Club, and individual donations. After committed funding, REAL still has an expense gap of approximately \$50,000. Reallocated funds from the Community Partnership Fund will enable our agency to fill this significant budget gap and maintain this vital and unique program for at-risk youth in Nashville. Requested funds will be used to support salary and benefit costs of staff dedicated to program operations. This is our greatest expense for the REAL program and the most important. Our staff are the crux of the program, forming positive relationships and providing a deeply impactful program experience for youth participants.

**3) Briefly describe how your Agency promotes equity in the community.**

Oasis programs are designed to advance equity by providing support for marginalized individuals in our community (BIPOC, religious minority persons, LGBTQ+ persons, persons with disabilities, persons who live in rural areas, and/or persons affected by persistent poverty and inequality). We intentionally target our services for these marginalized groups, with the intent to provide resources and opportunities to overcome the barriers and injustices they face (e.g., cyclical poverty, disparities in educational achievement, etc.) which are created by systemic inequities. We also work to eliminate these disparities at the root, by working with policy-makers and advocating for the rights, safety, health, and wellbeing of those impacted by discriminatory practices, policies, and beliefs. For instance, our Just Us program provides LGBTQ+ equity trainings for fellow providers across the state who work in systems that directly impact youth (schools, foster care providers, etc.), so that LGBTQ+ individuals can receive appropriate care and feel safe and supported in their communities.

To support these goals, all staff must complete equity and cultural awareness training upon hire; existing staff must include equity and inclusion related trainings and/or events in their yearly work plan. Additionally, at the beginning of 2020, we launched the Oasis Anti-Racism Committee (A-RC), to examine our shortfalls and direct our agency toward becoming a more anti-racist organization. The A-RC identified targeted objectives and action steps to be enacted from 2020-2022, outlined in "Oasis Center's Racial Equity Strategic Plan." This plan outlines agency goals in areas such as leadership and governance, practice and policies, staff composition, youth programming, and organizational climate and culture. Each staff member is given an Equity Lens Tool, developed by our Anti-Racism Committee, to help them identify and eliminate discriminatory practices or policies within our agency and with partner providers; staff are also encouraged to introduce new practices/policies that reduce disparities. Additionally, we are increasingly diversifying our staff to better reflect the populations we serve, and BIPOC voice is represented in every staffing level and in executive, board, and leadership decisions. We regularly solicit feedback from clients (via surveys, focus groups, etc.), particularly those who represent underserved populations, to assess whether or not our services adequately meet their needs and, if not, learn how we can improve.

**SECTION V: GOALS, OBJECTIVES, ACTIVITIES**

Program success is defined by establishing goals, objectives, and activities. These inform strategic planning and program improvements. Goals are broad and measurable statements about what the program intends to accomplish. These align with the agency mission and flow from the community need. Generally state 1 or 2 goals. Objectives are what the program intends to achieve. These are realistic, specific, measurable, and focused on outcomes. Objectives include who (program clients) what (desired measurable change) and how (program activities), and are generally stated with a verb as an increase, decrease, expand, improve or change

in behavior or condition, etc. Activities are efforts conducted to achieve the program objectives and tie into outputs: if the activities are completed then the outputs are produced. Activities use action words: provide, train, establish, etc. Grantee to provide minimally two (2) goals and is also allowed to add more goals, objectives, and activities as needed to this template.

**Goal 1:** Equip youth (who are involved with the justice system or at-risk of justice involvement) to improve their personal behaviors & attitudes in order to avoid justice involvement and transition into a healthy adulthood

**Objective 1.1:** 40 youth will develop skills and tactics to maintain/improve healthy behaviors and mindsets that help them avoid justice involvement

**Activity 1.1:** Utilizing the PLAAY curriculum, REAL staff will engage participants in weekly group sessions that promote the development of helpful coping skills through evidence-based cognitive behavioral strategies

**Goal 2:** Empower youth to explore and use their voice to positively impact their lives and their community

**Objective 2.1:** 40 youth will gain opportunities to positively impact their community

**Activity 2.1:** REAL participants can actively take steps to improve their community by engaging in service-learning activities that directly address issues important to them.

**Objective 2.2:** 40 youth will build a positive identity and improve their sense of self

**Activity 2.2:** Youth will engage in weekly discussions with positive adults, peers, local professionals, and volunteer mentors, to explore their sense of self, dismantle negative stigmas/stereotypes, and identify personal, educational, and professional interests and goals as well as pathways to achieving those goals

#### **SECTION VI: MEASURABLE OUTCOMES**

Measurable outcomes are quantifiable (numeric value, percentage, scores, value, or characteristic) used to measure achievement of program outcomes: events, occurrences, or changes in conditions or attitudes that indicate progress toward a program's goals. These are specific, measurable and meaningful. Achieving an outcome indicates fulfillment of purpose and program toward long-term goals. Measurable goals are stated in a % outcome (i.e., \_\_% of clients with report/increase...etc.)

List and describe below a minimum of three measurable outcomes of your program that will be achieved as a result of this reallocated funding (Measurable outcomes must support goals and objectives). Grantee is allowed to add more measurable outcomes as needed to this template.

- 1) 75% (30 of 40) of participants will have no new adjudicated charges as reported by the Juvenile Court at three months post-program exit
- 2) 75% (30 of 40) of participants will report feeling more connected to their community.
- 3) 70% (28 of 40) of participants will report feeling a good about themselves and their futures

#### **SECTION VII: PROGRAM INPUTS**

Describe the factors (inputs) dedicated to this program to conduct its' activities and to achieve its goals and objectives.

##### **1) Agency resources:**

Two full-time staff will dedicate 100% of their time to carrying out the REAL program. They will have the support and supervision of the Senior Director of Youth Action. REAL operates within the Youth Opportunity Center (Oasis' main location). The YOC is a shared-space collaboration with five other youth-serving

organizations, including STARS, Boys and Girls Club, and Big Brothers Big Sisters, among others. Among the first of its kind in the Southern US, the YOC opened in 2009 to create a “one-stop” location for comprehensive youth services. The YOC is designed explicitly – in style, purpose, and functionality – to promote a safe, accessible, and inviting environment for the youth and families we serve.

To implement the PLAAY curriculum, REAL will have the support of the PLAAY nation-wide network in program training and implementation.

In addition to hired and contracted staff, REAL will have the support of dedicated volunteers, pre-screened and trained by Oasis’ Volunteer and Corporate Relations Manager.

REAL also streamlines services with other Oasis programs. Through Oasis College Connection they can access 1-on-1 college counseling; and our clinical counselors provide free mental health services for youth and families. Oasis also provides connection to specific services for teens who are homeless/runaway, identify as LGBTQ+, or are New Americans. Participants will also have opportunities to create art projects in the Oasis Underground Art Studio.

## **2) Agency collaborations:**

REAL thrives on meaningful partnerships that integrate services, expand opportunities, and promote collective impact. We partner closely with the Juvenile Court, receiving ongoing youth referrals and coordinating with Court officers to ensure youth are successfully completing diversion requirements. The Court also shares longitudinal recidivism data for program graduates. Other external partners include: Meharry Medical Center (health education, career exploration and mentoring); STARS (substance abuse treatment); Tennessee State University (connect with a college culture, near-peer role models, college tours, service projects, attendance at Homecoming, guest speakers from athletic staff); Metro Parks & Recreation (fitness and healthy lifestyle activities); Econ Club (cultural enrichment activities helping youth and families build stronger relationships and access the arts through culturally relevant performances); and Planned Parenthood (sexual health education, STI testing). We also partner with the Metropolitan Nashville Police Department to build stronger, more positive relationships among youth and officers. MNPS has been a long-time referral partner and provides student academic data. We also started a new partnership with MNPS’s Maplewood High School, which enables us to provide services directly within their school for youth who have been identified by school personnel as at-risk for juvenile court/violence involvement.

## **3) Evidence-based programming:**

The REAL program curriculum is derived from evidence-informed models, including PLAAY (Preventing Long-term Anger and Aggression in Youth), Positive Youth Development and Trauma-informed Care. PLAAY is a culturally relevant intervention that relies upon the stress reduction benefits of physical activity and Recast theory (Racial Encounter Coping Appraisal and Socialization Theory) to promote the development of healthy coping skills for Black male youth. REAL program staff, like all Oasis staff, are trained in evidence-based practices of Positive Youth Development and Trauma-Informed Care, as part of their onboarding process and through yearly required trainings. Oasis has long taken a strong trauma-informed approach throughout our work, rooted in an understanding of the CDC-Kaiser ACE study, the ACEs questionnaire, and the conceptual framework of ACEs research. Across all of our programs, we work toward four “Impact

Areas”: 1) Safety, 2) Belonging, 3) Empowerment, and 4) Generosity/Justice. Based on adolescent brain research (e.g, Brendtro, Brokenleg, Van Bockern, 2013), these protective factors align closely with SAMHSA’s six concepts of a trauma-informed approach (Safety, Trustworthiness, Peer Support, Collaboration, Empowerment, and Addressing Cultural, Historical, and Gender Issues) and are core to supporting youth’s healing from trauma, social-emotional well-being, relationship-building, and long-term resilience.

This foundation of evidence-based programming engenders a strengths-based approach, in which staff recognize youth’s resilience, build on personal assets, and promote new skill development. REAL staff integrate these principles in every aspect of the REAL program, as well as other therapeutic and calming activities that equip youth with their own strategies to mitigate a history of trauma. The REAL Program also relies on service-learning as another key strategy for helping youth mitigate trauma. Meaningful youth-led service learning is active learning. It not only helps youth develop valuable life skills but also helps young people feel valued, equal, and in control of their environments, all of which are necessary for healing.

Through strategies such as counseling, family engagement, skill-building workshops, mentorships, and service-learning, REAL addresses conditions and behaviors that lead to youth delinquency and violence before they become more challenging to modify. Through REAL, youth gain stronger family connections, stronger community connections, tools to manage their feelings and behavior, positive relationships with caring adults, and pathways to academic and career achievement. In doing so, they also gain healthy behaviors and supports necessary to avoid recidivism.

#### **SECTION VIII: MONITOR AND TRACKING PROGRAM SERVICE DELIVERY**

**Briefly describe below the agency’s plans to monitor and track the quality of the agency’s progress toward program service delivery? These may include output measures (*products of your activities*) which are process measures that quantify the activities of your program and outcome measures which are measure the achievement, effect or results that are attributed to program efforts that determine impact and success**

**1) Briefly describe the agency’s plan to monitor and track the program progress:**

REAL staff meet regularly with the Director of Youth Action to monitor program operations. They examine data (see Section XII: Data Collection) to assess progress toward desired program outcomes, troubleshoot issues, and make plans to adjust services, as needed. They leverage Oasis’s custom agency database and strong data-sharing relationships to track the REAL Program’s activities and progress toward outcomes. The REAL Program Manager and Program Specialist generate weekly reports to update probation officers on youth/family participation and achievement on program milestones (e.g., service-learning projects). We maintain strong relationships with Juvenile Court staff – including data-sharing – to help continuously assess our program effectiveness and plan for making necessary adjustments in service delivery. Quarterly, data is entered into a program “scorecard” - which aggregates data relative to inputs and progress on outputs, outcomes, and objectives use this analysis to inform the improvement of operations to ensure outcomes are achieved. Scorecards are also shared quarterly with the entire agency, including executive staff and the Board, as a measure of accountability and to solicit input from individuals with diverse expertise in leading positive youth development programming and a wide connection to community resources.

Aside from data and their own observations, they also examine feedback from volunteers, partners, and youth participants (taken via surveys, interviews, etc.). Oasis's Volunteer Coordinator and program staff routinely check-in with volunteer mentors – including a formalized mid-year and end-of-year reflection – to gather feedback on what's working and ideas for improvement. Likewise, each week at the close of program sessions, REAL Program staff seek youth's input on what parts of the program/approach we should "keep, start, and stop." A similar reflection process is employed after each service-learning project. Youth voice is also formally collected via an end-of-program survey, where they are asked for feedback on a number of program design elements and ideas for future groups.

#### **SECTION IX: PROGRAM EVALUATION PLAN**

**Briefly**

**describe below the agency's plan to evaluate program effectiveness and corrective action plans: This includes completeness of the evaluation plan to include what you will do to judge the success or effectiveness of your program.**

**Briefly describe evaluation processes and corrective action plan(s):**

At every assessment point described above, we put a plan in place to improve service delivery. The Senior Director of Youth Action has primary responsibility for facilitating improvement plans, as needed, with REAL Program staff. Staff receive ongoing feedback and coaching through regular supervision meetings with the Senior Director of Youth Action. Feedback is formalized through an annual performance review and accompanying work plan that is reviewed between supervisor and staff at least quarterly.

For more serious personnel issues, Oasis follows standard Corrective Action procedures that provide uniform system of progressive discipline, administered in a consistent manner. Each employee is given an opportunity to improve his/her performance or to correct a disciplinary problem. The primary objective of any type of disciplinary action is to offer the employee the opportunity to correct or improve the behavior not meeting Oasis Center standards.

#### **SECTION X: BUDGET, DETAILED BUDGET NARRATIVE, AND ORGANIZATIONAL PLAN**

**Grant Recipients shall be compensated on a quarterly (July-September, October-December, January-March; and, April-June) reimbursement basis for actual direct program costs based upon the Grant Spending Plan, not to exceed the maximum liability. Documentation shall serve as proof of delivered services of a kind and type as specified by the contract and accompany the submission of invoices in order to be eligible for payment. The Recipient's invoice shall be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of Metro Grants allowable and unallowable costs (See Metro Grants Manual). Indirect costs are not allowable for this grant funding. Juvenile Court Grant Management personnel will consider written requests for monthly reimbursements and advise Recipient in writing if approved.**

**Please describe the processes and systems in place related to financial administration and accounting:**

Oasis Center's Chief Financial Officer (Kim Reese) assumes primary responsibility for managing agency finances, and would be responsible for the oversight of this funding. Ms. Reese has over 20 years of experience in nonprofit accounting and federal grant management, including managing multiple federal grants at Oasis Center exceeding \$3.3 million annually. Financial responsibilities are shared between the



CFO, Payroll Specialist, and Accounting Assistant to ensure separation of duties and efficient operations. The CFO reports to the CEO, who (along with the Board of Directors) provides ultimate oversight of agency budgets, finances, and operations. Finance staff work with program directors and other executive staff members to ensure compliance with all recordkeeping and other grant requirements, including staff time sheets, data collection, and eligible activities and expenditures. Cash accounts are reconciled monthly by the CFO and are reviewed with the CEO and program leadership, which ensures outlays are regularly compared to budget line-items and analyzed in relation to program activities and outcomes.

Oasis Center's Board of Directors (independent body comprised of 23 elected individuals, serving two-year terms for up to three consecutive terms) supervises Oasis' CEO and provides oversight and strategic leadership for the agency as a whole. Oasis' Board meets at least seven times annually as a whole to review all program outcomes, financial data, and other relevant and pressing issues. The CFO provides the agency's financial position (actual vs. budgeted) to the CEO and Board Finance Committee monthly. Financial statements and updates are presented to the full Board at regularly scheduled meetings.

Oasis adheres to a system of internal controls to ensure assets are safe-guarded, financial data is accurate, and that we are operating efficiently and adhering to agency policy and procedures. We operate on an accrual accounting basis, with grant revenue and expenses tracked in an automated fund accounting system (SAGE). Transactions are tracked by program and funding source. Expenditures must have the joint approval of the Chief Financial Officer (CFO) and either the Program Manager (for expenses less than \$1,000) or the CEO (\$1,000 to \$7,500). The Board Finance Committee approves expenditures greater than \$7,500. We have a written procurement manual outlining procedures for competitive procurements of items and methods to ensure purchases are necessary, reasonable, and allocated to programs based on derived benefit. Purchases include procurement and source documentation and are included in an electronic inventory traceable to the general ledger.

An independent accounting firm conducts an audit of Oasis Center's financials annually. The audit, along with any findings and the management letter are reviewed and approved by the CEO, CFO, and the Board.

**If the applicant is requesting more than \$5,000.00 for continuation of funding, please provide a maximum budget and narrative, and a minimum budget and narrative for consideration.**

**Required Attachments:**

- **Attach the applicant's budget (s) ☒**
- **Attach the detailed budget narrative (s) ☒**
- **Attach the agency organizational chart ☒**

**SECTION XI: SUSTAINABILITY PLAN**

**Please describe the agency's plan to sustain this funded project in the future if Metro funding decreases or discontinues in the future.**

Since 2009, the REAL Program has become a staple of Oasis Center. Given the program's demonstrated effectiveness at reducing recidivism and the increasing community need for youth violence prevention

services, Oasis Center is strongly committed to ensuring the REAL Program is fully funded every year. To that end, we rely on a diversity of sources, currently including the TN Department of Mental Health and Substance Abuse Services (28% of revenue), United Way of Metro Nashville (21%), Individual Donations (8%), and Foundations (7%), in addition to current Community Partnership Funding from Metro (36%). We are also in constant pursuit of new opportunities to sustain/expand the program; for instance, we are currently in the process of apply for funds from the Tennessee Commission on Youth & Children Delinquency Prevention Fund, which would enable us to close any remaining budget gaps and potentially expand programming/activities, funding permitting.

That said, Metro funding is vital for fully implementing the REAL Program. Should we receive less funding, or should funding levels change in future years, Oasis would look to close revenue gaps through unrestricted operating funds and/or raising additional revenue from individuals and foundations. We would also consider expanding collaborations with other Oasis programs that could lead to leveraging additional funding and/or sharing positions.

#### **SECTION XII: DATA COLLECTION**

**Describe the data collection procedures the agency undertakes to collect and report the outputs and outcomes of the planned services or interventions. (E.g. stakeholder questionnaires, client satisfaction surveys, case records, etc.)**

The REAL program utilizes pre-/post-program surveys to determine changes in skills and knowledge. We also maintain Case Logs, which capture the services provided (e.g., college application assistance, counseling sessions) and record outcomes like making progress on goals, participating in workforce development workshops, and receiving mentoring support

To have a complete picture of the youth and families we serve in the REAL program, we utilize a comprehensive enrollment form that includes 10 universal data elements (e.g., Name, DOB, Race, Address, etc.), 15 additional considerations (e.g., income, foster care history, sexual orientation, homelessness, immigrant/refugee, disability, etc.), and any other program specific information.

All data is entered into Oasis's custom, central database (FileMaker Pro 18 Platform) to create an Individual Profile, where a youth's record of program activities is recorded along with this basic personal information. Sustaining a robust, organization-wide database enables us to not only track program/ participant information, but to also extract and analyze program data at regular intervals.

**Describe how the agency will use the data collected to evaluate the goals of the project and the work performed and plan accordingly.**

As mentioned in Section IX, REAL program staff meet regularly with the Director of Youth Action to examine data and evaluate program effectiveness. Indicators of program success for the REAL program will include changes in mindsets/attitudes and competencies (measured by survey data) and changes in behavior (measured via discipline data provided by MNPS and court-involvement data provided by Juvenile Court). Surveys are administered at the end of each cohort experience (9-12 weeks). To track progress toward court-involvement/recidivism outcomes, the Court provides follow-up data on program graduates. Additionally, staff will exam data on program attendance, participation, demographic info., etc., to monitor

program success. Should the program not produce desired outcomes (e.g., participants continue to experience high rates of discipline infractions), staff will utilize observations as well as feedback from participants, partners, volunteers, etc., to adjust program delivery.

**Describe how the agency shares data with the agency's board and other community partners.**

As mentioned in Section VIII, REAL shares programmatic data with agency leadership/executive staff on a quarterly basis via the program scorecard. Additionally, Oasis generates an Annual Report at the end of every fiscal year, which captures aggregate program data, program outcomes, and general success stories over the year. This report is published on our website and shared directly (via mail or e-mail) with our Board, funders, partners and community stakeholders. In addition to the Annual Report, program staff utilize data to compose regular progress reports in accordance with grant requirements and/or partner agreements.

**JUVENILE COURT GRANTS MANAGEMENT TEAM CONTACT INFORMATION**

<b>Metro Juvenile Court Finance Director</b> <b>Mr. Jim Swack, J.D.</b> Juvenile Court Deputy Court Administer Finance and Business Operations (615) 862-8022 <a href="mailto:jimswack@jnsnashville.gov">jimswack@jnsnashville.gov</a>	<b>Metro Juvenile Court CPF Grant Invoicing Contact</b> <b>Mr. Joe Atchley</b> Juvenile Court Accountant III (615) 880-2368 <a href="mailto:JoeAtchley@jnsnashville.gov">JoeAtchley@jnsnashville.gov</a>
<b>Metro Juvenile Court CPF Grant Program Team Member</b> <b>Mrs. Shelley Hudson, M.A.</b> Juvenile Court Special Projects Program Manager (615) 862-8079 <a href="mailto:shelleyhudson@jnsnashville.gov">shelleyhudson@jnsnashville.gov</a>	

GRANT BUDGET				
AGENCY NAME: Oasis Center, Inc.				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following Applicable Period: BEGIN: 07/01/2022 END: 06/30/2023				
	EXPENSE OBJECT LINE-ITEM CATEGORY	GRANT CONTRACT	GRANTEE MATCH	TOTAL PROJECT
	Salaries and Wages	\$34,884.00	\$59,208.00	\$94,092.00
	Benefits and Taxes (29%)	\$10,116.00	\$17,170.00	\$27,286.00
	Professional Fees	\$0.00	\$1,821.00	\$1,821.00
	Supplies	\$0.00	\$2,217.00	\$2,217.00
	Communications	\$0.00	\$1,066.00	\$1,066.00
	Postage and Shipping	\$0.00	\$0.00	\$0.00
	Occupancy	\$0.00	\$4,877.00	\$4,877.00
	Equipment Rental and Maintenance	\$0.00	\$438.00	\$438.00
	Printing and Publications	\$0.00	\$0.00	\$0.00
	Travel/Conferences and Meetings	\$0.00	\$640.00	\$640.00
	Insurance	\$0.00	\$1,032.00	\$1,032.00
	Specific Assistance to Individuals	\$0.00	\$6,018.00	\$6,018.00
	Other Non-Personnel	\$0.00	\$14,426.00	\$14,426.00
	GRAND TOTAL	\$45,000.00	\$108,913.00	\$153,913.00

Total Match Amount	\$108,913.00		
Total Match Percentage	70.7627%	UNKNOWN	Fund Source

(Note: any changes to the contract budget must be pre-approved by Juvenile Court to be eligible for reimbursement)

**GRANT BUDGET LINE-ITEM DETAIL:**

AGENCY NAME: Oasis Center, Inc.

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<b>SALARIES, WAGES, BENEFITS AND TAXES:</b>	<b>AMOUNT</b>
Summary of individual positions that will support project activities. Review Instructions for examples.	\$0.00
Position 1: Senior Director of Youth Action \$73,945 annual salary / \$21,444 annual benefits (29%), @ 15% of FTE	\$14,308.00
Position 2: REAL Program Manager \$43,000 annual salary / \$12,470 annual benefits (29%), @ 100% of FTE	\$55,470.00
Position 3: REAL Program Specialist \$40,000 annual salary / \$11,600 annual benefits (29%), @ 100% of FTE	\$51,600.00
Repeat row(s) as Necessary	\$0.00
<b>TOTAL</b>	<b>\$121,378.00</b>

*Note: Benefits must be calculated at the same or lesser percentage as the salary for each position.*

<b>PROFESSIONAL FEES:</b>	<b>AMOUNT</b>
Pro-rata share of IT	\$1,821.00
Repeat row(s) as Necessary	\$0.00
<b>TOTAL</b>	<b>\$1,821.00</b>

<b>SUPPLIES:</b>	<b>AMOUNT</b>
Graduation and cohort meeting supplies (snacks, craft supplies, etc.)	\$2,000.00
general office supplies (paper, pens, staples, etc.)	\$217.00
Repeat row(s) as Necessary	\$0.00
<b>TOTAL</b>	<b>\$2,217.00</b>

<b>COMMUNICATIONS:</b>	<b>AMOUNT</b>
Pro-rata share of telephone services	\$1,066.00
Repeat row(s) as Necessary	\$0.00
<b>TOTAL</b>	<b>\$1,066.00</b>

<b>POSTAGE AND SHIPPING:</b>	<b>AMOUNT</b>
<Please provide description here>	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

<b>OCCUPANCY:</b>	<b>AMOUNT</b>
Electricity (pro-rata share)	\$1,152.00
Building cleaning (pro-rata share)	\$1,008.00
Facility Association Fees (pro-rata share)	\$2,004.00
Building Maintenance (pro-rata share)	\$713.00
Repeat row(s) as Necessary	\$0.00
<b>TOTAL</b>	<b>\$4,877.00</b>

<b>EQUIPMENT RENTAL AND MAINTENANCE:</b>	<b>AMOUNT</b>
Pro-rata share of use of copier machine and pro-rata share of postage lease machine	\$438.00
Repeat row (s) as Necessary	\$0.00
<b>TOTAL</b>	<b>\$438.00</b>

PRINTING AND PUBLICATIONS:	AMOUNT
<Please provide description here>	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

TRAVEL/CONFERENCE AND MEETINGS:	AMOUNT
Staff local travel	\$100.00
Fuel costs	\$540.00
Repeat row(s) as Necessary	\$0.00
<b>TOTAL</b>	<b>\$640.00</b>

INSURANCE:	AMOUNT
Pro-rata share of liability insurance	\$783.00
Pro-rata share of property insurance	\$249.00
Repeat row (s) as Necessary	\$0.00
<b>TOTAL</b>	<b>\$1,032.00</b>

SPECIFIC ASSISTNACE TO INDIVIDUALS:	AMOUNT
Youth recreational and cultural experiences	\$6,018.00
Repeat row(s) as Necessary	\$0.00
<b>TOTAL</b>	<b>\$6,018.00</b>

OTHER NON-PERSONNEL:	AMOUNT
Indirect Administrative Costs (10% of direct expenses)	\$14,426.00
Repeat row(s) as Necessary	\$0.00
<b>TOTAL</b>	<b>\$14,426.00</b>



Sheila D.J. Calloway, Judge

Juvenile Court of Davidson County  
100 Woodland Street  
P.O. Box 196306  
Nashville, Tennessee 37219-6306

August 15, 2022

Re: STARS, Notice of Reissued Funds Award  
Community Partnership Fund Youth Violence Reduction Priority

Dear Mr. Rodger Dinwiddie,

Juvenile Court values the services that STARS provides to reduce youth violence in our community. I am pleased to inform you that the YODA Program located at 1704 Charlotte Avenue, Suite 200, Nashville TN, 37203 is hereby awarded twenty-five thousand (\$25,000.00) dollars to continue program services for the FY 22-23 Fiscal year. The Community Partnership Fund is provided by the Metropolitan Government of Nashville and Davidson County. This grant is managed by the Davidson County Juvenile Court, a Department of the Metropolitan Government of Nashville and Davidson County. The next step in the process will include executing a contract and submitting it to the Metro Council by resolution.

The term of this Grant shall be for a period of twelve (12) months, commencing retroactively on July 1, 2022, and ending on June 30, 2023. Metro shall have no obligation for services rendered by the recipient which are not performed within the terms of the Grant Spending Plan. This is a reimbursement grant; therefore, documentation which serves as proof of delivered services of a kind and type must accompany the submission of your invoices.

Sincerely,

Shelley Hudson  
Special Projects Manager  
Davidson County Juvenile Court  
[shelleyhudson@jjsnashville.gov](mailto:shelleyhudson@jjsnashville.gov)  
(615) 862-8079

Joe Atchley  
CPF Fiscal Manager  
Davidson County Juvenile Court  
[JoeAtchley@jjsnashville.gov](mailto:JoeAtchley@jjsnashville.gov)  
(615) 880-2368



**GRANT CONTRACT  
BETWEEN THE JUVENILE JUSTICE CENTER  
(Metro Juvenile Court),  
A DEPARTMENT OF THE METROPOLITAN GOVERNMENT  
OF NASHVILLE AND DAVIDSON COUNTY  
AND  
STARS**

This Grant Contract issued and entered pursuant to RS2022- \_\_\_\_\_ by and between the Juvenile Justice Center, a Department of the Metropolitan Government of Nashville and Davidson County, a municipal corporation of the State of Tennessee hereinafter referred to as "Metro", and STARS hereinafter referred to as the "Grantee," is for the Youth Overcoming Drug Abuse (YODA) program to provide intensive outpatient treatment program for adolescents and youth with substance abuse and co-occurring disorders, and who do not have insurance as further defined in the "SCOPE OF PROGRAM." (Attachment 1).

**RECITALS**

**WHEREAS** Metro Juvenile Court is the Recipient and Grantor of funds from the Metropolitan Government of Nashville Davidson County Community Partnership Fund and,

**WHEREAS STARS** (hereinafter called "Grantee") is the Grantee of funds from the Community Partnership Fund; and,

**WHEREAS** expenditures will take place or have been retroactively used during the time frame from July 1, 2022, through June 30, 2023; and,

**WHEREAS** an annual average of 218,000 persons aged 12 and older in the Nashville-Davidson-Murfreesboro-Franklin MSA areas used any illicit drug in the past year. This represents 18.1 percent of the MSA population and is higher than the rates for the State of Tennessee (14.5 percent) and the Nations as a whole (14.7 percent); and,

**WHEREAS** the Grantee will serve low income minority at risk youth ages 13 to 18, having multiple risk factors for substance abuse, co-occurring disorders, and cannot afford substance abuse treatment services; and,

**WHEREAS** the Grantee will provide free intensive outpatient treatment services for Davidson County residents, ages 13-18 years old and are uninsured or have insurance that will not pay for treatment; and,

**WHEREAS** the Grantee's goals include:

**Goal:** To intervene in the rapid progression of substance use disorder and chemical dependency during critical developmental stages.

**Objective 1.1:** Clients show an increase in pro-social behavior.

**Activity 1.1:** YODA program participants will participate in an eighteen session, outpatient treatment program that uses the following research-based interventions; Hazelden Matrix Model, Hazelden Adolescent Co-occurring Disorders, Adolescent Community Reinforcement Approach (ACR-A) Motivational Interviewing, and Cognitive Behavioral Therapy. The main topics include relapse prevention, drug education and drug-refusal skills.

**Objective 1.2:** Clients show an increase in drug refusal skills.

**Activity 1.2:** YODA program participants will participate in an eighteen session, outpatient treatment program that uses the following research-based interventions; Hazelden Matrix Model, Hazelden Adolescent Co-occurring Disorders, Adolescent Community Reinforcement Approach (ACR-A) Motivational Interviewing, and Cognitive Behavioral Therapy. The main topics include relapse prevention, drug education and drug-refusal skills.

**Objective 1.3:** Clients show an increase in scholastic activity.

**Activity 1.3:** YODA program participants will participate in an eighteen session, outpatient treatment program that uses the following research-based interventions; Hazelden Matrix Model, Hazelden Adolescent Co-occurring Disorders, Adolescent Community Reinforcement Approach (ACR-A).

**WHEREAS** Measurable outcomes include:

- 1) Outcome 1: 65% of youth who complete the program will show a reduction in the rate of re-offenses with Juvenile Court.
- 2) Outcome 2: 70% of youth who complete the program will have increased connection to people, places and experiences that support healthy development.
- 3) Outcome 3: 70% of youth who complete the program will show an increase in cognitive skills and knowledge related to healthy alternatives.

**WHEREAS** Juvenile Court and **STARS** propose to utilize **twenty-five thousand (\$25,000.00) dollars** of the CPF grant to fund the grantee to serve Davidson County runaway female youth.

**A. RECITALS AND SCOPE OF PROGRAM:**

All of the above stated Recitals are incorporated into and made a substantive part of this Contract.

**SCOPE OF PROGRAM:**

- A.1. The Grantee will use the funds for the following:
- A.2. The Grantee shall spend these funds consistent with their proposed use in the Grantee's funding application, hereinafter referred to as the Grant Spending Plan, attached and incorporated herein as **Attachment 1**. The Grantee shall collect data as mandated by the scope of program services, Metro Grants Manual requirements and Metro to evaluate the effectiveness of their services and shall provide those results to Metro upon request.
- A.3. The Grantee shall only utilize these funds for services the Grantee provides to documented residents of Davidson County. Documentation of residency may be established with a recent utility bill; voter's registration card; driver's license or other government issued ID; current record from a school showing address; affidavit by landlord; or affidavit by a nonprofit treatment, shelter, half-way house, or homeless assistance entity located within Davidson County. Grantee agrees that it will not use Metro funding for services to non-Davidson County residents.
- A.4. Additionally, the Grantee shall collect general demographic data on the primary county of residence of the clients it serves and provide that data to Metro upon request.

**B. GRANT CONTRACT TERM:**

**B.1. Grant Contract Term.**

The term of this Grant shall be for a period of twelve (12) months, commencing on July 1, 2022, and ending on June 30, 2023. This grant is retroactive, beginning July 1, 2022. Metro shall have no obligation for services rendered by the Grantee which are not performed within this term.

**C. PAYMENT TERMS AND CONDITIONS:**

**C.1. Maximum Liability.**

In no event shall the maximum liability of Metro under this Grant Contract exceed **twenty-five thousand (\$25,000.00) dollars**. The Grant Spending Plan is attached and incorporated herein as part of **Attachment 1**, and shall constitute

the maximum amount to be provided to the Grantee by Metro for all of the Grantee's obligations hereunder.

The Grant Spending Plan line items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct program costs incurred or to be incurred by the Recipient during the contract term. Indirect costs are not allowable for this grant.

This amount shall constitute the Grant Amount and the entire compensation to be provided to the Grantee by Metro.

C.2. **Compensation Firm.**

The maximum liability of Metro is not subject to escalation for any reason. The Grant Spending Plan amount is firm for the duration of the Grant Contract and is not subject to escalation for any reason unless the grant contract is amended.

C.3. **Payment Methodology.**

The Grantee shall be compensated on a reimbursement basis for actual direct program costs based upon the Grant Spending Plan, not to exceed the maximum liability established in Section C.1.

All invoices shall be sent **electronically** to the attention of [JoeAtchley@iisnashville.gov](mailto:JoeAtchley@iisnashville.gov) (Mr. Joe Atchley, Juvenile Court Accountant) and copy [shelleyhudson@iisnashville.gov](mailto:shelleyhudson@iisnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager). Said payment shall not exceed the maximum liability of this Grant Contract. See the Metro Grants Manual, Chapter 3: Standards for Financial Management, Section: Supporting Documentation, page 17 for examples.

Generally, invoices submitted for reimbursement will be accepted on a **quarterly basis**. Juvenile Court Grant Management team will consider electronic written requests for monthly reimbursements and advise the Grantee if approved.

Supporting documentation shall serve as proof of delivered services of a kind and type and shall accompany submission of invoices in order to be eligible for payment. See the Metro Grants Manual, Chapter 3: Standards for Financial Management System.

**Final invoices for the contract period must be received by Juvenile Court by July 17, 2023.**

**Any invoice not received by the deadline date will not be processed and all remaining grant funds will expire.**

**C.5. Payment of Invoice.**

The payment of any invoice by Metro shall not prejudice Metro's right to object to the invoice or any matter in relation thereto. Such payment by Metro shall neither be construed as acceptance of any part of the work or service provided nor as an approval of any of the costs included therein.

**C.6. Allowable, Unallowable, and Indirect Costs.**

The Grantee shall meet all allowable and unallowable Metro Grants cost requirements. See the Metro Grants Manual, Chapter 5: Allowable Costs, and Chapter 6: Unallowable Costs. This grant contract does not allow for indirect cost. The Grantee's invoice shall be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs. Utilization of Metro funding for services to non-Davidson County residents is unallowable.

Grantees that receive grant funds from Metro shall ensure that expenditures incurred for the purpose of the grant meet certain criteria. Cost incurred must be:

- a reasonable use of funds,
- a necessary use of funds,
- for a reasonable amount,
- for a clear purpose,
- consistent with the purpose of the Grantee's program, compliant with the terms and purpose of the Metro grant, authorized within the budget,
- properly approved, and
- adequately documented

Long-distance non-business related calls are not reimbursable.

Tips included on supplies and service are not reimbursable.

**C.7. Deductions.**

Metro reserves the right to adjust any amounts which are or shall become due and payable to the Grantee by Metro under this or any Contract by deducting any amounts which are or shall become due and payable to Metro by the Grantee under this or any Contract.

**C.8. Travel Compensation.**

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by a Grantee or Grantee's employee who is in travel status on official business of the organization. Conference and or meeting costs include seminars designed to increase the vocational effectiveness of employees, including registration fees and other related costs. Travel, conferences, and meeting costs are allowable when they are directly attributable to specific work

under the grant or are incurred in the normal course of administration of the organization. Travel costs must be evidenced by an approved travel claim. **Grantees must establish and use their own internal travel policy.** Each grantee is subject to their established travel policy. See Grants Manual, Chapter 5: Allowable Costs.

**Grantee's internal travel policy will also include the following language:**

Payment to the Grantee for travel, meals, or lodging shall be subject to amounts and limitations specified by Metro and the Grantee's Grant Spending Plan.

When traveling, Grantees should be as conservative as circumstances permit. The lower cost shall be selected whenever possible. Reimbursement for travel shall be based upon the most direct or expeditious route possible. Grantee traveling by an indirect route must assume any extra expense incurred.

The standard mileage reimbursement rate used by a Grantee is established by the United States General Services Administration. When using a personal vehicle, only mileage on official Grantee business may be claimed for reimbursement. Mileage published by Rand-McNally or similar reliable internet travel sites (starting point and destination) for driving routes will be regarded as official.

When using a personal vehicle, procedures for calculating mileage are based on the fact that Metro does not reimburse a Grantee for normal commuting mileage.

Travel advancements are not allowed. The Grantee shall use personal funds during the trip for meals, ground transportation and similar minor expenses and follow the procedure for travel expense reimbursement upon return.

Travel reimbursement claims must be submitted fifteen (15) days of return, along with all required receipts and backup documentation.

Reasonable taxi or rideshare fares are allowable from airports. Bus, limousine, or light rail services to or from airports will be used when available and practical. In traveling between hotel, other lodging, meeting or conference sites, reasonable taxi or rideshare fees will be allowed. Taxi or rideshare reimbursements are not allowed from conference and meeting sites for meals unless exceptional circumstances are documented.

Physical damage insurance with a deductible (collision and comprehensive) shall be purchased when renting a vehicle for official business. A copy of the rental authorization form, copy of rental contract, and itemized receipt must be attached to the travel claim.

Reasonable tolls and ferry fees and parking charges will be allowed.

When a Grantee uses their personal vehicle for official business, their personal auto coverage will be primary up to limits of their policies. In the event of an

accident that results in damage to a Grantee's personal vehicle, the Grantee is responsible for that damage.

If travel is by air, the Grantee will be reimbursed the allowable mileage reimbursement for one round trip from the Grantee's official work station (or residence on weekends/evenings) and long-term airport parking; or the cost of one round trip taxi or rideshare fare from the Grantee's official work station (or residence on weekends/evenings) if the taxi or rideshare fare is lesser than mileage and airport parking; or the appropriate mileage reimbursement for two round trips from the Grantee's official workstation or residence when dropped off at the airport.

Receipts are required for the handling of conference and meeting materials and/or equipment.

Maximum lodging reimbursement rates for out-of-town and in-state are the same as those maintained by the United States General Services Administration within the continental United States (CONUS). The CONUS list contains a maximum reimbursement rate for lodging. Lodging receipts are required and must itemize room charges, taxes by date, and surcharges, if a convention rate exceeds the maximum reimbursement rate, and is documented by convention information, a higher reimbursement rate will be allowed.

The maximum meal reimbursement rates for out-of-state travel are the same as those maintained by the United States General Services Administration within the continental United States (CONUS). The fixed M&I (Meal and Incidental Expense) rate on CONUS represents the maximum daily meal reimbursement for the Grantee

C.9. **Electronic Payment.**

Metro requires as a condition of this contract that the Grantee shall complete and sign Metro's **iSupplier** form authorizing electronic payments to the Grantee. Grantees who have not already submitted the form to Metro will have thirty (30) days from the beginning of the contract to complete, sign, and return the form. Thereafter, all payments to the Grantee, under this or any other contract the Grantee has with Metro, must be made electronically.

The process is initiated by clicking on "Register with iSupplier" at the following link on Nashville.gov:

**<https://www.nashville.gov/Finance/Procurement/How-To-Do-Business-With-Metro.aspx>**

Note: This is a critical step that can only be accomplished by the Grantee seeking payment by Metro. At the conclusion of the vendor registration process, registrants receive an email advising them of their system assigned iSupplier number and of having successfully registered. They should email



Grant contract between the Metropolitan Government of Nashville and Davidson County and (STARS), Contract # \_\_\_\_\_ August 15, 2022

[iSupplier@nashville.gov](mailto:iSupplier@nashville.gov) if they have questions about or issues with navigating the vendor registration process.

By default, Metro sets up vendors on Net 30 payment terms. This means that it will take approximately 30 days for a Grantee to receive payment after an approved invoice is forwarded for reimbursement.

Grantees receiving reallocated funding do not have to register with Metro's iSupplier.

**D. STANDARD TERMS AND CONDITIONS:**

**D.1. Required Approvals.**

Metro is not bound by this Grant Contract until it is approved by the appropriate Metro representatives as indicated on the signature page of this Grant.

**D.2. Modification and Amendment.**

This Grant Contract may be modified only by a written amendment that has been approved in accordance with all Metro procedures and by appropriate legislation of the Metropolitan Council. The Grantee shall make proposed changes in writing by email to the attention of [shelleyhudson@iisnashville.gov](mailto:shelleyhudson@iisnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager). The Juvenile Court Grants Management team will review the requested changes to determine if the changes are allowable, and if they warrant a contract amendment.

**D.3. Termination for Cause.**

Should the Grantee fail to properly perform its obligations under this Grant Contract or if the Recipient violates any terms of this Grant Contract, Metro shall have the right to immediately terminate the Grant Contract and the Grantee shall return to Metro any and all grant monies for services or programs under the grant not performed as of the termination date. The Grantee shall also return to Metro any and all funds expended for purposes contrary to the terms of the Grant. Such termination shall not relieve the Grantee of any liability to Metro for damages sustained by virtue of any breach by the Grantee. See the Metro Grants Manual, Section: Failure to Comply, page 5.

**D.4. Subcontracting.**

The Grantee shall not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of Metro. The Grantee shall make subcontracting requests in writing by email to the attention of [shelleyhudson@iisnashville.gov](mailto:shelleyhudson@iisnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager). Notwithstanding any use of approved subcontractors, the Grantee shall be considered the prime grant Recipient and shall be responsible for all work

performed. Make all subcontract requests to the Juvenile Court Grants Management team.

D.5. **Conflicts of Interest.**

The Grantee warrants that no part of the total Grant Amount shall be paid directly or indirectly to an employee or official of Metro as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Grantee in connection with any work contemplated or performed relative to this Grant Contract.

D.6. **Nondiscrimination.**

The Grantee hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification which is in violation of applicable laws. **The Grantee shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees, clients, and applicants, notices of nondiscrimination.**

D.7. **Records, Records Access, and Maintenance.**

The Grantee shall maintain all financial records, supporting documentation, program documentation, and all other relevant records pertaining to the Metro grant contract for a period of at least three (3) years after the completion of the grant period.

The Grantee shall retain all books of original entry, source documents to support accounting transactions, general ledger(s), subsidiary ledger(s), personnel and payroll records, cancelled checks, and documents and records related to the funds provided by Metro.

The Grantee shall maintain and identify the records by fiscal and/or grant period(s) separately and maintain the information in such a manner that they can be easily identified. The grantee shall ensure the records are adequately protected against theft, fire, or other damage.

The Grantee shall allow Metro Government, or any duty-authorized representatives to have access to any applicable books, documents, papers, or other records of the grantee that pertain to, support, or document the Metro grant funds for monitoring, auditing, or examination purposes. The right of access shall not be limited to the retention period, but shall extend as long as the records are retained by the organization.

Financial statements shall be prepared in accordance with generally accepted accounting principles.

See the Metro Grants Manual, Chapter 9: Record Retention and Access Requirements.

D.8. **Monitoring.**

Monitoring is the review process used to determine the Grantee's compliance with the requirements of Federal, State, and/or local laws, regulations, and measures of progress toward stated results and outcomes. Monitoring determine the level of compliance with program expectations and identify operational changes. Monitoring also determines if the financial management and the accounting system are adequate to account for program funds in accordance with government requirements.

The Grantee's activities conducted and records maintained pursuant to this Grant Contract shall be subject to monitoring and evaluation by the Juvenile Court Grant Management Team, the Metropolitan Office of Financial Accountability (OFA), and/or Metro's duly appointed representatives.

The Grantee shall make all audit, accounting, or financial records, notes, and other documents pertinent to this grant available for review by the Metropolitan Office of Financial Accountability, Internal Audit or Metro's representatives, upon request, during normal working hours. See the Metro Grants Manual, Chapter 10: Monitoring Requirements.

D.9. **Reporting.**

Reporting details the Grantee's progress on each of the core performance measures identified in the grant solicitation and any program specific and/or outcome measures identified in the Grantee's Grant Spending Plan as funded under this Grant Contract. The Grantee is required to gather and maintain statistical data relating to grant project activities. The data collected should support the information submitted on all reports.

The Grantee shall submit an **Interim Program Report** no later than **January 9, 2023**. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding January 9, 2023.

The Grantee shall submit a **Final Program Report** no later than **July 10, 2023**. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding July 10, 2023.

The Grantee shall submit an **Annual Expenditure Report**, to reconcile grant receipts with grant revenues. The report is due 45 days after the end of the grant period. The grantee can submit the report earlier. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding **August 14, 2023**. Said report shall be in form and substance acceptable to Metro and shall be prepared by a **Certified Public Accounting Firm or the Chief Financial Officer** of the Recipient Organization.

The Grantee shall send all reports electronically to the attention of [shelleyhudson@iisnashville.gov](mailto:shelleyhudson@iisnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager).

See the Metro Grants Manual, Chapter 8: Reporting Requirements.

D.10. **Strict Performance.**

Failure by Metro to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this agreement shall not be construed as a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Grant Contract shall be held to be waived, modified, or deleted except by a written amendment by the appropriate parties as indicated on the signature page of this Grant.

D.11. **Insurance.**

The Grantee agrees to carry adequate public liability and other appropriate forms of insurance, and to pay all applicable taxes incident to this Grant Contract.

D.12. **Metro Liability.**

Metro shall have no liability except as specifically provided in this Grant Contract.

D. 13. **Independent Contractor.**

Nothing herein shall in any way be construed or intended to create a partnership or joint venture between the Grantee and Metro or to create the relationship of principal and agent between or among the Recipient and Metro. The Grantee shall not hold itself out in a manner contrary to the terms of this paragraph. Metro shall not become liable for any representation, act, or omission of any other party contrary to the terms of this paragraph.

D. 14. **Indemnification and Hold Harmless.**

(a) Grantee shall indemnify, defend, and hold harmless Metro, its officers, agents and employees from any claims, damages, penalties, costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of Grantee, its officers, employees and/or agents, including its sub or independent contractors, in connection with the performance of the contract, and any claims, damages, penalties, costs and attorney fees arising from any failure of Grantee, its officers, employees and/or agents, including its sub or independent contractors, to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.

(b) Metro will not indemnify, defend or hold harmless in any fashion the Grantee from any claims, regardless of any language in any attachment or other document that the Grantee may provide.

(c) Grantee shall pay Metro any expenses incurred as a result of Grantee's failure to fulfill any obligation in a professional and timely manner under this Contract.

(d) Grantee's duties under this section shall survive the termination or expiration of the grant.

**D.15. Force Majeure.**

"Force Majeure Event" means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the party. Except as provided in this Section, any failure or delay by a party in the performance of its obligations under this Contract arising from a Force Majeure Event is not a breach under this Contract. The non-performing party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the party continues to use diligent, good faith efforts to resume performance without delay. Grantee will promptly notify Metro within forty-eight (48) hours of any delay caused by a Force Majeure Event and will describe in reasonable detail the nature of the Force Majeure Event.

**D.16. State, Local and Federal Compliance.**

The Grantee agrees to comply with all applicable federal, state and local laws and regulations in the performance of this Grant Contract.

**D.17. Governing Law and Venue.**

The validity, construction and effect of this Grant Contract and any and all extensions and/or modifications thereof shall be governed by and construed in accordance with the laws of the State of Tennessee. The venue for legal action concerning this Grant Contract shall be in the courts of Davidson County, Tennessee.

**D.18. Completeness.**

This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions of the parties' agreement. This Grant Contract supersedes any and all prior understandings, representations, negotiations, and agreements between the parties relating hereto, whether written or oral.

**D.19. Headings.**

Section headings are for reference purposes only and shall not be construed as part of this Grant Contract.

**D.20. Metro Interest in Equipment.**

The Grantee shall take legal title to all equipment, hereinafter referred to as "equipment," purchased totally or in part with funds provided under this Grant Contract, subject to Metro's equitable interest therein, to the extent of its *pro rata* share, based upon Metro's contribution to the purchase price. "Equipment" shall be defined as an article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds \$5,000.00.

The Grantee agrees to be responsible for the accountability, maintenance, management, and inventory of all property purchased totally or in part with funds provided under this Grant Contract. Upon termination of the Grant Contract, where a further contractual relationship is not entered into, or at any time during the term of the Grant Contract, the Grantee shall request written approval from Metro for any proposed disposition of equipment purchased with Grant funds. All equipment shall be disposed of in such a manner as parties may agree as appropriate and in accordance with any applicable federal, state or local laws or regulations.

**Equipment purchased with grant funds is listed on an equipment log. (See Juvenile Court Equipment Summary Report) and note project staff using said equipment.**

**D. 21. Assignment - Consent Required.**

The provisions of this contract shall inure to the benefit of and shall be binding upon the respective successors and assignees of the parties hereto. Except for the rights of money due to Grantee under this contract, neither this contract nor any of the rights and obligations of Grantee hereunder shall be assigned or transferred in whole or in part without the prior written consent of Metro. Any such assignment or transfer shall not release Grantee from its obligations hereunder. Notice of assignment of any rights to money due to Grantee under this Contract must be sent to the attention of the Metro Department of Finance.

**D.22. Gratuities and Kickbacks.**

It shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparations of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program

requirement of a contract or subcontract or to any solicitation or proposal therefore.

It shall be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or a person associated therewith, as an inducement for the award of a subcontract or order. Breach of the provisions of this paragraph is, in addition to a breach of this contract, a breach of ethical standards which may result in civil or criminal sanction and/or debarment or suspension from participation in Metropolitan Government contracts.

**D.23. Lobbying.**

The Grantee certifies, to the best of its knowledge and belief, that:

- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this contract, grant, loan, or cooperative agreement, the Grantee shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- c. The Grantee shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-Grantees shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352.

**D.25. Public Accountability.**

The Grantee is subject to Tenn. Code Ann. § 8-4-401 et seq., or if this Grant Contract involves the provision of services to citizens by the Grantee on behalf of the State, the Grantee agrees to establish a system through which recipients of



services may present grievances about the operation of the service program. The Grantee shall also display in a prominent place, located near the passageway through which the public enters in order to receive Grant supported services, a sign at least eleven inches (11") in height and seventeen inches (17") in width stating:

NOTICE: THIS AGENCY IS A RECIPIENT OF TAXPAYER FUNDING. IF YOU OBSERVE AN AGENCY DIRECTOR OR EMPLOYEE ENGAGING IN ANY ACTIVITY WHICH YOU CONSIDER TO BE ILLEGAL, IMPROPER, OR WASTEFUL, PLEASE CALL THE STATE COMPTROLLER'S TOLL-FREE HOTLINE: 1-800-232-5454.

D. 26. **Disclosure of Personal Identity Information.**

The Grantee shall report to Metro any instances of unauthorized disclosure of personally identifiable information that comes to the Grantee's attention. The Grantee shall make any such report within twenty-four (24) hours after the instance has come to the Grantee's attention. The Grantee, at the sole discretion of Metro, shall provide no cost credit monitoring services for individuals that are deemed to be part of a potential disclosure. The Grantee shall bear the cost of notification to individuals having personally identifiable information involved in a potential disclosure event, including individual letters or public notice. The remedies set forth in this Section are not exclusive and are in addition to any claims or remedies available to Metro under this Grant Contract or otherwise available at law.

D.23. **Written Policies and Procedures.**

The Grantee should establish written policies and procedures to express management's position on all operational procedures such as accounting, purchasing, personnel, travel, and other such policies and procedures that guide normal business activities to ensure consistent operation of the agency's programs and adequate documentation for an audit. See the Metro Grants Manual, Chapter 3: Standards for Financial Management.

D.25. **Communications and Contacts.**

All instructions, notices, consents, demands, or other communications from the Grantee required or contemplated by this Grant Contract shall be in writing by email addressed to the respective party set forth below or to such other party, facsimile number, or address as may be hereafter specified by written notice.

**Metro**

For contract-related matters inquiries regarding programming and invoices:

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**Metro Juvenile Court CPF Grant Program Contact:**

Shelley Hudson  
Special Project Program Manager  
Juvenile Court  
P.O. Box 196306  
Nashville, Tennessee 37219-6306  
Office: 615-862-8079  
Cell: 615-500-3391  
[shelleyhudson@jnsnashville.gov](mailto:shelleyhudson@jnsnashville.gov)

**Metro Juvenile Court CPF Grant Invoicing Contact.**

**Joe Atchley**  
Juvenile Court Accountant III  
Juvenile Court  
P.O. Box 196306  
Nashville, Tennessee 37219-6306  
Office: (615) 880-2368  
[JoeAtchley@jnsnashville.gov](mailto:JoeAtchley@jnsnashville.gov)

**Recipient:**

Name : Roger Dinwiddie  
Title : CEO  
Agency Name : STARS  
Address 1704 Charlotte Avenue, Suite 200  
City : Nashville, State : Tennessee, Zip 37203  
Phone : 615-983-6821  
Email : [prdinwiddie@starsnashville.org](mailto:prdinwiddie@starsnashville.org)

**D. 25. Effective Date.**

This contract shall not be binding upon the parties until it has been signed first by the Grantee and then by the authorized representatives of the Metropolitan Government and has been filed in the office of the Metropolitan Clerk. When it has been signed and filed, this contract shall be effective as of the date first written above.

(THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK)

Grant contract between the Metropolitan Government of Nashville and Davidson County and (STARS), Contract # \_\_\_\_\_ August 15, 2022

THE METROPOLITAN  
GOVERNMENT OF NASHVILLE  
AND DAVIDSON COUNTY:

RECIPIENT: STARS  
By: Rodger Quivelle  
Title: CEO

APPROVED AS TO  
AVAILABILITY OF FUNDS:

Kelly Flannery/mjw  
Director of Finance

Sworn to and subscribed to before me a  
Notary Public, this 25<sup>th</sup> day  
of August, 2022

APPROVED AS TO FORM AND  
LEGALITY

Notary Public Anna L. Nichols

Phylinda Ramsey  
Metropolitan Attorney

My Commission  
expires July 7, 2025



FILED IN THE OFFICE OF THE  
CLERK:

\_\_\_\_\_  
Metropolitan Clerk

**Community Partnership Funds (CPF)  
Grant Application For Reallocated Program Funds  
Provided by the Davidson County Juvenile Court  
Youth Violence Reduction Program Application**

Name of Organization/Agency Applicant	STARS
Is the Applicant the primary (Parent) or secondary (Child) applicant?	<input checked="" type="checkbox"/> Primary <input type="checkbox"/> Secondary
If your organization/agency is filing under another agency's financial audit then your organization is considered the secondary (Child) agency. If the applicant is a secondary (Child) applicant, then their parent (Primary) applicant must file for this grant and subcontract with the secondary (child) agency.	
Name of Program Supported by the Grant:	Youth Overcoming Drug Abuse (YODA)
Name of Individual Signing the Contract:	Rodger Dinwiddie
Position:	CEO
Primary Phone:	615-983-6821
Email:	<a href="mailto:prdinwiddie@starsnashville.org">prdinwiddie@starsnashville.org</a>
A) Is the Applicant a prior Metro CPF Recipient? Enter Year: 2021	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Previous Funded Amount: \$25,000
B) If yes, is the Applicant requesting a continuation of Funding?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
C) Is the Applicant a prior year Metro Direct Appropriation	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Amount:
REALLOCATED FUNDING REQUESTED AMOUNT	Maximum Requested Amount: Minimum Requested Amount:
TERM OF GRANT FUNDING	JULY 1, 2022 – JUNE 30, 2023
<u>SECTION I</u>	Please include the names (s) of the person (s) and contact Information below
Name of Individual Completing Application:	Name: Erin Daunic Title: CDO Phone number: 615-983-6805 Email: <a href="mailto:edaunic@starsnashville.org">edaunic@starsnashville.org</a>
Name of Individual Over Program Monitoring:	Name: James Bush Title: Director of Treatment Services Phone number: Email: <a href="mailto:jbush@starsnashville.org">jbush@starsnashville.org</a>

Name of Individual Over Financial Monitoring:	Name: Cynthia Whetstone Title: CFO Phone number: 615-983-6801 Email: <a href="mailto:cwhetstone@starsnashville.org">cwhetstone@starsnashville.org</a>
<b>SECTION II: ELIGIBILITY CRITERIA</b> In order to be eligible to receive Reallocated CPF funding, an applicant must meet the following criteria:	
<ol style="list-style-type: none"> <li>Applicants must serve residents of Nashville, Davidson County.  <input type="checkbox"/> Yes <input type="checkbox"/> No         </li> <li>Applicants must have a 501(c) (3) designation of exemption from federal taxation from the Internal Revenue Service (IRS) as provided by 26 U.S. C. A.;  <input type="checkbox"/> Yes <input type="checkbox"/> No          If Yes, has there been a change in the applicant's 501(c) (3) status?  <input type="checkbox"/> Yes <input type="checkbox"/> No          If yes, please explain _____  <b>Required Attachment: Copy of the agency's 501 (c) (3) document with this application.</b> <input type="checkbox"/> </li> <li>Applicants must have an incorporation as a non-profit with registration identification number provided by the Secretary of State as a Charitable Organization or proof of such exemption as allowed.  <input type="checkbox"/> Yes <input type="checkbox"/> No          If Yes, has there been a change in the applicant's non-profit status?  <input type="checkbox"/> Yes <input type="checkbox"/> No          If yes, please explain _____  <b>Required Attachment: Copy of the agency's non-profit registration and identification document with this application.</b> <input type="checkbox"/> </li> <li>Applicants must have been in existence for at least one full year by application due date.  <input type="checkbox"/> Yes <input type="checkbox"/> No          If yes, how long has the applicant been in existence? <u>1984</u>.         </li> <li>Applicants must be in compliance with grant contract award requirements from Metro in any previous year(s).  <input type="checkbox"/> Yes <input type="checkbox"/> No          If yes, when was the last time the applicant was audited by Metro? <u>Fall 2021</u>.          Was the applicant in compliance?  <input type="checkbox"/> Yes <input type="checkbox"/> No          If no, did the applicant correct Metro audit concerns to Metro's satisfaction?  <input type="checkbox"/> Yes <input type="checkbox"/> No         </li> </ol>	

5. Applicants must provide a copy of a financial audit of its latest completed fiscal year by a certified public accountant. The year-end or the issue date of the report should be within the preceding 12 months of the application due date.

**NOTE:** Applicants filing under a PARENT organization: Parent organizations are required to file as the primary recipient and subcontract with the CHILD agency as a subgrantee.

**NOTE:** The Audit requirement may be waived for non-profits with annual budgets of less than \$50,000 and requests for grants of less than \$5,000.00, per Ordinance No. BL2013-578.

### SECTION III: VISION, MISSION, AND VALUES STATEMENTS

#### **DAVIDSON COUNTY JUVENILE COURT VISION STATEMENT:**

Davidson County Juvenile Court strives to be the national model for youth justice by taking a holistic approach that promotes the health, well-being, and safety of children, families, and communities.

#### **DAVIDSON COUNTY JUVENILE COURT MISSION STATEMENT:**

Davidson County Juvenile Court's mission is to prevent problems, promote the positive potential in all people, and pursue fairness and hope.

- Vision statement – Informs the agency's goals (What the agency wants to accomplish or achieve).
- Mission statement – Informs the agency's purpose (How the agency achieves their vision).
- Values statement – Informs the agency's culture (Agency core principle and values).

Provide the agency's vision, mission, and values statements here AND briefly discuss how your agencies philosophy supports the Davidson County Juvenile Court's mission and vision.

Mission: To help young people pursue their unlimited potential by providing hope, health, and connection.

Vision: The vision of YODA is to intervene in the rapid progression of substance use disorder and chemical dependency during critical developmental stages. We believe that chemical dependency affects the adolescent across multiple domains: school, family, socially and legally, and that without an appropriate intervention the likelihood of a life-long addiction can occur. Adolescents who are in need of substance abuse services do not typically respond well to the traditional didactic adult model of chemical dependency treatment. Therefore, we believe that treatment interventions must be specific to adolescent populations to restore and/or improve functioning; and, to support the integration of the person-served into the community.

Values: All young people have equitable access to mental health supports

### SECTION IV: NEEDS STATEMENT

A fact-based and data driven statement to continue funding for the grantee. These lay the foundation for the grant application.

- 1) Briefly describe your agency's need/problem for program funding with a fact-based and data driven statement.

According to SAMHSA, in the Nashville-Davidson-Murfreesboro-Franklin MSA, an annual average of 218,000 persons aged 12 or older used any illicit drug in the past year. This represents 18.1 percent of the MSA population and is higher than the rates for the State of Tennessee (14.5 percent) and the Nation as a whole (14.7 percent). And, 9.3 percent or 111,000 persons aged 12 or older



were classified as having a substance use disorder in the past year.

- 2) Briefly describe how funds will continue to help your agency meet program needs.

Funds will directly impact our clinical team's ability to provide free intensive outpatient treatment services for Davidson County residents, ages 13 – 18 years old and are uninsured or have insurance that will not pay for treatment.

- 3) Briefly describe how your Agency promotes equity in the community.

STARS has a proven history in providing equitable access to care and services. STARS ensures non-discriminatory and respectful services to recipients and families by employing cultural competency practices. Ongoing improvement and widespread dissemination of these efforts evidences STARS's commitment to the provision of culturally appropriate services and care.

#### SECTION V: GOALS, OBJECTIVES, ACTIVITIES

Program success is defined by establishing goals, objectives, and activities. These inform strategic planning and program improvements. Goals are broad and measurable statements about what the program intends to accomplish. These align with the agency mission and flow from the community need. Generally state 1 or 2 goals. Objectives are what the program intends to achieve. These are realistic, specific, measurable, and focused on outcomes. Objectives include who (program clients) what (desired measurable change) and how (program activities), and are generally stated with a verb as an increase, decrease, expand, improve or change in behavior or condition, etc. Activities are efforts conducted to achieve the program objectives and tie into outputs: if the activities are completed then the outputs are produced. Activities use action words: provide, train, establish, etc. Grantee to provide minimally two (2) goals and is also allowed to add more goals, objectives, and activities as needed to this template.

**Goal:** To intervene in the rapid progression of substance use disorder and chemical dependency during critical developmental stages.

**Objective 1.1:** Clients show an increase in pro-social behavior

**Activity 1.1:** YODA program participants will participate in an eighteen session, outpatient treatment program that uses the following research-based interventions; Hazelden Matrix Model, Hazelden Adolescent Co-occurring Disorders, Adolescent Community Reinforcement Approach (ACR-A) Motivational Interviewing, and Cognitive Behavioral Therapy. The main topics include: relapse prevention, drug education and drug-refusal skills.

**Objective 1.2:** Clients show an increase in drug refusal skills

**Activity 1.2:** YODA program participants will participate in an eighteen session, outpatient treatment program that uses the following research-based interventions; Hazelden Matrix Model, Hazelden Adolescent Co-occurring Disorders, Adolescent Community Reinforcement Approach (ACR-A) Motivational Interviewing, and Cognitive Behavioral Therapy. The main topics include: relapse prevention, drug education and drug-refusal skills.

**Objective 1.3:** Clients show an increase in scholastic activity

**Activity 1.3:** YODA program participants will participate in an eighteen session, outpatient treatment program that uses the following research-based interventions; Hazelden Matrix Model, Hazelden Adolescent Co-occurring Disorders, Adolescent Community Reinforcement Approach (ACR-A)



Motivational Interviewing, and Cognitive Behavioral Therapy. The main topics include: relapse prevention, drug education and drug-refusal skills.

#### SECTION VI: MEASURABLE OUTCOMES

Measurable outcomes are quantifiable (numeric value, percentage, scores, value, or characteristic) used to measure achievement of program outcomes: events, occurrences, or changes in conditions or attitudes that indicate progress toward a program's goals. These are specific, measurable and meaningful. Achieving an outcome indicates fulfillment of purpose and program toward long-term goals. Measurable goals are stated in a % outcome (i.e., \_\_\_% of clients with report/increase...etc.)

List and describe below a minimum of three measurable outcomes of your program that will be achieved as a result of this reallocated funding (Measurable outcomes must support goals and objectives). Grantee is allowed to add more measurable outcomes as needed to this template.

- 1) Outcome 1: 65% of youth who complete the program will show a reduction in the rate of re-offenses with Juvenile Court.
- 2) Outcome 2: 70% of youth who complete the program will have increased connection to people, places and experiences that support healthy development.
- 3) Outcome 3: 70% of youth who complete the program will show an increase in cognitive skills and knowledge related to healthy alternatives.

#### SECTION VII: PROGRAM INPUTS

Describe the factors (inputs) dedicated to this program to conduct its' activities and to achieve its goals and objectives.

- 1) Agency resources:  
STARS provides clinical supervision to all our clinicians, who meet regularly to review client charts and progress. STARS is dedicated to the professional development of all our clinicians offering annual PD trainings and opportunities via our RELIAS system.
- 2) Agency collaborations:  
YODA staff sit on the treatment team of Juvenile Drug Court as a clinical consultants and collaborators with probation officers and other legal, social and mental health providers. STARS partners with the Tennessee Department of Education and the Tennessee Office of Civil Rights to provide state-wide Policy to Practice trainings for educators and school districts to address the issue of bullying and harassment called: Bullying, Harassment, and Hazing: Policy and Best Practice Updates Tennessee Department of Education from the Office of Safe and Supportive Schools and in partnership with STARS. Our staff are members of the Tennessee Association of Alcohol, Drug & other Addiction Services, a statewide, consumer-oriented, association representing consumers in recovery, family members, healthcare professionals & providers, to educate, support and engage our members and public, influence policy and advocate for prevention, treatment and recovery services.
- 3) Evidence-based programming:  
The YODA model centers around evidence-based therapeutic practices including cognitive behavioral and motivational enhancement therapies offered with consideration of the realities and diversity of our patients. We believe that there is no wrong door to treatment for substance abuse and mental health disorders. Mental health disorders are addressed either by our direct services or a collaborating partner in our service community.

Our clinical services are accredited by the Commission for the Accreditation of Rehabilitation Facilities (CARF) and STARS as an agency is recognized by the Substance Abuse & Mental Health Services Administration (SAMHSA)'s National Registry of Evidence-Based Programs and Practices (NREPP). The YODA program is an eighteen session, outpatient treatment program that uses interventions that are all derived from the National Registry Evidenced-based Programs and Practices (NREPP). The programs are the Hazelden Matrix Model, Hazelden Adolescent Co-Occurring Disorders, Adolescent Community Reinforcement Approach (ACR-A) Motivational Interviewing, and Cognitive Behavioral Therapy. The main topics covered include: relapse prevention, drug education and drug-refusal skills. By learning this new information, persons served show decreases in substance abuse and have lower criminal arrests than those who do not participate in the program. "The consequences of undiagnosed, untreated, or undertreated co-occurring disorders can lead to a higher likelihood of experiencing homelessness, incarceration, medical illnesses, suicide, or even early death (SAMHSA website, 2016).

#### SECTION VIII: MONITOR AND TRACKING PROGRAM SERVICE DELIVERY

Briefly describe below the agency's plans to monitor and track the quality of the agency's progress toward program service delivery? These may include output measures (*products of your activities*) which are process measures that quantify the activities of your program and outcome measures which are measure the achievement, effect or results that are attributed to program efforts that determine impact and success

**Briefly describe the agency's plan to monitor and track the program progress:**

We utilize audits of the following: our progress notes; patient progress conducted within six months through on-site interview utilizing the ASI, or telephone interview; and an audit of drug court proceedings and information gathered from probation officers. All clients complete a client satisfaction survey at the end of treatment services which measures the clients coping skills; program impact on recovery; ability to self-regulate behaviors; value of group interventions; perceived impact of hopefulness; feelings of safety outside program; and perceived impact on life activities. All of these audits and reports will be made available to the Juvenile Court.

#### SECTION IX: PROGRAM EVALUATION PLAN

Briefly

describe below the agency's plan to evaluate program effectiveness and corrective action plans: This includes completeness of the evaluation plan to include what you will do to judge the success or effectiveness of your program.

Briefly describe evaluation processes and corrective action plan(s):

YODA youth will be evaluated during intake, and at discharge with the Teen Addiction Severity Index (T-ASI). We utilize audits of the following: our progress notes; patient progress conducted within six months through on-site interview utilizing the ASI, or telephone interview; and an audit of drug court proceedings and information gathered from probation officers. All clients complete a client satisfaction survey at the end of treatment services which measures the clients coping skills; program impact on recovery; ability to self-regulate behaviors; value of group interventions; perceived impact of hopefulness; feelings of safety outside program; and perceived impact on life activities. All of these audits and reports will be made available to the Juvenile Court. Should there be a need to take corrective action, our Compliance Officer would work with the Compliance committee to investigate and amend any infractions found.

#### SECTION X: BUDGET, DETAILED BUDGET NARRATIVE, AND ORGANIZATIONAL PLAN

Grant Recipients shall be compensated on a quarterly (July-September, October-December, January-March; and, April-June) reimbursement basis for actual direct program costs based upon the Grant Spending Plan, not to exceed the maximum liability. Documentation shall serve as proof of delivered services of a kind and type as specified by the contract and accompany the submission of invoices in order to be eligible for payment. The Recipient's invoice shall be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of Metro Grants allowable and unallowable costs (See Metro Grants Manual). Indirect costs are not allowable for this grant funding. Juvenile Court Grant Management personnel will consider written requests for monthly reimbursements and advise Recipient in writing if approved.

Please describe the processes and systems in place related to financial administration and accounting:

STARS uses a cloud based accounting software that is capable of segregating revenue and expenses by designated funding sources ensuring grant funds are not co-mingled. STARS has experienced and qualified accounting personnel that monitor transactions ensuring 2 C.F.R 200 Uniform Administrative Requirements are followed. STARS monitors and follows all policies related to internal controls and conflict of interests. STARS financial statements are approved on a monthly basis by the board and the agency has an audit completed each year by an independent accounting firm.

If the applicant is requesting more than \$5,000.00 for continuation of funding, please provide a maximum budget and narrative, and a minimum budget and narrative for consideration.

**Required Attachments:**

- Attach the applicant's budget (s) ☐
- Attach the detailed budget narrative (s) ☐
- Attach the agency organizational chart ☐

**SECTION XI: SUSTAINABILITY PLAN**

Please describe the agency's plan to sustain this funded project in the future if Metro funding decreases or discontinues in the future.

Due to the diversity of our funding sources, our evidence-based prevention, intervention and treatment programs are not reliant upon one source of financial support. STARS is diligent to ensure the agency maintains a healthy balance of unrestricted cash on hand. The budget is monitored throughout the year and adjustments are made when necessary to keep the bottom line as close to break-even as possible. STARS hosts three annual events each year: HART GOLF CLASSIC (\$25K); CHERISH THE NIGHT benefit concert with art and silent auction (\$75K); and Shelby Bottom Boogie (\$5K). We have returned to in-person events and adhere to all CDC guidelines. At the direction of our Finance Committee, it was recommended that a budget be prepared based on a set of core assumptions creating a baseline budget. Then have a list of triggering events with a specific action that will take place that is tied to each event. These triggers are reviewed monthly. Along with this, STARS has a proven history in its ability to leverage funds into each county we serve, whether by United Way support, private foundations, corporate support, or individual donors.

**SECTION XII: DATA COLLECTION**

Describe the data collection procedures the agency undertakes to collect and report the outputs and outcomes of the planned services or interventions. (E.g. stakeholder questionnaires, client satisfaction surveys, case records, etc.)

The T-ASI assessment process is an individual, face-to face, interview with the Primary Counselor and the person-served to review, evaluate and document their involvement with alcohol and other drugs, including the type of substances used, route of administration, amount, frequency and duration of use. Family members or legal guardians are encouraged to attend the assessment meeting to assist the Primary Counselor in data collection and to establish an accurate history of presenting problems.

Using a multidimensional assessment tool, the Teen-Addiction Severity Index (T-ASI) (Appendix R), the YODA Primary Counselor assesses and documents the person's-served involvement with alcohol and other drugs. The Primary Counselor then reviews the results with the individual and completes an Assessment of Outcome form which states the level of care/treatment recommendations. If person meets the program requirements, then the person-served completes the intake process.

Individuals are screened, assessed utilizing a standardized evaluation tool prior to admission to determine appropriate level of care, identify needs and establish a framework for an individualized treatment plan. This is a collaborative effort between the Primary Counselor and the person-served.

Upon completion of the program, all clients have

- Completion Certificate (including to/from dates)
- YODA Person-Served Exit Survey
- Post-treatment Personal Drug Use Quest (SOCRATES 8D)
- Discharge- TNWITS – Teen-ASI Assessment (post-treatment assessment - Online State Report)
- Discharge- Summary/ Aftercare Plan
- Client satisfaction survey

Describe how the agency will use the data collected to evaluate the goals of the project and the work performed and plan accordingly.

Evaluation is critical in assessing the effectiveness of services and providing opportunities for quality improvement. Multiple stakeholders' perspectives are collected to examine the relationship between program activities and client outcomes.

Describe how the agency shares data with the agency's board and other community partners.

STARS is dedicated to data transparency providing bi-monthly reports to our Board of Directors detailing programmatic updates, staffing changes, financial updates, and any other significant challenges or opportunities. We share evaluation data and programmatic implementation updates with our community partners on an annual basis, or upon request.

#### JUVENILE COURT GRANTS MANAGEMENT TEAM CONTACT INFORMATION

Metro Juvenile Court Finance Director  
Mr. Jim Swack, J.D.

Metro Juvenile Court CPF Grant Invoicing Contact  
Mr. Joe Atchley

Juvenile Court Deputy Court Administer Finance and Business Operations (615) 862-8022 <a href="mailto:jimswack@jjsnashville.gov">jimswack@jjsnashville.gov</a>	Juvenile Court Accountant III (615) 880-2368 <a href="mailto:JoeAtchley@jjsnashville.gov">JoeAtchley@jjsnashville.gov</a>
Metro Juvenile Curt CPF Grant Program Team Member Mrs. Shelley Hudson, M.A. Juvenile Court Special Projects Program Manager (615) 862-8079 <a href="mailto:shelleyhudson@jjsnashville.gov">shelleyhudson@jjsnashville.gov</a>	

GRANT BUDGET				
AGENCY NAME: STARS Nashville				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following Applicable Period: BEGIN: 07/01/2022 END: 06/30/2023				
	EXPENSE OBJECT LINE-ITEM CATEGORY	GRANT CONTRACT	GRANTEE MATCH	TOTAL PROJECT
	Salaries and Wages	\$20,191.57	\$0.00	\$20,191.57
	Benefits and Taxes (19.5%)	\$3,937.36	\$0.00	\$3,937.36
	Professional Fees	\$231.00	\$0.00	\$231.00
	Supplies	\$640.07	\$0.00	\$640.07
	Communications	\$0.00	\$0.00	\$0.00
	Postage and Shipping	\$0.00	\$0.00	\$0.00
	Occupancy	\$0.00	\$0.00	\$0.00
	Equipment Rental and Maintenance	\$0.00	\$0.00	\$0.00
	Printing and Publications	\$0.00	\$0.00	\$0.00
	Travel/Conferences and Meetings	\$0.00	\$0.00	\$0.00
	Insurance	\$0.00	\$0.00	\$0.00
	Specific Assistance to Individuals	\$0.00	\$0.00	\$0.00
	Other Non-Personnel	\$0.00	\$0.00	\$0.00
	GRAND TOTAL	\$25,000.00	\$0.00	\$25,000.00

Total Match Amount	\$0.00		
Total Match Percentage	0.0000%	UNKNOWN	Fund Source

(Note: any changes to the contract budget must be pre-approved by Juvenile Court to be eligible for reimbursement)

**GRANT BUDGET LINE-ITEM DETAIL:**

AGENCY NAME: STARS Nashville

<b>SALARIES, WAGES, BENEFITS AND TAXES:</b>	<b>AMOUNT</b>
Summary of individual positions that will support project activities. Review Instructions for examples.	\$0.00
Position 1: <i>Primary Specialist; \$52,540.80/\$18,389.28; 35% (14 hours week)</i>	\$18,389.28
Position 2: <i>IOP Program Director; \$72,091.76/\$1,802.29; 2.5% (1.0 hours week)</i>	\$ 1,802.29
Benefits-19.5% for FICA, Medical, Life, LTD, Worker Comp, 401K March	\$3,937.36
Repeat row(s) as Necessary	\$0.00
<b>TOTAL</b>	<b>\$24,128.93</b>

*Note: Benefits must be calculated at the same or lesser percentage as the salary for each position.*

<b>PROFESSIONAL FEES:</b>	<b>AMOUNT</b>
IT Support - Computer World	\$231.00
Repeat row(s) as Necessary	\$0.00
<b>TOTAL</b>	<b>\$231.00</b>

<b>SUPPLIES:</b>	<b>AMOUNT</b>
Redwood Biotech Drug Screens - (\$7.50 each-10 screenings)	\$75.00
Snacks for group time - water, pizza, snack crackers, etc	\$540.00
Miscellaneous Office supplies - post it notes, paper, pens, copies, file folders, etc	\$25.07
Repeat row(s) as Necessary	\$0.00
<b>TOTAL</b>	<b>\$640.07</b>

<b>COMMUNICATIONS:</b>	<b>AMOUNT</b>
	\$0.00
	\$0.00
	\$0.00
Repeat row(s) as Necessary	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

<b>POSTAGE AND SHIPPING:</b>	<b>AMOUNT</b>
	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

<b>OCCUPANCY:</b>	<b>AMOUNT</b>
Repeat row(s) as Necessary	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

<b>EQUIPMENT RENTAL AND MAINTENANCE:</b>	<b>AMOUNT</b>
Repeat row (s) as Necessary	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

PRINTING AND PUBLICATIONS:	AMOUNT
	\$0.00
TOTAL	\$0.00

TRAVEL/CONFERENCE AND MEETINGS:	AMOUNT
	\$0.00
Repeat row(s) as Necessary	\$0.00
TOTAL	\$0.00

INSURANCE:	AMOUNT
	\$0.00
Repeat row (s) as Necessary	\$0.00
TOTAL	\$0.00

SPECIFIC ASSISTNACE TO INDIVIDUALS:	AMOUNT
	\$0.00
Repeat row(s) as Necessary	\$0.00
TOTAL	\$0.00

OTHER NON-PERSONNEL:	AMOUNT
	\$0.00
	\$0.00
Repeat row(s) as Necessary	\$0.00
TOTAL	\$0.00





Sheila D.J. Calloway, Judge

Juvenile Court of Davidson County  
100 Woodland Street  
P.O. Box 196306  
Nashville, Tennessee 37219-6306

August 15, 2022

Re: Be About Change Notice of Reissued Funds Award  
Community Partnership Fund Youth Violence Reduction Priority

Dear Mr. Stephon Strode,

Juvenile Court values the services that Be About Change Inc. provides to reduce youth violence in our community. I am pleased to inform you that the Be About Change Program located at 8161 Hwy 100, #256, Nashville, Tennessee, 37211, is hereby awarded five thousand (\$5,000.00) dollars to continue program services for the FY 22-23 Fiscal year. The Community Partnership Fund is provided by the Metropolitan Government of Nashville and Davidson County. This grant is managed by the Davidson County Juvenile Court, a Department of the Metropolitan Government of Nashville and Davidson County. The next step in the process will include executing a contract and submitting it to the Metro Council by resolution.

The term of this Grant shall be for a period of twelve (12) months, commencing retroactively on July 1, 2022, and ending on June 30, 2023. Metro shall have no obligation for services rendered by the recipient which are not performed within the terms of the Grant Spending Plan. This is a reimbursement grant; therefore, documentation which serves as proof of delivered services of a kind and type must accompany the submission of your invoices.

Sincerely,

Shelley Hudson  
Special Projects Manager  
Davidson County Juvenile Court  
[shelleyhudson@jjsnashville.gov](mailto:shelleyhudson@jjsnashville.gov)  
(615) 862-8079

Joe Atchley  
CPF Fiscal Manager  
Davidson County Juvenile Court  
[JoeAtchley@jjsnashville.gov](mailto:JoeAtchley@jjsnashville.gov)  
(615) 880-2368

**GRANT CONTRACT  
BETWEEN THE JUVENILE JUSTICE CENTER  
(Metro Juvenile Court),  
A DEPARTMENT OF THE METROPOLITAN GOVERNMENT  
OF NASHVILLE AND DAVIDSON COUNTY  
AND  
BE ABOUT CHANGE INC.**

This Grant Contract issued and entered pursuant to **RS2022-\_\_\_\_\_** by and between the Juvenile Justice Center, a Department of the Metropolitan Government of Nashville and Davidson County, a municipal corporation of the State of Tennessee hereinafter referred to as "Metro", and **BE ABOUT CHANGE Inc.**, hereinafter referred to as the "Grantee," is for the **BE ABOUT CHANGE Program** to provide eight week **skill training, leadership, education, service-learning, and mentoring for disadvantaged youth**, as further defined in the "SCOPE OF PROGRAM." (Attachment 1).

**RECITALS**

**WHEREAS**, Metro Juvenile Court is the Recipient and Grantor of funds from the Metropolitan Government of Nashville Davidson County Community Partnership Fund and,

**WHEREAS BE ABOUT CHANGE Inc.**, (hereinafter called "Grantee") is the Grantee of funds from the Community Partnership Fund; and,

**WHEREAS** expenditures will take place or have been retroactively used during the time frame from July 1, 2022, through June 30, 2023; and,

**WHEREAS** youth residing in historically economically marginalized communities traditionally have a deficiency in positive community connections; and,

**WHEREAS** the Grantee will serve disadvantaged youth in at risk communities; and,

**WHEREAS** family engagement, skill training, education, service learning, and mentoring are essential to ensure Davidson County youth increase educational engagement and vocational training to prevent delinquency or escalation of delinquency of justice youth; and,

**WHEREAS**, Grantee's goals include:

**Goal 1:** Decrease recidivism.

**Objective 1.1:** Connect youth and family participants with positive role models/services (individuals and agencies).

**Activity 1.1:** Provide multi-level programming that includes trauma-informed topics, job/skills training, higher education, family empowerment (8-week program(s), and/or weekly/monthly family engagement throughout the entire year).

**Objective 1.2:** Educate participants with body/mind training and engagement.

**Activity 1.2:** Provide foundational instruction in bodyweight fitness training to lay the groundwork for confidence building.

**Goal 2:** Increase attendance.

**Objective 2.1:** Orient families toward higher education and vocational training (facilitate long-term relationships in both areas)

**Activity 2.1:** Connect students with educational resources that may be utilized in/out of formal school to support increased attendance (such as scholarship opportunities and orientation to grants and scholarships).

**Objective 2.2:** Align student with activities that promote school engagement.

**Activity 2.2:** Empower families to establish relationships with schools (personnel) to monitor and encourage student attendance.

**WHEREAS,** Measurable outcomes include:

- 1) 75% of program graduates will not have new adjudicated charges within one year of graduation.
- 2) 75% of program graduates will have improved rate of attendance within one year of graduation (where applicable to truancy charges).
- 3) 75% of program graduates will report feeling more connected/engaged with their community within one year of graduation.
- 4) 75% of families that participate consistently will report feeling more connected/engaged with their community within three months of consistent participation.

**WHEREAS**, Juvenile Court and **BE ABOUT CHANGE INC.**, propose to utilize **five thousand (\$5,000.00) dollars** of the CPF grant to fund the grantee to serve Davidson County runaway female youth.

**A. RECITALS AND SCOPE OF PROGRAM:**

All of the above stated Recitals are incorporated into and made a substantive part of this Contract.

**SCOPE OF PROGRAM:**

- A.1. The Grantee will use the funds for the following:
- A.2. The Grantee shall spend these funds consistent with their proposed use in the Grantee's funding application, hereinafter referred to as the Grant Spending Plan, attached and incorporated herein as **Attachment 1**. The Grantee shall collect data as mandated by the scope of program services, Metro Grants Manual requirements and Metro to evaluate the effectiveness of their services and shall provide those results to Metro upon request.
- A.3. The Grantee shall only utilize these funds for services the Grantee provides to documented residents of Davidson County. Documentation of residency may be established with a recent utility bill; voter's registration card; driver's license or other government issued ID; current record from a school showing address; affidavit by landlord; or affidavit by a nonprofit treatment, shelter, half-way house, or homeless assistance entity located within Davidson County. Grantee agrees that it will not use Metro funding for services to non-Davidson County residents.
- A.4. Additionally, the Grantee shall collect general demographic data on the primary county of residence of the clients it serves and provide that data to Metro upon request.

**B. GRANT CONTRACT TERM:**

**B.1. Grant Contract Term.**

The term of this Grant shall be for a period of twelve (12) months, commencing on **July 1, 2022, and ending on June 30, 2023**. This grant is retroactive, beginning July 1, 2022. Metro shall have no obligation for services rendered by the Grantee which are not performed within this term.

**C. PAYMENT TERMS AND CONDITIONS:**

**C.1. Maximum Liability.**

In no event shall the maximum liability of Metro under this Grant Contract exceed **five thousand (\$5,000.00) dollars**. The Grant Spending Plan is attached and incorporated herein as part of **Attachment 1**, and shall constitute the maximum

amount to be provided to the Grantee by Metro for all of the Grantee's obligations hereunder.

The Grant Spending Plan line items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct program costs incurred or to be incurred by the Recipient during the contract term. Indirect costs are not allowable for this grant.

This amount shall constitute the Grant Amount and the entire compensation to be provided to the Grantee by Metro.

C.2. **Compensation Firm.**

The maximum liability of Metro is not subject to escalation for any reason. The Grant Spending Plan amount is firm for the duration of the Grant Contract and is not subject to escalation for any reason unless the grant contract is amended.

C.3. **Payment Methodology.**

The Grantee shall be compensated on a reimbursement basis for actual direct program costs based upon the Grant Spending Plan, not to exceed the maximum liability established in Section C.1.

All invoices shall be sent **electronically** to the attention of [JoeAtchley@jnsnashville.gov](mailto:JoeAtchley@jnsnashville.gov) (Mr. Joe Atchley, Juvenile Court Accountant) and copy [shelleyhudson@jnsnashville.gov](mailto:shelleyhudson@jnsnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager). Said payment shall not exceed the maximum liability of this Grant Contract. See the Metro Grants Manual, Chapter 3: Standards for Financial Management, Section: Supporting Documentation, page 17 for examples.

Generally, invoices submitted for reimbursement will be accepted on a **quarterly basis**. Juvenile Court Grant Management team will consider electronic written requests for monthly reimbursements and advise the Grantee if approved.

Supporting documentation shall serve as proof of delivered services of a kind and type and shall accompany submission of invoices in order to be eligible for payment. See the Metro Grants Manual, Chapter 3: Standards for Financial Management System.

**Final invoices for the contract period must be received by Juvenile Court by July 17, 2023.**

**Any invoice not received by the deadline date will not be processed and all remaining grant funds will expire.**

C.5. **Payment of Invoice.**

The payment of any invoice by Metro shall not prejudice Metro's right to object to the invoice or any matter in relation thereto. Such payment by Metro shall neither be construed as acceptance of any part of the work or service provided nor as an approval of any of the costs included therein.

**C.6. Allowable, Unallowable, and Indirect Costs.**

The Grantee shall meet all allowable and unallowable Metro Grants cost requirements. See the Metro Grants Manual, Chapter 5: Allowable Costs, and Chapter 6: Unallowable Costs. This grant contract does not allow for indirect cost. The Grantee's invoice shall be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs. Utilization of Metro funding for services to non-Davidson County residents is unallowable.

Grantees that receive grant funds from Metro shall ensure that expenditures incurred for the purpose of the grant meet certain criteria. Cost incurred must be:

- a reasonable use of funds,
- a necessary use of funds,
- for a reasonable amount,
- for a clear purpose,
- consistent with the purpose of the Grantee's program, compliant with the terms and purpose of the Metro grant, authorized within the budget,
- properly approved, and
- adequately documented

Long-distance non-business related calls are not reimbursable.

Tips included on supplies and service are not reimbursable.

**C.7. Deductions.**

Metro reserves the right to adjust any amounts which are or shall become due and payable to the Grantee by Metro under this or any Contract by deducting any amounts which are or shall become due and payable to Metro by the Grantee under this or any Contract.

**C.8. Travel Compensation.**

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by a Grantee or Grantee's employee who is in travel status on official business of the organization. Conference and or meeting costs include seminars designed to increase the vocational effectiveness of employees, including registration fees and other related costs. Travel, conferences, and meeting costs are allowable when they are directly attributable to specific work under the grant or are incurred in the normal course of administration of the organization. Travel costs must be evidenced by an approved travel claim.

**Grantees must establish and use their own internal travel policy.** Each grantee is subject to their established travel policy. See Grants Manual, Chapter 5: Allowable Costs.

**Grantee's internal travel policy will also include the following language:**

Payment to the Grantee for travel, meals, or lodging shall be subject to amounts and limitations specified by Metro and the Grantee's Grant Spending Plan.

When traveling, Grantees should be as conservative as circumstances permit. The lower cost shall be selected whenever possible. Reimbursement for travel shall be based upon the most direct or expeditious route possible. Grantee traveling by an indirect route must assume any extra expense incurred.

The standard mileage reimbursement rate used by a Grantee is established by the United States General Services Administration. When using a personal vehicle, only mileage on official Grantee business may be claimed for reimbursement. Mileage published by Rand-McNally or similar reliable internet travel sites (starting point and destination) for driving routes will be regarded as official.

When using a personal vehicle, procedures for calculating mileage are based on the fact that Metro does not reimburse a Grantee for normal commuting mileage.

Travel advancements are not allowed. The Grantee shall use personal funds during the trip for meals, ground transportation and similar minor expenses and follow the procedure for travel expense reimbursement upon return.

Travel reimbursement claims must be submitted fifteen (15) days of return, along with all required receipts and backup documentation.

Reasonable taxi or rideshare fares are allowable from airports. Bus, limousine, or light rail services to or from airports will be used when available and practical. In traveling between hotel, other lodging, meeting or conference sites, reasonable taxi or rideshare fees will be allowed. Taxi or rideshare reimbursements are not allowed from conference and meeting sites for meals unless exceptional circumstances are documented.

Physical damage insurance with a deductible (collision and comprehensive) shall be purchased when renting a vehicle for official business. A copy of the rental authorization form, copy of rental contract, and itemized receipt must be attached to the travel claim.

Reasonable tolls and ferry fees and parking charges will be allowed.

When a Grantee uses their personal vehicle for official business, their personal auto coverage will be primary up to limits of their policies. In the event of an accident that results in damage to a Grantee's personal vehicle, the Grantee is responsible for that damage.

If travel is by air, the Grantee will be reimbursed the allowable mileage reimbursement for one round trip from the Grantee's official work station (or residence on weekends/evenings) and long-term airport parking; or the cost of one round trip taxi or rideshare fare from the Grantee's official work station (or residence on weekends/evenings) if the taxi or rideshare fare is lesser than mileage and airport parking; or the appropriate mileage reimbursement for two round trips from the Grantee's official workstation or residence when dropped off at the airport.

Receipts are required for the handling of conference and meeting materials and/or equipment.

Maximum lodging reimbursement rates for out-of-town and in-state are the same as those maintained by the United States General Services Administration within the continental United States (CONUS). The CONUS list contains a maximum reimbursement rate for lodging. Lodging receipts are required and must itemize room charges, taxes by date, and surcharges, if a convention rate exceeds the maximum reimbursement rate, and is documented by convention information, a higher reimbursement rate will be allowed.

The maximum meal reimbursement rates for out-of-state travel are the same as those maintained by the United States General Services Administration within the continental United States (CONUS). The fixed M&I (Meal and Incidental Expense) rate on CONUS represents the maximum daily meal reimbursement for the Grantee

#### C.9. **Electronic Payment.**

Metro requires as a condition of this contract that the Grantee shall complete and sign Metro's **iSupplier** form authorizing electronic payments to the Grantee. Grantees who have not already submitted the form to Metro will have thirty (30) days from the beginning of the contract to complete, sign, and return the form. Thereafter, all payments to the Grantee, under this or any other contract the Grantee has with Metro, must be made electronically.

The process is initiated by clicking on "Register with iSupplier" at the following link on Nashville.gov:

<https://www.nashville.gov/Finance/Procurement/How-To-Do-Business-With-Metro.aspx>

Note: This is a critical step that can only be accomplished by the Grantee seeking payment by Metro. At the conclusion of the vendor registration process, registrants receive an email advising them of their system assigned iSupplier number and of having successfully registered. They should email [iSupplier@nashville.gov](mailto:iSupplier@nashville.gov) if they have questions about or issues with navigating the vendor registration process.



By default, Metro sets up vendors on Net 30 payment terms. This means that it will take approximately 30 days for a Grantee to receive payment after an approved invoice is forwarded for reimbursement.

Grantees receiving reallocated funding do not have to register with Metro's iSupplier.

**D. STANDARD TERMS AND CONDITIONS:**

**D.1. Required Approvals.**

Metro is not bound by this Grant Contract until it is approved by the appropriate Metro representatives as indicated on the signature page of this Grant.

**D.2. Modification and Amendment.**

This Grant Contract may be modified only by a written amendment that has been approved in accordance with all Metro procedures and by appropriate legislation of the Metropolitan Council. The Grantee shall make proposed changes in writing by email to the attention of [shelleyhudson@iisnashville.gov](mailto:shelleyhudson@iisnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager). The Juvenile Court Grants Management team will review the requested changes to determine if the changes are allowable, and if they warrant a contract amendment.

**D.3. Termination for Cause.**

Should the Grantee fail to properly perform its obligations under this Grant Contract or if the Recipient violates any terms of this Grant Contract, Metro shall have the right to immediately terminate the Grant Contract and the Grantee shall return to Metro any and all grant monies for services or programs under the grant not performed as of the termination date. The Grantee shall also return to Metro any and all funds expended for purposes contrary to the terms of the Grant. Such termination shall not relieve the Grantee of any liability to Metro for damages sustained by virtue of any breach by the Grantee. See the Metro Grants Manual, Section: Failure to Comply, page 5.

**D.4. Subcontracting.**

The Grantee shall not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of Metro. The Grantee shall make subcontracting requests in writing by email to the attention of [shelleyhudson@iisnashville.gov](mailto:shelleyhudson@iisnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager). Notwithstanding any use of approved subcontractors, the Grantee shall be considered the prime grant Recipient and shall be responsible for all work performed. Make all subcontract requests to the Juvenile Court Grants Management team.

D.5. **Conflicts of Interest.**

The Grantee warrants that no part of the total Grant Amount shall be paid directly or indirectly to an employee or official of Metro as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Grantee in connection with any work contemplated or performed relative to this Grant Contract.

D.6. **Nondiscrimination.**

The Grantee hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification which is in violation of applicable laws. **The Grantee shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees, clients, and applicants, notices of nondiscrimination.**

D.7. **Records, Records Access, and Maintenance.**

The Grantee shall maintain all financial records, supporting documentation, program documentation, and all other relevant records pertaining to the Metro grant contract for a period of at least three (3) years after the completion of the grant period.

The Grantee shall retain all books of original entry, source documents to support accounting transactions, general ledger(s), subsidiary ledger(s), personnel and payroll records, cancelled checks, and documents and records related to the funds provided by Metro.

The Grantee shall maintain and identify the records by fiscal and/or grant period(s) separately and maintain the information in such a manner that they can be easily identified. The grantee shall ensure the records are adequately protected against theft, fire, or other damage.

The Grantee shall allow Metro Government, or any duty-authorized representatives to have access to any applicable books, documents, papers, or other records of the grantee that pertain to, support, or document the Metro grant funds for monitoring, auditing, or examination purposes. The right of access shall not be limited to the retention period, but shall extend as long as the records are retained by the organization.

Financial statements shall be prepared in accordance with generally accepted accounting principles.

See the Metro Grants Manual, Chapter 9: Record Retention and Access Requirements.

D.8. **Monitoring.**

Monitoring is the review process used to determine the Grantee's compliance with the requirements of Federal, State, and/or local laws, regulations, and measures of progress toward stated results and outcomes. Monitoring determine the level of compliance with program expectations and identify operational changes. Monitoring also determines if the financial management and the accounting system are adequate to account for program funds in accordance with government requirements.

The Grantee's activities conducted and records maintained pursuant to this Grant Contract shall be subject to monitoring and evaluation by the Juvenile Court Grant Management Team, the Metropolitan Office of Financial Accountability (OFA), and/or Metro's duly appointed representatives.

The Grantee shall make all audit, accounting, or financial records, notes, and other documents pertinent to this grant available for review by the Metropolitan Office of Financial Accountability, Internal Audit or Metro's representatives, upon request, during normal working hours. See the Metro Grants Manual, Chapter 10: Monitoring Requirements.

D.9. **Reporting.**

Reporting details the Grantee's progress on each of the core performance measures identified in the grant solicitation and any program specific and/or outcome measures identified in the Grantee's Grant Spending Plan as funded under this Grant Contract. The Grantee is required to gather and maintain statistical data relating to grant project activities. The data collected should support the information submitted on all reports.

The Grantee shall submit an **Interim Program Report** no later than **January 9, 2023**. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding January 9, 2023.

The Grantee shall submit a **Final Program Report** no later than **July 10, 2023**. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding July 10, 2023.

The Grantee shall submit an **Annual Expenditure Report**, to reconcile grant receipts with grant revenues. The report is due 45 days after the end of the grant period. The grantee can submit the report earlier. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding **August 14, 2023**. Said report shall be in form and substance acceptable to Metro and shall be prepared by a **Certified Public Accounting Firm or the Chief Financial Officer** of the Recipient Organization.

The Grantee shall send all reports electronically to the attention of [shelleyhudson@iisnashville.gov](mailto:shelleyhudson@iisnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager).

See the Metro Grants Manual, Chapter 8: Reporting Requirements.

D.10. **Strict Performance.**

Failure by Metro to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this agreement shall not be construed as a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Grant Contract shall be held to be waived, modified, or deleted except by a written amendment by the appropriate parties as indicated on the signature page of this Grant.

D.11. **Insurance.**

The Grantee agrees to carry adequate public liability and other appropriate forms of insurance, and to pay all applicable taxes incident to this Grant Contract.

D.12. **Metro Liability.**

Metro shall have no liability except as specifically provided in this Grant Contract.

D. 13. **Independent Contractor.**

Nothing herein shall in any way be construed or intended to create a partnership or joint venture between the Grantee and Metro or to create the relationship of principal and agent between or among the Recipient and Metro. The Grantee shall not hold itself out in a manner contrary to the terms of this paragraph. Metro shall not become liable for any representation, act, or omission of any other party contrary to the terms of this paragraph.

D. 14. **Indemnification and Hold Harmless.**

(a) Grantee shall indemnify, defend, and hold harmless Metro, its officers, agents and employees from any claims, damages, penalties, costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of Grantee, its officers, employees and/or agents, including its sub or independent contractors, in connection with the performance of the contract, and any claims, damages, penalties, costs and attorney fees arising from any failure of Grantee, its officers, employees and/or agents, including its sub or independent contractors, to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.

(b) Metro will not indemnify, defend or hold harmless in any fashion the Grantee from any claims, regardless of any language in any attachment or other document that the Grantee may provide.

(c) Grantee shall pay Metro any expenses incurred as a result of Grantee's failure to fulfill any obligation in a professional and timely manner under this Contract.

(d) Grantee's duties under this section shall survive the termination or expiration of the grant.

D.15. **Force Majeure.**

"Force Majeure Event" means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the party. Except as provided in this Section, any failure or delay by a party in the performance of its obligations under this Contract arising from a Force Majeure Event is not a breach under this Contract. The non-performing party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the party continues to use diligent, good faith efforts to resume performance without delay. Grantee will promptly notify Metro within forty-eight (48) hours of any delay caused by a Force Majeure Event and will describe in reasonable detail the nature of the Force Majeure Event.

D.16. **State, Local and Federal Compliance.**

The Grantee agrees to comply with all applicable federal, state and local laws and regulations in the performance of this Grant Contract.

D.17. **Governing Law and Venue.**

The validity, construction and effect of this Grant Contract and any and all extensions and/or modifications thereof shall be governed by and construed in accordance with the laws of the State of Tennessee. The venue for legal action concerning this Grant Contract shall be in the courts of Davidson County, Tennessee.

D.18. **Completeness.**

This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions of the parties' agreement. This Grant Contract supersedes any and all prior understandings, representations, negotiations, and agreements between the parties relating hereto, whether written or oral.

D.19. **Headings.**

Section headings are for reference purposes only and shall not be construed as part of this Grant Contract.

D.20. **Metro Interest in Equipment.**

The Grantee shall take legal title to all equipment, hereinafter referred to as "equipment," purchased totally or in part with funds provided under this Grant

Contract, subject to Metro's equitable interest therein, to the extent of its *pro rata* share, based upon Metro's contribution to the purchase price. "Equipment" shall be defined as an article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds \$5,000.00.

The Grantee agrees to be responsible for the accountability, maintenance, management, and inventory of all property purchased totally or in part with funds provided under this Grant Contract. Upon termination of the Grant Contract, where a further contractual relationship is not entered into, or at any time during the term of the Grant Contract, the Grantee shall request written approval from Metro for any proposed disposition of equipment purchased with Grant funds. All equipment shall be disposed of in such a manner as parties may agree as appropriate and in accordance with any applicable federal, state or local laws or regulations.

**Equipment purchased with grant funds is listed on an equipment log. (See Juvenile Court Equipment Summary Report) and note project staff using said equipment.**

**D. 21. Assignment - Consent Required.**

The provisions of this contract shall inure to the benefit of and shall be binding upon the respective successors and assignees of the parties hereto. Except for the rights of money due to Grantee under this contract, neither this contract nor any of the rights and obligations of Grantee hereunder shall be assigned or transferred in whole or in part without the prior written consent of Metro. Any such assignment or transfer shall not release Grantee from its obligations hereunder. Notice of assignment of any rights to money due to Grantee under this Contract must be sent to the attention of the Metro Department of Finance.

**D.22. Gratuities and Kickbacks.**

It shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparations of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore.

It shall be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to

the prime contractor or higher tier subcontractor or a person associated therewith, as an inducement for the award of a subcontract or order. Breach of the provisions of this paragraph is, in addition to a breach of this contract, a breach of ethical standards which may result in civil or criminal sanction and/or debarment or suspension from participation in Metropolitan Government contracts.

**D.23. Lobbying.**

The Grantee certifies, to the best of its knowledge and belief, that:

- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this contract, grant, loan, or cooperative agreement, the Grantee shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- c. The Grantee shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-Grantees shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352.

**D.25. Public Accountability.**

The Grantee is subject to Tenn. Code Ann. § 8-4-401 et seq., or if this Grant Contract involves the provision of services to citizens by the Grantee on behalf of the State, the Grantee agrees to establish a system through which recipients of services may present grievances about the operation of the service program. The Grantee shall also display in a prominent place, located near the passageway through which the public enters in order to receive Grant supported services, a



sign at least eleven inches (11") in height and seventeen inches (17") in width stating:

NOTICE: THIS AGENCY IS A RECIPIENT OF TAXPAYER FUNDING. IF YOU OBSERVE AN AGENCY DIRECTOR OR EMPLOYEE ENGAGING IN ANY ACTIVITY WHICH YOU CONSIDER TO BE ILLEGAL, IMPROPER, OR WASTEFUL, PLEASE CALL THE STATE COMPTROLLER'S TOLL-FREE HOTLINE: 1-800-232-5454.

**D. 26. Disclosure of Personal Identity Information.**

The Grantee shall report to Metro any instances of unauthorized disclosure of personally identifiable information that comes to the Grantee's attention. The Grantee shall make any such report within twenty-four (24) hours after the instance has come to the Grantee's attention. The Grantee, at the sole discretion of Metro, shall provide no cost credit monitoring services for individuals that are deemed to be part of a potential disclosure. The Grantee shall bear the cost of notification to individuals having personally identifiable information involved in a potential disclosure event, including individual letters or public notice. The remedies set forth in this Section are not exclusive and are in addition to any claims or remedies available to Metro under this Grant Contract or otherwise available at law.

**D.23. Written Policies and Procedures.**

The Grantee should establish written policies and procedures to express management's position on all operational procedures such as accounting, purchasing, personnel, travel, and other such policies and procedures that guide normal business activities to ensure consistent operation of the agency's programs and adequate documentation for an audit. See the Metro Grants Manual, Chapter 3: Standards for Financial Management.

**D.25. Communications and Contacts.**

All instructions, notices, consents, demands, or other communications from the Grantee required or contemplated by this Grant Contract shall be in writing by email addressed to the respective party set forth below or to such other party, facsimile number, or address as may be hereafter specified by written notice.

**Metro**

For contract-related matters inquiries regarding programming and invoices:

**Metro Juvenile Court CPF Grant Program Contact:**

Shelley Hudson  
Special Project Program Manager  
Juvenile Court  
P.O. Box 196306

Nashville, Tennessee 37219-6306  
Office: 615-862-8079  
Cell: 615-500-3391  
[shelleyhudson@jnsnashville.gov](mailto:shelleyhudson@jnsnashville.gov)

**Metro Juvenile Court CPF Grant Invoicing Contact.**

**Joe Atchley**

Juvenile Court Accountant III  
Juvenile Court  
P.O. Box 196306  
Nashville, Tennessee 37219-6306  
**Office:** (615) 880-2368  
[JoeAtchley@jnsnashville.gov](mailto:JoeAtchley@jnsnashville.gov)

**Recipient:**

Name Mr. Stephon Strode  
Title : Executive Committee Member  
Agency Name : Be About Change  
Address : 8161 Hwy 100 # 256  
City : Nashville, State : TN , Zip : 37221  
Phone : 615-241-0823  
Email : [ec@beaboutchange.org](mailto:ec@beaboutchange.org)

**D. 25. Effective Date.**

This contract shall not be binding upon the parties until it has been signed first by the Grantee and then by the authorized representatives of the Metropolitan Government and has been filed in the office of the Metropolitan Clerk. When it has been signed and filed, this contract shall be effective as of the date first written above.

(THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK)

THE METROPOLITAN  
GOVERNMENT OF NASHVILLE  
AND DAVIDSON COUNTY:

APPROVED AS TO  
AVAILABILITY OF FUNDS:

Kelly Flannery/mjw  
Director of Finance

APPROVED AS TO FORM AND  
LEGALITY

Phylinda Ramsey  
Metropolitan Attorney

FILED IN THE OFFICE OF THE  
CLERK:

\_\_\_\_\_  
Metropolitan Clerk

RECIPIENT: Be About Change

By: Stephan Strode

Title: Executive Committee Member

Sworn to and subscribed to before me a  
Notary Public, this 17th day  
of August, 2022

Notary Public



Lindsay M. Hernandez  
My Commission  
expires 09/08/2025

**Community Partnership Funds (CPF)  
Grant Application For Reallocated Program Funds  
Provided by the Davidson County Juvenile Court  
Youth Violence Reduction Program Application**

Name of Organization/Agency Applicant	BE ABOUT CHANGE
Is the Applicant the primary (Parent) or secondary (Child) applicant?	<input type="checkbox"/> Primary <input type="checkbox"/> Secondary N/A
If your organization/agency is filing under another agency's financial audit then your organization is considered the secondary (Child) agency. If the applicant is a secondary (Child) applicant, then their parent (Primary) applicant must file for this grant and subcontract with the secondary (child) agency.	
Name of Program Supported by the Grant:	Be About Change: Project LEAD
Name of Individual Signing the Contract:	Stephon Strode
Position:	Executive Committee Member
Primary Phone:	615-241-0823
Email:	ec@beaboutchange.org
A) Is the Applicant a prior Metro CPF Recipient? Enter Year: 2020-2022	X Yes <input type="checkbox"/> No Previous Funded Amount: \$5,000
B) If yes, is the Applicant requesting a continuation of Funding?	X Yes <input type="checkbox"/> No
C) Is the Applicant a prior year Metro Direct Appropriation	<input type="checkbox"/> Yes X No Amount:
REALLOCATED FUNDING REQUESTED AMOUNT	Maximum Requested Amount: \$5,000 Minimum Requested Amount: \$5,000
TERM OF GRANT FUNDING	JULY 1, 2022 – JUNE 30, 2023
<u>SECTION I</u>	Please include the names (s) of the person (s) and contact information below
Name of Individual Completing Application:	Name: Stephon Strode Title: Executive Committee Member Phone number: 615-241-0823 Email: ec@beaboutchange.org
Name of Individual Over Program Monitoring:	Name: Stephon Strode Title: Executive Committee Member Phone number: 615-241-0823 Email: ec@beaboutchange.org

Name of Individual Over Financial Monitoring:	Name: Judd Cowan Title: Executive Committee Member Phone number: 615-241-0823 Email: ec@beaboutchange.org
<b>SECTION II: ELIGIBILITY CRITERIA</b> In order to be eligible to receive Reallocated CPF funding, an applicant must meet the following criteria:	
<ol style="list-style-type: none"> <li>           Applicants must serve residents of Nashville, Davidson County.            X Yes <input type="checkbox"/> No         </li> <li>           Applicants must have a 501(c) (3) designation of exemption from federal taxation from the Internal Revenue Service (IRS) as provided by 26 U.S. C. A.;            X Yes <input type="checkbox"/> No            If Yes, has there been a change in the applicant's 501(c) (3) status?  <input type="checkbox"/> Yes X No            If yes, please explain_____.  <b>Required Attachment: Copy of the agency's 501 (c) (3) document with this application.</b> <input type="checkbox"/> </li> <li>           Applicants must have an incorporation as a non-profit with registration identification number provided by the Secretary of State as a Charitable Organization or proof of such exemption as allowed.            X Yes <input type="checkbox"/> No            If Yes, has there been a change in the applicant's non-profit status?  <input type="checkbox"/> Yes X No            If yes, please explain_____.  <b>Required Attachment: Copy of the agency's non-profit registration and identification document with this application.</b> <input type="checkbox"/> </li> <li>           Applicants must have been in existence for at least one full year by application due date.            X Yes <input type="checkbox"/> No            If yes, how long has the applicant been in existence? _6+ years_____.         </li> <li>           Applicants must be in compliance with grant contract award requirements from Metro in any previous year(s).            X Yes <input type="checkbox"/> No            If yes, when was the last time the applicant was audited by Metro? 2021-2022_____.            Was the applicant in compliance?            X Yes <input type="checkbox"/> No            If no, did the applicant correct Metro audit concerns to Metro's satisfaction?         </li> </ol>	

☐ Yes ☐ No N/A

6. Applicants must provide a copy of a financial audit of its latest completed fiscal year by a certified public accountant. The year-end or the issue date of the report should be within the preceding 12 months of the application due date. .

**NOTE:** Applicants filing under a PARENT organization: Parent organizations are required to file as the primary recipient and subcontract with the CHILD agency as a subgrantee.

**NOTE:** The Audit requirement may be waived for non-profits with annual budgets of less than \$50,000 and requests for grants of less than \$5,000.00, per Ordinance No. BL2013-578.

### SECTION III: VISION, MISSION, AND VALUES STATEMENTS

#### **DAVIDSON COUNTY JUVENILE COURT VISION STATEMENT:**

Davidson County Juvenile Court strives to be the national model for youth justice by taking a holistic approach that promotes the health, well-being, and safety of children, families, and communities.

#### **DAVIDSON COUNTY JUVENILE COURT MISSION STATEMENT:**

Davidson County Juvenile Court's mission is to prevent problems, promote the positive potential in all people, and pursue fairness and hope.

- Vision statement – Informs the agency's goals (What the agency wants to accomplish or achieve).
- Mission statement – Informs the agency's purpose (How the agency achieves their vision).
- Values statement – Informs the agency's culture (Agency core principle and values).

Provide the agency's vision, mission, and values statements here AND briefly discuss how your agencies philosophy supports the Davidson County Juvenile Court's mission and vision.

**Vision:** *Be About Change* envisions impacting youth and families such that their direction toward positive decisions and behaviors affects not just them, but also future generations. As science has proven, learned behaviors have a genetic effect.

**Mission:** *Be About Change* is dedicated to enhancing the lives of today's youth and families in Nashville, TN—building their confidence and preparing them to serve the community. We do this in three key ways: 1) *Be About Change* implements effective leadership/empowerment training with youth and families through the Juvenile Court and other community partners to reduce youth violence and encourage troubled teens in turning around their lives. 2) We work with area agencies and schools to conduct comprehensive leadership, writing and mental wellness workshops for students. 3) We provide education support to students facing psychological and economic hardships but also demonstrating a desire to succeed.

**Values:** *Be About Change* values education, because the search for knowledge enables more informed decision-making. Informed decision-making boosts a community's ability to sustain itself long-term, with an emphasis on empathy and fellowship. Through this, more communities have



improved access to health, vitality, and a spirit of service. *Be About Change* places a high value on PYD, emphasizing it through 8-week programs and weekly family engagement with continuous skill training, education, service-learning, and mentoring. These programs include regular measurement throughout to ensure effectiveness, and results have confirmed the impact.

#### SECTION IV: NEEDS STATEMENT

A fact-based and data driven statement to continue funding for the grantee. These lay the foundation for the grant application.

- 1) Briefly describe your agency's need/problem for program funding with a fact-based and data driven statement.  
Youth that enter the juvenile justice system—and their families, historically economically marginalized—traditionally have a deficiency in positive community connections.
- 2) Briefly describe how funds will continue to help your agency meet program needs.  
Funds will boost agency's ability to continue programming to targeted Davidson County families.
- 3) Briefly describe how your Agency promotes equity in the community.  
*Be About Change* utilizes wraparound models to connect youth and families with base level, foundational needs, and recruits individuals in/from the communities the agency serves.

#### SECTION V: GOALS, OBJECTIVES, ACTIVITIES

Program success is defined by establishing goals, objectives, and activities. These inform strategic planning and program improvements. Goals are broad and measurable statements about what the program intends to accomplish. These align with the agency mission and flow from the community need. Generally state 1 or 2 goals. Objectives are what the program intends to achieve. These are realistic, specific, measurable, and focused on outcomes. Objectives include who (program clients) what (desired measurable change) and how (program activities), and are generally stated with a verb as an increase, decrease, expand, improve or change in behavior or condition, etc. Activities are efforts conducted to achieve the program objectives and tie into outputs: if the activities are completed then the outputs are produced. Activities use action words: provide, train, establish, etc. Grantee to provide minimally two (2) goals and is also allowed to add more goals, objectives, and activities as needed to this template.

##### **Goal 1: Decrease recidivism**

**Objective 1.1:** Connect youth and family participants with positive role models/services (individuals and agencies).

**Activity 1.1** Provide multi-level programming that includes trauma-informed topics, job/skills training, higher education, family empowerment (8-week program(s), and/or weekly/monthly family engagement throughout the entire year).

**Objective 1.2:** Educate participants with body/mind training and engagement.

**Activity 1.2:** Provide foundational instruction in bodyweight fitness training to lay the groundwork for confidence building.

##### **Goal 2: Increase attendance**



**Objective 2.1:** Orient families toward higher education and vocational training (facilitate long-term relationships in both areas)

**Activity 2.1:** Connect students with educational resources that may be utilized in/out of formal school to support increased attendance (such as scholarship opportunities and orientation to grants and scholarships).

**Objective 2.2:** Align student with activities that promote school engagement.

**Activity 2.2:** Empower families to establish relationships with schools (personnel) to monitor and encourage student attendance.

#### SECTION VI: MEASURABLE OUTCOMES

Measurable outcomes are quantifiable (numeric value, percentage, scores, value, or characteristic) used to measure achievement of program outcomes: events, occurrences, or changes in conditions or attitudes that indicate progress toward a program's goals. These are specific, measurable and meaningful. Achieving an outcome indicates fulfillment of purpose and program toward long-term goals. Measurable goals are stated in a % outcome (i.e., \_\_% of clients with report/increase...etc.)

List and describe below a minimum of three measurable outcomes of your program that will be achieved as a result of this reallocated funding (Measurable outcomes must support goals and objectives). Grantee is allowed to add more measurable outcomes as needed to this template.

- 1) 75% of program graduates will not have new adjudicated charges within one year of graduation.
- 2) 75% of program graduates will have improved rate of attendance within one year of graduation (where applicable to truancy charges).
- 3) 75% of program graduates will report feeling more connected/engaged with their community within one year of graduation.
- 4) 75% of families that participate consistently will report feeling more connected/engaged with their community within three months of consistent participation.

#### SECTION VII: PROGRAM INPUTS

Describe the factors (inputs) dedicated to this program to conduct its' activities and to achieve its goals and objectives.

- 1) Agency resources: *Be About Change* has established partnerships with community centers and educational institutions, enabling ease of program delivery.
- 2) Agency collaborations: *Be About Change* has partnerships with multiple agencies and partnerships with private and public sector organizations.
- 3) Evidence-based programming: *Be About Change* utilizes PYD and strengths-based programming, which has shown to yield favorable results in education and youth intervention.

#### SECTION VIII: MONITOR AND TRACKING PROGRAM SERVICE DELIVERY

Briefly describe below the agency's plans to monitor and track the quality of the agency's progress toward program service delivery? These may include output measures (*products of your activities*) which are process measures that quantify the activities of your program and outcome measures which are measure the achievement, effect or results that are attributed to program efforts that determine impact and success

- 1) Briefly describe the agency's plan to monitor and track the program progress:

Executive Committee and board members/volunteers to track progress weekly at scheduled workshops to assess delivery and execution of service plan, with mechanisms in place to adjust if/where needed. Review of aforementioned measurable outcomes.

#### SECTION IX: PROGRAM EVALUATION PLAN

Briefly describe below the agency's plan to evaluate program effectiveness and corrective action plans: This includes completeness of the evaluation plan to include what you will do to judge the success or effectiveness of your program.

Briefly describe evaluation processes and corrective action plan(s):  
Includes regular follow-up with families and/or youth team. Where goals/objectives fall short, *Be About Change* personnel will identify any deficiencies in program execution and work to increase level of engagement with stated youth team members (family, school, community organizations, etc.)

#### SECTION X: BUDGET, DETAILED BUDGET NARRATIVE, AND ORGANIZATIONAL PLAN

Grant Recipients shall be compensated on a quarterly (July-September, October-December, January-March; and, April-June) reimbursement basis for actual direct program costs based upon the Grant Spending Plan, not to exceed the maximum liability. Documentation shall serve as proof of delivered services of a kind and type as specified by the contract and accompany the submission of invoices in order to be eligible for payment. The Recipient's invoice shall be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of Metro Grants allowable and unallowable costs (See Metro Grants Manual). Indirect costs are not allowable for this grant funding. Juvenile Court Grant Management personnel will consider written requests for monthly reimbursements and advise Recipient in writing if approved.

Please describe the processes and systems in place related to financial administration and accounting:

Quickbooks + accounting firm

If the applicant is requesting more than \$5,000.00 for continuation of funding, please provide a maximum budget and narrative, and a minimum budget and narrative for consideration.

#### **Required Attachments:**

- Attach the applicant's budget (s) X
- Attach the detailed budget narrative (s) X
- Attach the agency organizational chart X

#### SECTION XI: SUSTAINABILITY PLAN

Please describe the agency's plan to sustain this funded project in the future if Metro funding decreases or discontinues in the future.

Sustainability is programmed into *Be About Change* initiatives, as fundraising and grant procurement efforts have grown since the organization's inception. Additionally, *Be About Change* has created relationships over the years that have enabled the organization to grow and expand in its efforts and scope. Further, *Be About Change* is in the process of securing capacity grants to scale growth.

<b>SECTION XII: DATA COLLECTION</b>	
<p>Describe the data collection procedures the agency undertakes to collect and report the outputs and outcomes of the planned services or interventions. (E.g. stakeholder questionnaires, client satisfaction surveys, case records, etc.)</p> <p><i>Be About Change</i> collects and analyzes client data by coordination with court personnel and agency partners. Through relationships with local Nashville-area schools, <i>Be About Change</i> is able to secure additional perspectives about clients, further enabling our organization to customize services to specific student needs. In addition, <i>Be About Change</i> maintains relationships with program graduates, to gauge progress and assist with future student-led curriculum development. With added multi-generational support, <i>Be About Change</i> engages with multiple household members for maximum impact.</p>	
<p>Describe how the agency will use the data collected to evaluate the goals of the project and the work performed and plan accordingly.</p> <p>Perspectives, input, and data from agency/community partners enable <i>Be About Change</i> to gauge the efficacy of services delivered, by reviewing the quantifiable goals of recidivism and attendance.</p>	
<p>Describe how the agency shares data with the agency's board and other community partners.</p> <p>Shared data generally requires guardian and/or youth permission via written, signed releases.</p>	
<b>JUVENILE COURT GRANTS MANAGEMENT TEAM CONTACT INFORMATION</b>	
<p>Metro Juvenile Court Finance Director Mr. Jim Swack, J.D. Juvenile Court Deputy Court Administer Finance and Business Operations (615) 862-8022 <a href="mailto:jimswack@jnsnashville.gov">jimswack@jnsnashville.gov</a></p>	<p>Metro Juvenile Court CPF Grant Invoicing Contact Mr. Joe Atchley Juvenile Court Accountant III (615) 880-2368 <a href="mailto:JoeAtchley@jnsnashville.gov">JoeAtchley@jnsnashville.gov</a></p>
<p>Metro Juvenile Curt CPF Grant Program Team Member Mrs. Shelley Hudson, M.A. Juvenile Court Special Projects Program Manager (615) 862-8079 <a href="mailto:shelleyhudson@jnsnashville.gov">shelleyhudson@jnsnashville.gov</a></p>	

GRANT BUDGET				
AGENCY NAME: Be About Change				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following Applicable Period: BEGIN: 07/01/2022 END: 06/30/2023				
	EXPENSE OBJECT LINE-ITEM CATEGORY	GRANT CONTRACT	GRANTEE MATCH	TOTAL PROJECT
	Salaries and Wages	\$0.00	\$0.00	\$0.00
	Benefits and Taxes (PERCENT)	\$0.00	\$0.00	\$0.00
	Professional Fees	\$4,000.00	\$0.00	\$4,000.00
	Supplies	\$1,000.00	\$0.00	\$1,000.00
	Communications	\$0.00	\$0.00	\$0.00
	Postage and Shipping	\$0.00	\$0.00	\$0.00
	Occupancy	\$0.00	\$0.00	\$0.00
	Equipment Rental and Maintenance	\$0.00	\$0.00	\$0.00
	Printing and Publications	\$0.00	\$0.00	\$0.00
	Travel/Conferences and Meetings	\$0.00	\$0.00	\$0.00
	Insurance	\$0.00	\$0.00	\$0.00
	Specific Assistance to Individuals	\$0.00	\$0.00	\$0.00
	Other Non-Personnel	\$0.00	\$0.00	\$0.00
	<b>GRAND TOTAL</b>	<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>

<b>Total Match Amount</b>	\$0.00		
<b>Total Match Percentage</b>	0.0000%	UNKNOWN	<b>Fund Source</b>

**GRANT BUDGET LINE-ITEM DETAIL:**

AGENCY NAME: Be About Change

0

0

PROFESSIONAL FEES:	AMOUNT
Program Coordinator	\$800.00
Fitness Instructor	\$600.00
Program Staff (Facilitators/Instructors)	\$2,600.00
<b>TOTAL</b>	<b>\$4,000.00</b>

SUPPLIES:	AMOUNT
Technology & Materials	\$1,000.00
<Please provide description here>	\$0.00
<Please provide description here>	\$0.00
<Please provide description here>	\$0.00
Repeat row(s) as Necessary	\$0.00
<b>TOTAL</b>	<b>\$1,000.00</b>



Sheila D.J. Calloway, Judge

Juvenile Court of Davidson County  
100 Woodland Street  
P.O. Box 196306  
Nashville, Tennessee 37219-6306

August 15, 2022

Re: EPIC Girl Notice of Reissued Funds Award  
Community Partnership Fund Youth Violence Reduction Priority

Dear Mrs. Stacia Freeman,

Juvenile Court values the services that EPIC Girl Inc. provides to reduce youth violence in our community. I am pleased to inform you that the EPIC Girl Program located at 1704 Charlotte Avenue, Suite 200, Nashville TN, 37203 is hereby awarded five thousand (\$5,000.00) dollars to continue program services for the FY 22-23 Fiscal year. The Community Partnership Fund is provided by the Metropolitan Government of Nashville and Davidson County. This grant is managed by the Davidson County Juvenile Court, a Department of the Metropolitan Government of Nashville and Davidson County. The next step in the process will include executing a contract and submitting it to the Metro Council by resolution.

The term of this Grant shall be for a period of twelve (12) months, commencing retroactively on July 1, 2022, and ending on June 30, 2023. Metro shall have no obligation for services rendered by the recipient which are not performed within the terms of the Grant Spending Plan. This is a reimbursement grant; therefore, documentation which serves as proof of delivered services of a kind and type must accompany the submission of your invoices.

Sincerely,

Shelley Hudson  
Special Projects Manager  
Davidson County Juvenile Court  
[shelleyhudson@jcnashville.gov](mailto:shelleyhudson@jcnashville.gov)  
(615) 862-8079

Joe Atchley  
CPF Fiscal Manager  
Davidson County Juvenile Court  
[JoeAtchley@jcnashville.gov](mailto:JoeAtchley@jcnashville.gov)  
(615) 880-2368

**GRANT CONTRACT  
BETWEEN THE JUVENILE JUSTICE CENTER  
(Metro Juvenile Court),  
A DEPARTMENT OF THE METROPOLITAN GOVERNMENT  
OF NASHVILLE AND DAVIDSON COUNTY  
AND  
EPIC GIRL INC**

This Grant Contract issued and entered pursuant to **RS2022-** \_\_\_\_\_ by and between the Juvenile Justice Center, a Department of the Metropolitan Government of Nashville and Davidson County, a municipal corporation of the State of Tennessee hereinafter referred to as "Metro", and **EPIC GIRL Inc**, hereinafter referred to as the "Grantee," is for **EPIC GIRL Program, to empower girls ages 14 – 18 to reach their full potential through educational programs, mentoring, counseling and community activities as further defined in the "SCOPE OF PROGRAM." (Attachment 1).**

**RECITALS**

**WHEREAS**, Metro Juvenile Court is the Recipient and Grantor of funds from the Metropolitan Government of Nashville Davidson County Community Partnership Fund and,

**WHEREAS EPIC GIRL Inc** (hereinafter called "Grantee") is the Grantee of funds from the Community Partnership Fund; and,

**WHEREAS** expenditures will take place or have been retroactively used during the time frame from July 1, 2022, through June 30, 2023; and,

**WHEREAS** approximately 29% of youth booked into Detention are females who may of whom have experienced the toxic stress of Adverse Childhood Experiences; and,

**WHEREAS** the Epic Girl Program will serve up to 50 girls between the ages of 14 and 18 who have experienced sexual abuse and trauma and have few parental or positive social supports; and,

**WHEREAS** safety assessments, 24/7 accessibility to on-call staff, empowerment classes and strength-based case management services are essential to build resilient girls through consistent healthy relationships, to connect with community resources and build safe connections and,



**WHEREAS**, Grantee's goals include:

**Goal 1:** To identify an additional 50 high risk girls through risk level screening.

**Objective 1:** To increase resilience and retention for girls identified as high risk.

**Activity 1:** Strength based Case Management that will link girls to programming.

**Goal 2:** To provide 50 additional girls identified as high risk with Empowerment programming.

**Objective 2:** To reduce the maladaptive behaviors associated with ACEs and delinquency.

**Activity 2:** Gender specific, trauma informed programming and mentoring; and,

**WHEREAS**, Measurable outcomes include:

1) 49 (98%) of girls will report increase understanding of their risk factors and behaviors upon completion of the introductory Identity group.

2) 48 (96%) of girls completing Empowerment program will report no new charges upon completion of the program.

3) 48 (96%) of girls completing Empowerment Program will report no truancy, running away, drug use, criminal or risky sexual behavior upon completion of program; and,

**WHEREAS**, Juvenile Court and **EPIC GIRL Inc** propose to utilize five thousand **(\$5,000.000) dollars** of the CPF grant to fund the grantee to serve Davidson County runaway female youth.

**A. RECITALS AND SCOPE OF PROGRAM:**

All of the above stated Recitals are incorporated into and made a substantive part of this Contract.

**SCOPE OF PROGRAM:**

A.1. The Grantee will use the funds for the following:

A.2. The Grantee shall spend these funds consistent with their proposed use in the Grantee's funding application, hereinafter referred to as the Grant Spending Plan, attached and incorporated herein as **Attachment 1**. The Grantee shall collect data as mandated by the scope of program services, Metro Grants

Manual requirements and Metro to evaluate the effectiveness of their services and shall provide those results to Metro upon request.

- A.3. The Grantee shall only utilize these funds for services the Grantee provides to documented residents of Davidson County. Documentation of residency may be established with a recent utility bill; voter's registration card; driver's license or other government issued ID; current record from a school showing address; affidavit by landlord; or affidavit by a nonprofit treatment, shelter, half-way house, or homeless assistance entity located within Davidson County. Grantee agrees that it will not use Metro funding for services to non-Davidson County residents.
- A.4. Additionally, the Grantee shall collect general demographic data on the primary county of residence of the clients it serves and provide that data to Metro upon request.

B. **GRANT CONTRACT TERM:**

B.1. **Grant Contract Term.**

The term of this Grant shall be for a period of twelve (12) months, commencing on July 1, 2022, and ending on June 30, 2023. This grant is retroactive, beginning July 1, 2022. Metro shall have no obligation for services rendered by the Grantee which are not performed within this term.

C. **PAYMENT TERMS AND CONDITIONS:**

C.1. **Maximum Liability.**

In no event shall the maximum liability of Metro under this Grant Contract exceed **five thousand (\$5,000.00) dollars**. The Grant Spending Plan is attached and incorporated herein as part of **Attachment 1**, and shall constitute the maximum amount to be provided to the Grantee by Metro for all of the Grantee's obligations hereunder.

The Grant Spending Plan line items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct program costs incurred or to be incurred by the Recipient during the contract term. Indirect costs are not allowable for this grant.

This amount shall constitute the Grant Amount and the entire compensation to be provided to the Grantee by Metro.

C.2. **Compensation Firm.**

The maximum liability of Metro is not subject to escalation for any reason. The Grant Spending Plan amount is firm for the duration of the Grant Contract and is not subject to escalation for any reason unless the grant contract is amended.

C.3. **Payment Methodology.**

The Grantee shall be compensated on a reimbursement basis for actual direct program costs based upon the Grant Spending Plan, not to exceed the maximum liability established in Section C.1.

All invoices shall be sent **electronically** to the attention of [JoeAtchley@iisnashville.gov](mailto:JoeAtchley@iisnashville.gov) (Mr. Joe Atchley, Juvenile Court Accountant) and copy [shelleyhudson@iisnashville.gov](mailto:shelleyhudson@iisnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager). Said payment shall not exceed the maximum liability of this Grant Contract. See the Metro Grants Manual, Chapter 3: Standards for Financial Management, Section: Supporting Documentation, page 17 for examples.

Generally, invoices submitted for reimbursement will be accepted on a **quarterly basis**. Juvenile Court Grant Management team will consider electronic written requests for monthly reimbursements and advise the Grantee if approved.

Supporting documentation shall serve as proof of delivered services of a kind and type and shall accompany submission of invoices in order to be eligible for payment. See the Metro Grants Manual, Chapter 3: Standards for Financial Management System.

**Final invoices for the contract period must be received by Juvenile Court by July 17, 2023.**

**Any invoice not received by the deadline date will not be processed and all remaining grant funds will expire.**

C.5. **Payment of Invoice.**

The payment of any invoice by Metro shall not prejudice Metro's right to object to the invoice or any matter in relation thereto. Such payment by Metro shall neither be construed as acceptance of any part of the work or service provided nor as an approval of any of the costs included therein.

C.6. **Allowable, Unallowable, and Indirect Costs.**

The Grantee shall meet all allowable and unallowable Metro Grants cost requirements. See the Metro Grants Manual, Chapter 5: Allowable Costs, and Chapter 6: Unallowable Costs. This grant contract does not allow for indirect cost. The Grantee's invoice shall be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs. Utilization of Metro funding for services to non-Davidson County residents is unallowable.

Grantees that receive grant funds from Metro shall ensure that expenditures incurred for the purpose of the grant meet certain criteria. Cost incurred must be:

- a reasonable use of funds,
- a necessary use of funds,
- for a reasonable amount,
- for a clear purpose,
- consistent with the purpose of the Grantee's program, compliant with the terms and purpose of the Metro grant, authorized within the budget,
- properly approved, and
- adequately documented

Long-distance non-business related calls are not reimbursable.

Tips included on supplies and service are not reimbursable.

**C.7. Deductions.**

Metro reserves the right to adjust any amounts which are or shall become due and payable to the Grantee by Metro under this or any Contract by deducting any amounts which are or shall become due and payable to Metro by the Grantee under this or any Contract.

**C.8. Travel Compensation.**

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by a Grantee or Grantee's employee who is in travel status on official business of the organization. Conference and or meeting costs include seminars designed to increase the vocational effectiveness of employees, including registration fees and other related costs. Travel, conferences, and meeting costs are allowable when they are directly attributable to specific work under the grant or are incurred in the normal course of administration of the organization. Travel costs must be evidenced by an approved travel claim. **Grantees must establish and use their own internal travel policy.** Each grantee is subject to their established travel policy. See Grants Manual, Chapter 5: Allowable Costs.

**Grantee's internal travel policy will also include the following language:**

Payment to the Grantee for travel, meals, or lodging shall be subject to amounts and limitations specified by Metro and the Grantee's Grant Spending Plan.

When traveling, Grantees should be as conservative as circumstances permit. The lower cost shall be selected whenever possible. Reimbursement for travel shall be based upon the most direct or expeditious route possible. Grantee traveling by an indirect route must assume any extra expense incurred.

The standard mileage reimbursement rate used by a Grantee is established by the United States General Services Administration. When using a personal

vehicle, only mileage on official Grantee business may be claimed for reimbursement. Mileage published by Rand-McNally or similar reliable internet travel sites (starting point and destination) for driving routes will be regarded as official.

When using a personal vehicle, procedures for calculating mileage are based on the fact that Metro does not reimburse a Grantee for normal commuting mileage.

Travel advancements are not allowed. The Grantee shall use personal funds during the trip for meals, ground transportation and similar minor expenses and follow the procedure for travel expense reimbursement upon return.

Travel reimbursement claims must be submitted fifteen (15) days of return, along with all required receipts and backup documentation.

Reasonable taxi or rideshare fares are allowable from airports. Bus, limousine, or light rail services to or from airports will be used when available and practical. In traveling between hotel, other lodging, meeting or conference sites, reasonable taxi or rideshare fees will be allowed. Taxi or rideshare reimbursements are not allowed from conference and meeting sites for meals unless exceptional circumstances are documented.

Physical damage insurance with a deductible (collision and comprehensive) shall be purchased when renting a vehicle for official business. A copy of the rental authorization form, copy of rental contract, and itemized receipt must be attached to the travel claim.

Reasonable tolls and ferry fees and parking charges will be allowed.

When a Grantee uses their personal vehicle for official business, their personal auto coverage will be primary up to limits of their policies. In the event of an accident that results in damage to a Grantee's personal vehicle, the Grantee is responsible for that damage.

If travel is by air, the Grantee will be reimbursed the allowable mileage reimbursement for one round trip from the Grantee's official work station (or residence on weekends/evenings) and long-term airport parking; or the cost of one round trip taxi or rideshare fare from the Grantee's official work station (or residence on weekends/evenings) if the taxi or rideshare fare is lesser than mileage and airport parking; or the appropriate mileage reimbursement for two round trips from the Grantee's official workstation or residence when dropped off at the airport.

Receipts are required for the handling of conference and meeting materials and/or equipment.

Maximum lodging reimbursement rates for out-of-town and in-state are the same as those maintained by the United States General Services Administration within the continental United States (CONUS). The CONUS list contains a maximum

reimbursement rate for lodging. Lodging receipts are required and must itemize room charges, taxes by date, and surcharges, if a convention rate exceeds the maximum reimbursement rate, and is documented by convention information, a higher reimbursement rate will be allowed.

The maximum meal reimbursement rates for out-of-state travel are the same as those maintained by the United States General Services Administration within the continental United States (CONUS). The fixed M&I (Meal and Incidental Expense) rate on CONUS represents the maximum daily meal reimbursement for the Grantee

**C.9. Electronic Payment.**

Metro requires as a condition of this contract that the Grantee shall complete and sign Metro's **iSupplier** form authorizing electronic payments to the Grantee. Grantees who have not already submitted the form to Metro will have thirty (30) days from the beginning of the contract to complete, sign, and return the form. Thereafter, all payments to the Grantee, under this or any other contract the Grantee has with Metro, must be made electronically.

The process is initiated by clicking on "Register with iSupplier" at the following link on Nashville.gov:

<https://www.nashville.gov/Finance/Procurement/How-To-Do-Business-With-Metro.aspx>

Note: This is a critical step that can only be accomplished by the Grantee seeking payment by Metro. At the conclusion of the vendor registration process, registrants receive an email advising them of their system assigned iSupplier number and of having successfully registered. They should email [iSupplier@nashville.gov](mailto:iSupplier@nashville.gov) if they have questions about or issues with navigating the vendor registration process.

By default, Metro sets up vendors on Net 30 payment terms. This means that it will take approximately 30 days for a Grantee to receive payment after an approved invoice is forwarded for reimbursement.

Grantees receiving reallocated funding do not have to register with Metro's iSupplier.

**D. STANDARD TERMS AND CONDITIONS:**

**D.1. Required Approvals.**

Metro is not bound by this Grant Contract until it is approved by the appropriate Metro representatives as indicated on the signature page of this Grant.

D.2. **Modification and Amendment.**

This Grant Contract may be modified only by a written amendment that has been approved in accordance with all Metro procedures and by appropriate legislation of the Metropolitan Council. The Grantee shall make proposed changes in writing by email to the attention of [shelleyhudson@iisnashville.gov](mailto:shelleyhudson@iisnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager). The Juvenile Court Grants Management team will review the requested changes to determine if the changes are allowable, and if they warrant a contract amendment.

D.3. **Termination for Cause.**

Should the Grantee fail to properly perform its obligations under this Grant Contract or if the Recipient violates any terms of this Grant Contract, Metro shall have the right to immediately terminate the Grant Contract and the Grantee shall return to Metro any and all grant monies for services or programs under the grant not performed as of the termination date. The Grantee shall also return to Metro any and all funds expended for purposes contrary to the terms of the Grant. Such termination shall not relieve the Grantee of any liability to Metro for damages sustained by virtue of any breach by the Grantee. See the Metro Grants Manual, Section: Failure to Comply, page 5.

D.4. **Subcontracting.**

The Grantee shall not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of Metro. The Grantee shall make subcontracting requests in writing by email to the attention of [shelleyhudson@iisnashville.gov](mailto:shelleyhudson@iisnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager). Notwithstanding any use of approved subcontractors, the Grantee shall be considered the prime grant Recipient and shall be responsible for all work performed. Make all subcontract requests to the Juvenile Court Grants Management team.

D.5. **Conflicts of Interest.**

The Grantee warrants that no part of the total Grant Amount shall be paid directly or indirectly to an employee or official of Metro as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Grantee in connection with any work contemplated or performed relative to this Grant Contract.

D.6. **Nondiscrimination.**

The Grantee hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification which is in violation of applicable



laws. **The Grantee shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees, clients, and applicants, notices of nondiscrimination.**

**D.7. Records, Records Access, and Maintenance.**

The Grantee shall maintain all financial records, supporting documentation, program documentation, and all other relevant records pertaining to the Metro grant contract for a period of at least three (3) years after the completion of the grant period.

The Grantee shall retain all books of original entry, source documents to support accounting transactions, general ledger(s), subsidiary ledger(s), personnel and payroll records, cancelled checks, and documents and records related to the funds provided by Metro.

The Grantee shall maintain and identify the records by fiscal and/or grant period(s) separately and maintain the information in such a manner that they can be easily identified. The grantee shall ensure the records are adequately protected against theft, fire, or other damage.

The Grantee shall allow Metro Government, or any duty-authorized representatives to have access to any applicable books, documents, papers, or other records of the grantee that pertain to, support, or document the Metro grant funds for monitoring, auditing, or examination purposes. The right of access shall not be limited to the retention period, but shall extend as long as the records are retained by the organization.

Financial statements shall be prepared in accordance with generally accepted accounting principles.

See the Metro Grants Manual, Chapter 9: Record Retention and Access Requirements.

**D.8. Monitoring.**

Monitoring is the review process used to determine the Grantee's compliance with the requirements of Federal, State, and/or local laws, regulations, and measures of progress toward stated results and outcomes. Monitoring determine the level of compliance with program expectations and identify operational changes. Monitoring also determines if the financial management and the accounting system are adequate to account for program funds in accordance with government requirements.

The Grantee's activities conducted and records maintained pursuant to this Grant Contract shall be subject to monitoring and evaluation by the Juvenile Court Grant Management Team, the Metropolitan Office of Financial Accountability (OFA), and/or Metro's duly appointed representatives.

The Grantee shall make all audit, accounting, or financial records, notes, and other documents pertinent to this grant available for review by the Metropolitan Office of Financial Accountability, Internal Audit or Metro's representatives, upon request, during normal working hours. See the Metro Grants Manual, Chapter 10: Monitoring Requirements.

**D.9. Reporting.**

Reporting details the Grantee's progress on each of the core performance measures identified in the grant solicitation and any program specific and/or outcome measures identified in the Grantee's Grant Spending Plan as funded under this Grant Contract. The Grantee is required to gather and maintain statistical data relating to grant project activities. The data collected should support the information submitted on all reports.

The Grantee shall submit an **Interim Program Report** no later than **January 9, 2023**. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding January 9, 2023.

The Grantee shall submit a **Final Program Report** no later than **July 10, 2023**. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding July 10, 2023.

The Grantee shall submit an **Annual Expenditure Report**, to reconcile grant receipts with grant revenues. The report is due 45 days after the end of the grant period. The grantee can submit the report earlier. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding **August 14, 2023**. Said report shall be in form and substance acceptable to Metro and shall be prepared by a **Certified Public Accounting Firm or the Chief Financial Officer** of the Recipient Organization.

The Grantee shall send all reports electronically to the attention of [shelleyhudson@iisnashville.gov](mailto:shelleyhudson@iisnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager).

See the Metro Grants Manual, Chapter 8: Reporting Requirements.

**D.10. Strict Performance.**

Failure by Metro to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this agreement shall not be construed as a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Grant Contract shall be held to be waived, modified, or deleted except by a written amendment by the appropriate parties as indicated on the signature page of this Grant.

D.11. **Insurance.**

The Grantee agrees to carry adequate public liability and other appropriate forms of insurance, and to pay all applicable taxes incident to this Grant Contract.

D.12. **Metro Liability.**

Metro shall have no liability except as specifically provided in this Grant Contract.

D. 13. **Independent Contractor.**

Nothing herein shall in any way be construed or intended to create a partnership or joint venture between the Grantee and Metro or to create the relationship of principal and agent between or among the Recipient and Metro. The Grantee shall not hold itself out in a manner contrary to the terms of this paragraph. Metro shall not become liable for any representation, act, or omission of any other party contrary to the terms of this paragraph.

D. 14. **Indemnification and Hold Harmless.**

(a) Grantee shall indemnify, defend, and hold harmless Metro, its officers, agents and employees from any claims, damages, penalties, costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of Grantee, its officers, employees and/or agents, including its sub or independent contractors, in connection with the performance of the contract, and any claims, damages, penalties, costs and attorney fees arising from any failure of Grantee, its officers, employees and/or agents, including its sub or independent contractors, to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.

(b) Metro will not indemnify, defend or hold harmless in any fashion the Grantee from any claims, regardless of any language in any attachment or other document that the Grantee may provide.

(c) Grantee shall pay Metro any expenses incurred as a result of Grantee's failure to fulfill any obligation in a professional and timely manner under this Contract.

(d) Grantee's duties under this section shall survive the termination or expiration of the grant.

D.15. **Force Majeure.**

"Force Majeure Event" means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the party. Except as provided in this Section, any failure or delay by a party in the performance of its obligations under this Contract arising from a Force Majeure Event is not a

breach under this Contract. The non-performing party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the party continues to use diligent, good faith efforts to resume performance without delay. Grantee will promptly notify Metro within forty-eight (48) hours of any delay caused by a Force Majeure Event and will describe in reasonable detail the nature of the Force Majeure Event.

D.16. **State, Local and Federal Compliance.**

The Grantee agrees to comply with all applicable federal, state and local laws and regulations in the performance of this Grant Contract.

D.17. **Governing Law and Venue.**

The validity, construction and effect of this Grant Contract and any and all extensions and/or modifications thereof shall be governed by and construed in accordance with the laws of the State of Tennessee. The venue for legal action concerning this Grant Contract shall be in the courts of Davidson County, Tennessee.

D.18. **Completeness.**

This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions of the parties' agreement. This Grant Contract supersedes any and all prior understandings, representations, negotiations, and agreements between the parties relating hereto, whether written or oral.

D.19. **Headings.**

Section headings are for reference purposes only and shall not be construed as part of this Grant Contract.

D.20. **Metro Interest in Equipment.**

The Grantee shall take legal title to all equipment, hereinafter referred to as "equipment," purchased totally or in part with funds provided under this Grant Contract, subject to Metro's equitable interest therein, to the extent of its *pro rata* share, based upon Metro's contribution to the purchase price. "Equipment" shall be defined as an article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds \$5,000.00.

The Grantee agrees to be responsible for the accountability, maintenance, management, and inventory of all property purchased totally or in part with funds provided under this Grant Contract. Upon termination of the Grant Contract, where a further contractual relationship is not entered into, or at any time during

the term of the Grant Contract, the Grantee shall request written approval from Metro for any proposed disposition of equipment purchased with Grant funds. All equipment shall be disposed of in such a manner as parties may agree as appropriate and in accordance with any applicable federal, state or local laws or regulations.

**Equipment purchased with grant funds is listed on an equipment log. (See Juvenile Court Equipment Summary Report) and note project staff using said equipment.**

**D. 21. Assignment - Consent Required.**

The provisions of this contract shall inure to the benefit of and shall be binding upon the respective successors and assignees of the parties hereto. Except for the rights of money due to Grantee under this contract, neither this contract nor any of the rights and obligations of Grantee hereunder shall be assigned or transferred in whole or in part without the prior written consent of Metro. Any such assignment or transfer shall not release Grantee from its obligations hereunder. Notice of assignment of any rights to money due to Grantee under this Contract must be sent to the attention of the Metro Department of Finance.

**D.22. Gratuities and Kickbacks.**

It shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparations of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore.

It shall be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or a person associated therewith, as an inducement for the award of a subcontract or order. Breach of the provisions of this paragraph is, in addition to a breach of this contract, a breach of ethical standards which may result in civil or criminal sanction and/or debarment or suspension from participation in Metropolitan Government contracts.

**D.23. Lobbying.**

The Grantee certifies, to the best of its knowledge and belief, that:

- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this contract, grant, loan, or cooperative agreement, the Grantee shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- c. The Grantee shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-Grantees shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352.

**D.25. Public Accountability.**

The Grantee is subject to Tenn. Code Ann. § 8-4-401 et seq., or if this Grant Contract involves the provision of services to citizens by the Grantee on behalf of the State, the Grantee agrees to establish a system through which recipients of services may present grievances about the operation of the service program. The Grantee shall also display in a prominent place, located near the passageway through which the public enters in order to receive Grant supported services, a sign at least eleven inches (11") in height and seventeen inches (17") in width stating:

NOTICE: THIS AGENCY IS A RECIPIENT OF TAXPAYER FUNDING. IF YOU OBSERVE AN AGENCY DIRECTOR OR EMPLOYEE ENGAGING IN ANY ACTIVITY WHICH YOU CONSIDER TO BE ILLEGAL, IMPROPER, OR WASTEFUL, PLEASE CALL THE STATE COMPTROLLER'S TOLL-FREE HOTLINE: 1-800-232-5454.

**D. 26. Disclosure of Personal Identity Information.**

The Grantee shall report to Metro any instances of unauthorized disclosure of personally identifiable information that comes to the Grantee's attention. The



Grantee shall make any such report within twenty-four (24) hours after the instance has come to the Grantee's attention. The Grantee, at the sole discretion of Metro, shall provide no cost credit monitoring services for individuals that are deemed to be part of a potential disclosure. The Grantee shall bear the cost of notification to individuals having personally identifiable information involved in a potential disclosure event, including individual letters or public notice. The remedies set forth in this Section are not exclusive and are in addition to any claims or remedies available to Metro under this Grant Contract or otherwise available at law.

**D.23. Written Policies and Procedures.**

The Grantee should establish written policies and procedures to express management's position on all operational procedures such as accounting, purchasing, personnel, travel, and other such policies and procedures that guide normal business activities to ensure consistent operation of the agency's programs and adequate documentation for an audit. See the Metro Grants Manual, Chapter 3: Standards for Financial Management.

**D.25. Communications and Contacts.**

All instructions, notices, consents, demands, or other communications from the Grantee required or contemplated by this Grant Contract shall be in writing by email addressed to the respective party set forth below or to such other party, facsimile number, or address as may be hereafter specified by written notice.

**Metro**

For contract-related matters inquiries regarding programming and invoices:

**Metro Juvenile Court CPF Grant Program Contact:**

Shelley Hudson  
Special Project Program Manager  
Juvenile Court  
P.O. Box 196306  
Nashville, Tennessee 37219-6306  
Office: 615-862-8079  
Cell: 615-500-3391  
[shelleyhudson@jnsnashville.gov](mailto:shelleyhudson@jnsnashville.gov)

**Metro Juvenile Court CPF Grant Invoicing Contact.**

**Joe Atchley**  
Juvenile Court Accountant III  
Juvenile Court  
P.O. Box 196306  
Nashville, Tennessee 37219-6306  
Office: (615) 880-2368  
[JoeAtchley@jnsnashville.gov](mailto:JoeAtchley@jnsnashville.gov)



**Recipient:**

Name : Stacia Davis Freeman  
Title : Executive Director  
Agency Name Epic Girl Inc  
Address : 1704 Charlotte Ave, Suite 200  
City : Nashville, State : TN, Zip : 37203  
Phone : 615-390-7932  
Email : stacia@epicgirl.net

D. 25. **Effective Date.**

This contract shall not be binding upon the parties until it has been signed first by the Grantee and then by the authorized representatives of the Metropolitan Government and has been filed in the office of the Metropolitan Clerk. When it has been signed and filed, this contract shall be effective as of the date first written above.

(THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK)

THE METROPOLITAN  
GOVERNMENT OF NASHVILLE  
AND DAVIDSON COUNTY:

RECIPIENT: Stacia Freeman

By: Stacia Freeman

Title: Exec Director

APPROVED AS TO  
AVAILABILITY OF FUNDS:

Kelly Flannery/mjw  
Director of Finance

Sworn to and subscribed to before me a  
Notary Public, this 18 day  
of August, 2022

APPROVED AS TO FORM AND  
LEGALITY

Notary Public

Phylinda Ramsey  
Metropolitan Attorney

[Signature]

My Commission  
expires 09/06/2022

FILED IN THE OFFICE OF THE  
CLERK:

\_\_\_\_\_  
Metropolitan Clerk



**Community Partnership Funds (CPF)  
Grant Application For Reallocated Program Funds  
Provided by the Davidson County Juvenile Court  
Youth Violence Reduction Program Application**

Name of Organization/Agency Applicant	<b>EPIC Girl Inc.</b>
Is the Applicant the primary (Parent) or secondary (Child) applicant?	<input checked="" type="checkbox"/> Primary <input type="checkbox"/> Secondary
<p>If your organization/agency is filing under another agency's financial audit then your organization is considered the secondary (Child) agency. If the applicant is a secondary (Child) applicant, then their parent (Primary) applicant must file for this grant and subcontract with the secondary (child) agency.</p>	
Name of Program Supported by the Grant:	<b>EPIC Girl</b>
Name of Individual Signing the Contract:	<b>Stacia Davis Freeman</b>
Position:	<b>Executive Director</b>
Primary Phone:	<b>615-390-7932</b>
Email:	<b>stacia@epicgirl.net</b>
A) Is the Applicant a prior Metro CPF Recipient? Enter Year: <b>2021</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Previous Funded Amount: \$5000.00
B) If yes, is the Applicant requesting a continuation of Funding?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
C) Is the Applicant a prior year Metro Direct Appropriation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amount:
REALLOCATED FUNDING REQUESTED AMOUNT	Maximum Requested Amount: Minimum Requested Amount:
TERM OF GRANT FUNDING	<b>JULY 1, 2022 – JUNE 30, 2023</b>
<u>SECTION I</u>	Please include the names (s) of the person (s) and contact Information below
Name of Individual Completing Application: Lisa Bell Grant Writer	Name: Stacia Davis Freeman Title: Executive Director Phone number: 615-390-7932 Email: stacia@epicgirl.net
Name of Individual Over Program Monitoring:	Name: Stacia Davis Freeman Title: Executive Director Phone number: 615-390-7932 Email: stacia@epicgirl.net

Name of Individual Over Financial Monitoring:	Name: Yolanda Morgan Title: Accountant Phone number: 615-255-4676 Email: yolanda@mccloudculpmorgan.com
<b>SECTION II: ELIGIBILITY CRITERIA</b>	
In order to be eligible to receive Reallocated CPF funding, an applicant must meet the following criteria:	
<ol style="list-style-type: none"> <li>           Applicants must serve residents of Nashville, Davidson County.            X Yes <input type="checkbox"/> No         </li> <li>           Applicants must have a 501(c) (3) designation of exemption from federal taxation from the Internal Revenue Service (IRS) as provided by 26 U.S. C. A.;  <input type="checkbox"/> Yes <input type="checkbox"/> No            If Yes, has there been a change in the applicant's 501(c) (3) status?  <input type="checkbox"/> Yes <input type="checkbox"/> No            If yes, please explain _____  <b>Required Attachment: Copy of the agency's 501 (c) (3) document with this application.</b> <input type="checkbox"/> </li> <li>           Applicants must have an incorporation as a non-profit with registration identification number provided by the Secretary of State as a Charitable Organization or proof of such exemption as allowed.            x Yes <input type="checkbox"/> No            If Yes, has there been a change in the applicant's non-profit status?  <input type="checkbox"/> Yes x No            If yes, please explain _____  <b>Required Attachment: Copy of the agency's non-profit registration and identification document with this application.</b> <input type="checkbox"/> </li> <li>           Applicants must have been in existence for at least one full year by application due date.            x Yes <input type="checkbox"/> No            If yes, how long has the applicant been in existence? <b>8 years</b> </li> <li>           Applicants must be in compliance with grant contract award requirements from Metro in any previous year(s).            x Yes <input type="checkbox"/> No            If yes, when was the last time the applicant was audited by Metro? <b>2021</b>            Was the applicant in compliance?            x Yes <input type="checkbox"/> No            If no, did the applicant correct Metro audit concerns to Metro's satisfaction?         </li> </ol>	

x Yes ☐ No

6. Applicants must provide a copy of a financial audit of its latest completed fiscal year by a certified public accountant. The year-end or the issue date of the report should be within the preceding 12 months of the application due date. .

**NOTE:** Applicants filing under a PARENT organization: Parent organizations are required to file as the primary recipient and subcontract with the CHILD agency as a subgrantee.

**NOTE:** The Audit requirement may be waived for non-profits with annual budgets of less than \$50,000 and requests for grants of less than \$5,000.00, per Ordinance No. BL2013-578.

### SECTION III: VISION, MISSION, AND VALUES STATEMENTS

#### **DAVIDSON COUNTY JUVENILE COURT VISION STATEMENT:**

Davidson County Juvenile Court strives to be the national model for youth justice by taking a holistic approach that promotes the health, well-being, and safety of children, families, and communities.

#### **DAVIDSON COUNTY JUVENILE COURT MISSION STATEMENT:**

Davidson County Juvenile Court's mission is to prevent problems, promote the positive potential in all people, and pursue fairness and hope.

- Vision statement – Informs the agency's goals (What the agency wants to accomplish or achieve).
- Mission statement – Informs the agency's purpose (How the agency achieves their vision).
- Values statement – Informs the agency's culture (Agency core principle and values).

Provide the agency's vision, mission, and values statements here AND briefly discuss how your agencies philosophy supports the Davidson County Juvenile Court's mission and vision.

EPIC Girl exists to empower girls to reach their full potential through educational programs, mentoring, counseling and community activities. In 2015, EPIC Girl was piloted through an alignment with the Davidson County Juvenile Court who shared the common goal of helping adolescent females transcend challenges such as gang activity, poverty, and abuse. This project seeks to address the deficiency of support services available for adolescent females ages 14-18 in Davidson County with special emphasis placed on those who have experienced sexual abuse and trauma and have few parental or positive social supports. They are vulnerable to a devastating trifecta, delinquency, sexual exploitation and violence. They are a population who, without intervention, can spiral into generational cycles of abuse, criminal behavior and further trauma. **Simply put, EPIC Girl's mission is to stop this from happening.**

#### SECTION IV: NEEDS STATEMENT

A fact-based and data driven statement to continue funding for the grantee. These lay the foundation for the grant application.

- 1) Briefly describe your agency's need/problem for program funding with a fact-based and data driven statement.

Although numbers vary, we know that hundreds of juveniles are brought and booked at Davidson County's Juvenile Detention center each month. Of that number, approximately 29% are females, many of whom end up in detention with charges for behaviors associated with the toxic stress of Adverse Childhood Experiences. The prevalence of trauma is implicit in this population since indicators for ACEs are typically expressed through the behaviors that bring them to the juvenile justice system in the first place. This population is at grave risk for life- changing consequences. The combination of ACEs and the associated trauma makes these girls susceptible to exploitation, sexual abuse and the possibility of remaining in a system that is often a stepping stone to adult prison. Unaddressed, these negative behavioral responses to trauma are a pathway to continued, lifelong consequences for these girls, affecting physical health and mental well-being.

- 2) Briefly describe how funds will continue to help your agency meet program needs.

We are requesting a continuation of the \$5000.00 award we received last year. This funding will support the efforts of staff who will provide screening and group facilitation which is the foundation of our program.

- 3) Briefly describe how your Agency promotes equity in the community.

We work with our girls to overcome minority marginalization through the foundation of our programming which is based on empowerment and community change, both of which fight against oppression, discrimination and marginalization by working to avoid the recreation of these things. Our girls share in decisions regarding their program, their activities, and their efforts to bring about positive change. Encouraging girls to become activists in their own communities teaches them how to have a constructive response against the unfortunate biases they might face. In Empowerment groups, girls learn that they have a voice and discover that civic engagement counters the people, hardships and biases that were previously a catalyst for violence and conflict in their lives. As minority female adolescents, our girls deal with the dual challenges of navigating their gender along with racial injustice in what is often an unstable urban environment. The truth about racial disparity is currently engrained in the daily news cycle, with a presence our girls can witness for themselves in the streets of our city. Our agency views this critical moment as an opportunity for our girls to advocate for change. The belief in taking positive action to negative circumstances through scholastic performance and collectivism through activism underpins everything EPIC Girl does.

#### SECTION V: GOALS, OBJECTIVES, ACTIVITIES

Program success is defined by establishing goals, objectives, and activities. These inform strategic planning and program improvements. Goals are broad and measurable statements about what the program intends to accomplish. These align with the agency mission and flow from the community need. Generally state 1 or 2 goals. Objectives are what the program intends to achieve. These are realistic, specific, measurable, and focused on outcomes. Objectives include who (program clients) what (desired measurable change) and how (program activities), and are generally stated with a verb as an increase, decrease, expand, improve or change in behavior or condition, etc. Activities are efforts conducted to achieve the program objectives and tie into outputs: if the activities are completed then the outputs are produced. Activities use action words: provide, train, establish, etc. Grantee to provide minimally two (2) goals and is also allowed to add more goals, objectives, and activities as needed to this template.

**Goal 1:** To identify an additional 50 high risk girls through risk level screening.

**Objective 1:** To increase resilience and retention for girls identified as high risk.

**Activity 1:** Strength based Case Management that will link girls to programming.

**Goal 2:** To provide 50 additional girls identified as high risk with Empowerment programming.

**Objective 2:** To reduce the maladaptive behaviors associated with ACEs and delinquency.

**Activity 2:** Gender specific, trauma informed programming and mentoring.

#### SECTION VI: MEASURABLE OUTCOMES

List and describe below a minimum of three measurable outcomes of your program that will be achieved as a result of this reallocated funding (Measurable outcomes must support goals and objectives). Grantee is allowed to add more measurable outcomes as needed to this template.

49 (98%) of girls will report increase understanding of their risk factors and behaviors upon completion of the introductory Identity group.

48 (96%) of girls completing Empowerment program will report no new charges upon completion of the program

48 (96%) of girls completing Empowerment Program will report no truancy, running away, drug use, criminal or risky sexual behavior upon completion of program.



## SECTION VII: PROGRAM INPUTS

Describe the factors (inputs) dedicated to this program to conduct its' activities and to achieve its goals and objectives.

EPIC Girl accomplishes its work through longstanding partnerships with the Davidson County Juvenile Court, the Department of Children's Services and Metro Nashville Public Schools. Since the agency's inception, it has conducted Empowerment programming on site at struggling urban schools, at the Juvenile Justice Center, as well as EPIC Girl's home at the Youth Opportunity Center. We are also currently present in detention facilities, group homes and DCS family team meetings where we provide case management for girls at-risk for removal from their homes or disruption from their current placements. EPIC Girl's trained staff also provides screenings twenty-four hours per day, seven days per week, to females brought to juvenile detention through a collaboration with the courts, and the Tennessee Bureau of Investigation (TBI). These screenings use a risk level classification system to identify girls who may be victims of trafficking, exploitation and escalating delinquency. After screening, girls classified as high-risk are assigned one of our case managers who acts as the link to services

We achieve our goals through a model based on Positive Youth Development that builds resiliency and incorporates mentors trained in Trauma-Informed care.

### **Services include:**

**1. Screening – EPIC Girl** on-call staff is available 24 hours per day, seven days per week to respond to calls from Juvenile intake when girls are brought to detention. This is the initial point of contact for the girls who will be assigned an EPIC Girl Case Manager after they are screened.

**2. Case Management –** The immediate priority of the Case Manager is navigating screened girls to the introductory "Identity Class". This class is critical in that it is the link to all of EPIC Girl's programming. A critical role of the Case Manager at this point will be to maintain daily contact with the girl in support of any on-going scholastic or legal issues. Throughout the duration of services, Case Managers will also work with the youth in "care mapping" to identify needs and assets, to create a plan to promote success and deter delinquency. This approach supports the goal of engendering self- sufficiency and reflects one of the components of Strength Based Case Management. Case Managers maintain on-going, often daily contact with the girls to facilitate their efforts, provide advocacy when needed, and be a positive, caring adult in their circle of support.

**3. Identity Class –**The purpose of the two- hour introductory Identity Class is to educate girls on the risks associated with Adverse Childhood Experiences and the impact trauma can have on the brain and behaviors. Girls are given a brief overview of what resiliency means and how the impact of trauma can be mitigated. More importantly, girls are given the option of enrolling in the Empowerment Program at the conclusion of the class. Identity Class is the catalyst connecting girls to the long-term services of EPIC Girl.

**4. Empowerment Program & Mentoring –** The Empowerment Group is an open group accepting participants throughout the year. It meets 3 days a week with three months required for

graduation. Empowerment Group engages girls in a manner that builds on strengths rather than focusing on consequences. Empowerment curriculum reinforces protective factors by providing positive emotional support through the group process, and education that builds resiliency. Girls learn different responses to their own risk factors which ultimately result in better decision making. Upon graduation from the Empowerment Program, girls have the option (with parental approval) of being linked to two adult mentors trained in ACEs and Trauma Informed Care. Mentorship is an ongoing, open-ended activity.

### **Evidence Based Practices:**

**1. Positive Youth Development**–PYD is an effective conceptual model recognized as a foundation for evidenced-based programs by SAMSHA as well as NREPP. This model also reflects reformation in the Juvenile Justice System by moving from the traditional deficit-based model to one focusing on strengths. This model also provides the foundation for all of EPIC Girl's programs which focus on inherent strengths, give voice to their participants and provide opportunities to build meaningful relationships.

**2. Trauma Informed Care** – According to SAMSHA, services that are trauma-informed are built on the best evidence available and engage, empower and collaborate with program participants. The guiding principles of Trauma-Informed Care (TIC) provide the foundation for all the work EPIC Girl accomplishes. In addition to other principles, TIC promotes the belief in resiliency or the ability to overcome adversity; the persistent message of all of our activities, groups and education.

**3. Strength Based Case Management** – One of the most extensively researched case management models, Strength Based Case Management (SBCM), utilizes the strategies of typical case management models but also entails encouraging clients to both identify their strengths and take control of their own care. This is a key element of providing case management to adolescent girls as this developmental period can be characterized by self-doubt and a resulting lack of self-efficacy. SBCM counteracts this. Several randomized controlled trials have been conducted and show that SBCM increases entry into programs and retention.

### **SECTION VIII: MONITOR AND TRACKING PROGRAM SERVICE DELIVERY**

Briefly describe below the agency's plans to monitor and track the quality of the agency's progress toward program service delivery? These may include output measures (*products of your activities*) which are process measures that quantify the activities of your program and outcome measures which are measure the achievement, effect or results that are attributed to program efforts that determine impact and success

The evaluation design will include both process and outcome objectives, including fidelity monitoring and timely reporting on performance measures. A description of the monitoring of these metrics is described in below in Section IX.

### **SECTION IX: PROGRAM EVALUATION PLAN**

Briefly describe below the agency's plan to evaluate program effectiveness and corrective action plans: This

includes completeness of the evaluation plan to include what you will do to judge the success or effectiveness of your program.

The Project Director (PD) and GrantManager (GM) will oversee all evaluation activities, ensuring an average follow-up rate of 80%. Data Collection: EPIC Girl uses the web-based HIPAA compliant system Formstack to collect and store data including the Safety and Risk Assessment (SARA) screening tool responses, case management, participant tracking, and other relevant data. Program evaluation is discussed further below in Section XII.

#### SECTION X: BUDGET, DETAILED BUDGET NARRATIVE, AND ORGANIZATIONAL PLAN

Please describe the processes and systems in place related to financial administration and accounting:

EPIC Girl is well positioned to administer this grant. The accounting firm of McCloud and Associates will provide all fiscal oversight and reporting. The firm has had experience managing federal grant monies passed through state agencies such as the Tennessee Commission on Children and Youth and the Department of Human Service's 2 Gen Grant, as well as the Youth Violence Grant administered by the Davidson County Juvenile Court. They have had extensive experience providing fiscal management for a ODJJP grant that was a subaward from the Office of Court Administration.

If the applicant is requesting more than \$5,000.00 for continuation of funding, please provide a maximum budget and narrative, and a minimum budget and narrative for consideration.

#### **Required Attachments:**

- Attach the applicant's budget (s) ☐
- Attach the detailed budget narrative (s) ☐
- Attach the agency organizational chart ☐

#### SECTION XI: SUSTAINABILITY PLAN

Please describe the agency's plan to sustain this funded project in the future if Metro funding decreases or discontinues in the future.

EPIC Girl has a proven track record of sustainability evident in the diversity of its funding streams and the grant awards received in the past three years. These awards have come from both state and federal agencies as well as local and national foundations. EPIC Girl's strategic plan for sustainability includes a focus on the solicitation of major gifts from individuals that will parallel with continued grant applications. Prior to the pandemic, the agency had fundraising events throughout the year which will hopefully begin again now that communities are beginning to return to in-person activities. EPIC Girl has transitioned from startup non-profit to an agency that has proven itself viable for the past five years, meaning that new opportunities are available that were not when the agency was in its infancy.

## **SECTION XII: DATA COLLECTION**

Describe the data collection procedures the agency undertakes to collect and report the outputs and outcomes of the planned services or interventions. (E.g. stakeholder questionnaires, client satisfaction surveys, case records, etc.)

All SARA data will be collected via face-to-face interviews by the on-call EPIC Girl staff member and recorded in Formstack. If a participant is assigned a case manager, the Case Manager (CM) will enter all case management hours, activities, and notes into Formstack after each interaction. The GM will be responsible for reviewing all data entries to ensure data is complete. All SARA and Case Management data will be reported within 7 days. After 3 months of program participation. The participant tracking questionnaire will be administered by the CM to determine progress in social behaviors and reduction in adverse behaviors. All responses will be recorded into Formstack by the CM within 7 days and reviewed by the GM to ensure data completion. All staff will have HIPAA and human subjects training before administering measures and will fully participate in any additional cross-site evaluation activities as required by the grant.

Describe how the agency will use the data collected to evaluate the goals of the project and the work performed and plan accordingly.

For process evaluation, descriptions of the educational classes and case management services will be developed using participant tracking interview forms, program observation, and document review (e.g., attendance logs). Outcome evaluation analysis will involve: 1) Preliminary analyses of baseline data to examine adverse behaviors and current participant needs; 2) Descriptive statistics of data to characterize the study population in terms of demographic, drug use, prior drug treatment, risk behaviors, psychological functioning, and employment/housing stability; and 3) Analysis of changes from baseline will be assessed using participant tracking data over time. The GM will monitor progress on each of the project objectives as well as utilize a management-by-objectives framework to encourage project quality improvement based on evaluation findings, including but not limited to client outcomes, target enrollment numbers, and fidelity monitoring from national, cross-site, and local evaluation efforts.

Describe how the agency shares data with the agency's board and other community partners.

Deviations or barriers will be addressed using targeted training, project modifications, and/or technical assistance, as necessary. Project modifications because of continuous

quality improvement (CQI) efforts will be communicated with staff and partners and board members during scheduled meetings via zoom.

#### JUVENILE COURT GRANTS MANAGEMENT TEAM CONTACT INFORMATION

**Metro Juvenile Court Finance Director**

**Mr. Jim Swack, J.D.**

Juvenile Court Deputy Court Administer

Finance and Business Operations

(615) 862-8022

[jimswack@jnsnashville.gov](mailto:jimswack@jnsnashville.gov)

**Metro Juvenile Court CPF Grant Invoicing Contact**

**Mr. Joe Atchley**

Juvenile Court Accountant III

(615) 880-2368

[JoeAtchley@jnsnashville.gov](mailto:JoeAtchley@jnsnashville.gov)

**Metro Juvenile Court CPF Grant Program Team  
Member**

**Mrs. Shelley Hudson, M.A.**

Juvenile Court Special Projects Program Manager

(615) 862-8079

[shelleyhudson@jnsnashville.gov](mailto:shelleyhudson@jnsnashville.gov)

<b>GRANT BUDGET</b>				
EPIC Girl Inc				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period:		BEGIN: 07/01/2022	END: 06/30/2023	
	EXPENSE OBJECT LINE-ITEM CATEGORY	GRANT CONTRACT	GRANTEE MATCH	TOTAL PROJECT
	Salaries and Wages	\$4,510.00	\$0.00	\$4,510.00
	Benefits and Taxes (PERCENT)	\$345.01	\$0.00	\$345.01
	Professional Fees	\$0.00	\$0.00	\$0.00
	Supplies	\$144.99	\$0.00	\$144.99
	Communications	\$0.00	\$0.00	\$0.00
	Postage and Shipping	\$0.00	\$0.00	\$0.00
	Occupancy	\$0.00	\$0.00	\$0.00
	Equipment Rental and Maintenance	\$0.00	\$0.00	\$0.00
	Printing and Publications	\$0.00	\$0.00	\$0.00
	Travel/Conferences and Meetings	\$0.00	\$0.00	\$0.00
	Insurance	\$0.00	\$0.00	\$0.00
	Specific Assistance to Individuals	\$0.00	\$0.00	\$0.00
	Other Non-Personnel	\$0.00	\$0.00	\$0.00
	<b>GRAND TOTAL</b>	<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>
Total Match Amount		\$0.00		
Total Match Percentage		0.0000%	UNKNOWN	Fund Source

(Note: any changes to the contract budget must be pre-approved by Juvenile Court to be eligible for reimbursement)

**GRANT BUDGET LINE-ITEM DETAIL:**

EPIC Girl Inc

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<b>SALARIES, WAGES, BENEFITS AND TAXES:</b>	<b>AMOUNT</b>
Summary of individual positions that will support project activities. Review Instructions for examples.	\$0.00
Position 1: Case Manager \$41,000.00/ 11% of time	\$4,510.00
Position 2:	\$0.00
Position 3:	\$0.00
Repeat row(s) as Necessary	\$0.00
<b>TOTAL</b>	<b>\$4,510.00</b>

*Note: Benefits must be calculated at the same or lesser percentage as the salary for each position.*

<b>PROFESSIONAL FEES:</b>	<b>AMOUNT</b>
<Please provide description here>	\$0.00
<Please provide description here>	\$0.00
Repeat row(s) as Necessary	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

<b>SUPPLIES:</b>	<b>AMOUNT</b>
Supplies for teaching	\$144.98
<Please provide description here>	\$0.00
<Please provide description here>	\$0.00
<Please provide description here>	\$0.00
Repeat row(s) as Necessary	\$0.00
<b>TOTAL</b>	<b>\$144.98</b>

<b>COMMUNICATIONS:</b>	<b>AMOUNT</b>
<Please provide description here>	\$0.00
<Please provide description here>	\$0.00
Repeat row(s) as Necessary	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

<b>POSTAGE AND SHIPPING:</b>	<b>AMOUNT</b>
<Please provide description here>	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

<b>OCCUPANCY:</b>	<b>AMOUNT</b>
<Please provide descriptions of occupancy here>	\$0.00
Repeat row(s) as Necessary	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

<b>EQUIPMENT RENTAL AND MAINTENANCE:</b>	<b>AMOUNT</b>
<Please provide description of equipment and maintenance here>	\$0.00
Repeat row (s) as Necessary	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

<b>PRINTING AND PUBLICATIONS:</b>	<b>AMOUNT</b>
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<Please provide description here>	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

<b>TRAVEL/CONFERENCE AND MEETINGS:</b>	<b>AMOUNT</b>
<Please provide description of travel, conferences, meetings here>	\$0.00
<b>Repeat row(s) as Necessary</b>	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

<b>INSURANCE:</b>	<b>AMOUNT</b>
<Please provide description of Insurance here>	\$0.00
<b>Repeat row (s) as Necessary</b>	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

<b>SPECIFIC ASSISTNACE TO INDIVIDUALS:</b>	<b>AMOUNT</b>
<Please provide description of specific assistance to individuals here>	\$0.00
<b>Repeat row(s) as Necessary</b>	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

<b>OTHER NON-PERSONNEL:</b>	<b>AMOUNT</b>
<Please provide description here>	\$0.00
<Please provide description here>	\$0.00
<Please provide description here>	\$0.00
<b>Repeat row(s) as Necessary</b>	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>