
GRANT SUMMARY SHEET

Grant Name: WIOA (Workforce Innovation & Opportunity Act)21-22 Amend
4

Department: METRO ACTION

Grantor: U.S. DEPARTMENT OF LABOR

**Pass-Through Grantor
(If applicable):** TN Dept. of Labour/Northern Middle TN.LWDB

Total Award this Action: \$563,333.50

Cash Match Amount \$0.00

Department Contact: Tanya Evrenson, Director of Workforce
862-8860

Status: AMENDMENT

Program Description:

This grant is for the provision of establishing programs and services in an integrated workforce system as the Career Services Provider through the American Job Center as authorized under Public Law 113-128 of the Workforce Innovation and Opportunity Act (WIOA). This federal grant is passed thru from the Federal Government Dept. of Labor to the State of Tn Dept. of Labor to Northern Middle Tn Local Workforce Development Board to Metro Action Commission. The Metro Action Commission will deliver services and coordination of eligible in-school and out of school youth through the American Job Centers in Nashville. This Amendment 4 increases the budget by \$563,333.50 for a new total of \$2,403,333.00, extends the contract to 6/30/2025 and updates the Project Performance Indicators.

Plan for continuation of services upon grant expiration:

MAC plans to continue this program in future years upon approval from grantor.

Grants Tracking Form

Part One

Pre-Application ☐		Application ☐		Award Acceptance ☒		Contract Amendment ☐	
Department	Dept. No.	Contact		Phone	Fax		
METRO ACTION	075	Tanya Evrenson, Director of Workforce		862-8860	862-8870		
Grant Name:		WIOA (Workforce Innovation & Opportunity Act)21-22 Amend 4					
Grantor:		U.S. DEPARTMENT OF LABOR		Other:			
Grant Period From:		01/01/21	(applications only) Anticipated Application Date:				
Grant Period To:		06/30/25	(applications only) Application Deadline:				
Funding Type:	FED PASS THRU	Multi-Department Grant		☐ If yes, list below.			
Pass-Thru:	TN Dept. of Labour/Northern Middle TN	Randall Funding Project:		☐			
Award Type:	FORMULA	Total Award:		\$563,333.50			
Status:	AMENDMENT	Metro Cash Match:		\$0.00			
Metro Category:	Est. Prior.	Metro In-Kind Match:		\$0.00			
CFDA #	17.259	Is Council approval required?		☒			
Project Description:		Applic. Submitted Electronically? ☐					
This grant is for the provision of establishing programs and services in an integrated workforce system as the Career Services Provider through the American Job Center as authorized under Public Law 113-128 of the Workforce Innovation and Opportunity Act (WIOA). This federal grant is passed thru from the Federal Government Dept. of Labor to the State of TN Dept. of Labor to Northern Middle TN Local Workforce Development Board to Metro Action Commission. The Metro Action Commission will deliver services and coordination of eligible in-school and out of school youth through the American Job Centers in Nashville. This Amendment 4 increases the budget by \$563,333.50 for a new total of \$2,403,333.00, extends the contract to 6/30/2025 and updates the Project Performance Indicators.							
Plan for continuation of service after expiration of grant/Budgetary Impact:							
MAC plans to continue this program in future years upon approval from grantor.							
How is Match Determined?							
Fixed Amount of \$		or	0.0%	% of Grant		Other: ☐	
Explanation for "Other" means of determining match:							
For this Metro FY, how much of the required local Metro cash match:							
Is already in department budget?		\$0.00	Fund		Business Unit		
Is not budgeted?		\$0.00	Proposed Source of Match:				
(Indicate Match Amount & Source for Remaining Grant Years in Budget Below)				Requested from Cont. Match Fund:			
Other:							
Number of FTEs the grant will fund:		3.24	Actual number of positions added:		0.00		
Departmental Indirect Cost Rate		14.49%	Indirect Cost of Grant to Metro:		\$348,242.95		
*Indirect Costs allowed? ☒ Yes ☐ No		% Allow.	14.49%	Ind. Cost Requested from Grantor:		\$348,242.95 in budget	
*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)							
Draw down allowable? ☐							
Metro or Community-based Partners:							

Part Two

Grant Budget										
Budget Year	Metro Fiscal Year	Federal Grantor	State Grantor	Other Grantor	Local Match Cash	Match Source (Fund, BU)	Local Match In-Kind	Total Grant Each Year	Indirect Cost to Metro	Ind. Cost Neg. from Grantor
Yr 1	FY 21			\$300,000.00				\$300,000.00	\$43,470.00	\$43,470.00
Yr 2	FY 22			\$500,000.00				\$500,000.00	\$72,450.00	\$72,450.00
Yr 3	FY23			\$533,333.00				\$533,333.00	\$77,279.95	\$77,279.95
Yr 4	FY24			\$506,666.50				\$506,666.50	\$73,415.98	\$73,415.98
Yr 5	FY25			\$563,333.50				\$563,333.50	\$81,627.02	\$81,627.02
Total		\$0.00	\$0.00	\$2,403,333.00	\$0.00		\$0.00	\$2,403,333.00	\$348,242.95	\$348,242.95
Date Awarded:				07/18/24	Tot. Awarded:	\$563,333.50	Contract#:	NM-01-YCSP-MAC		
(or) Date Denied:					Reason:					
(or) Date Withdrawn:					Reason:					

Contact: juanita.paulsen@nashville.gov
vaughn.wilson@nashville.gov

JP

GRANT SUMMARY SHEET

Grant Name: WIOA (Workforce Innovation & Opportunity Act)21-22 Amend
3

Department: METRO ACTION

Grantor: U.S. DEPARTMENT OF LABOR

**Pass-Through Grantor
(If applicable):** TN Dept.of Labour/Northern Middle TN LWDB

Total Award this Action: \$506,666.50

Cash Match Amount \$0.00

Department Contact: Tanya Evrenson, Director of Workforce
862-8860

Status: AMENDMENT

Program Description:

This grant is for the provision of establishing programs and services in an integrated workforce system as the Career Services Provider through the American Job Center as authorized under Public Law 113-128 of the Workforce Innovation and Opportunity Act (WIOA). This federal grant is passed thru from the Federal Government Dept. of Labor to the State of Tn Dept. of Labor to Northern Middle Tn Local Workforce Development Board to Metro Action Commission. The Metro Action Commission will deliver services and coordination of eligible in-school and out of school youth through the American Job Centers in Nashville. This Amendment 3 increases the budget by \$506,666.50 to a new total of \$1,839,999.50, extends the contract to 6/30/2024 and updates budget line shift and project key performance indicators.

Plan for continuation of services upon grant expiration:

MAC plans to continue this program in future years upon approval from grantor.

Grants Tracking Form

Part One

Pre-Application ☐		Application ☐		Award Acceptance ☒		Contract Amendment ☐	
Department	Dept. No.	Contact				Phone	Fax
METRO ACTION	075	Tanya Evrenson, Director of Workforce				862-8860	862-8870
Grant Name:		WIOA (Workforce Innovation & Opportunity Act)21-22 Amend 3					
Grantor:		U.S. DEPARTMENT OF LABOR				Other:	
Grant Period From:		01/01/21	(applications only) Anticipated Application Date:				
Grant Period To:		06/30/24	(applications only) Application Deadline:				
Funding Type:	FED PASS THRU	Multi-Department Grant		☐ If yes, list below.			
Pass-Thru:	TN Dept.of Labour/Northern Middle TN	Randall Funding Project:		☐			
Award Type:	FORMULA	Total Award:		\$506,666.50			
Status:	AMENDMENT	Metro Cash Match:		\$0.00			
Metro Category:	Est. Prior.	Metro In-Kind Match:		\$0.00			
CFDA #	17.259	Is Council approval required?		☒			
Project Description:		Applic. Submitted Electronically?		☐			
This grant is for the provision of establishing programs and services in an integrated workforce system as at the Career Services Provider through the American Job Center as authorized under Public Law 113-128 of the Workforce Innovation and Opportunity Act (WIOA). This federal grant is passed thru from the Federal Government Dept. of Labor to the State of TN Dept. of Labor to Northern Middle TN Local Workforce Development Board to Metro Action Commission. The Metro Action Commission will deliver services and coordination of eligible in-school and out of school youth through the American Job Centers in Nashville. This Amendment 3 increases the budget by \$506,666.50 to a new total of \$1,839,999.50, extends the contract to 6/30/2024 and updates budget line shift and project key performance indicators.							
Plan for continuation of service after expiration of grant/Budgetary Impact:							
MAC plans to continue this program in future years upon approval from grantor.							
How is Match Determined?							
Fixed Amount of \$		or	0.0%	% of Grant	Other: ☐		
Explanation for "Other" means of determining match:							
For this Metro FY, how much of the required local Metro cash match:							
Is already in department budget?		\$0.00	Fund	Business Unit			
Is not budgeted?		\$0.00	Proposed Source of Match:				
(Indicate Match Amount & Source for Remaining Grant Years in Budget Below)			Requested from Cont. Match Fund:				
Other:							
Number of FTEs the grant will fund:		3.24	Actual number of positions added:		0.00		
Departmental Indirect Cost Rate		14.49%	Indirect Cost of Grant to Metro:		\$266,615.93		
*Indirect Costs allowed? ☒ Yes ☐ No		% Allow.	14.49%	Ind. Cost Requested from Grantor:		\$266,615.93 in budget	
*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)							
Draw down allowable? ☐							
Metro or Community-based Partners:							

Part Two

Grant Budget										
Budget Year	Metro Fiscal Year	Federal Grantor	State Grantor	Other Grantor	Local Match Cash	Match Source (Fund, BU)	Local Match In-Kind	Total Grant Each Year	Indirect Cost to Metro	Ind. Cost Neg. from Grantor
Yr 1	FY 21			\$300,000.00				\$300,000.00	\$43,470.00	\$43,470.00
Yr 2	FY 22			\$500,000.00				\$500,000.00	\$72,450.00	\$72,450.00
Yr 3	FY23			\$533,333.00				\$533,333.00	\$77,280.00	\$77,280.00
Yr 4	FY24			\$506,666.50				\$506,666.50	\$73,415.93	\$73,415.93
Yr 5										
Total			\$0.00	\$1,839,999.50	\$0.00		\$0.00	\$1,839,999.50	\$266,615.93	\$266,615.93
Date Awarded:		12/07/23		Tot. Awarded:		\$506,666.50	Contract#:	NM-01-YCSP-MAC		
(or) Date Denied:				Reason:						
(or) Date Withdrawn:				Reason:						

Contact: juanita.paulsen@nashville.gov
vaughn.wilson@nashville.gov



CONTRACT MODIFICATION TRANSMITTAL

Contract Number: NM-01-YCSP-MAC
Subcontractor/Recipient: Metropolitan Action Commission (MAC)
Modification Number: #4

MODIFICATION JUSTIFICATION

- 1.) Effective May 8, 2024, extend the current contract ending date of June 30, 2024 by three months; and to increase Youth Formula contract liability by \$163,333.50 making a 45 month period ending September 30, 2024 of \$2,003,333 for Formula Youth. MPCR must be 50%. Work Experience target of 25%.
- 2) Effective 10/1/2024 increase liability by \$400,000 making total formula liability of \$2,403,333. Extends end date nine months to 6/30/2025 or cumulative 54 months.
- 3) 2024-25 Key Performance Indicators are 57 In-school-youth (ISY) and 88 Out-of-School Youth (OSY) for a total of 145 youth.

Budget Form

Line Item	Modified 42 Month Total	Modified 42 +30,000 6/30/2024	Modified 45 +133,333.50 9/30/24	Modified 54 +400,000 6/30/25
Personnel-Staff Salaries	219,792.25	208,990.18	223,891.46	292,747.88
Personnel-Fringe Benefits	89,458.13	88,975.31	95,319.37	114,351.53
Travel-Staff	2,270.42	1,233.01	1320.93	1,584.67
Employee Training	1,494.00	176.40	188.98	226.71
Materials, Supplies, Print & Copying	1,940.96	1,911.50	2,047.79	2,456.67
Third Party Affiliates	15,560.00	8,795.52	9,422.65	11,304.05
Work Experience – Internal Costs	110,114.52	122,934.01	131,699.37	157,995.42
Program Indirect	132,134.00	122,052.60	130,755.12	156,862.63
Sub-Total	572,764.28	555,068.53	594,645.67	737,529.56
Participant Costs	572,764.28	592,654.15	634,911.19	782,529.55
Total Out-of-School Youth	1,145,528.56	1,147,722.68	1,229,556.86	1,520,059.11
Personnel-Staff Salaries	96,862.30	96,169.55	103,026.57	113,597.60
Personnel-Fringe Benefits	51,397.22	54,014.72	57,866.04	67,827.01
Travel-Staff	1,191.69	362.39	388.23	465.75
Employee Training	1,172.00	27.90	29.89	35.86
Materials, Supplies, Print. & Copying	621.57	361.19	386.94	464.20
Third Party Affiliates	9,163.00	7,459.30	7,991.16	9,586.73
Work Experience – Internal Costs	119,787.45	157,984.64	169,249.16	183,042.67
Program Indirect	67,040.24	77,121.64	82,620.52	89,117.13
Sub-Total	347,235.47	393,501.33	421,558.51	464,136.95
Participant Costs	347,235.47	328,775.49	352,217.63	419,136.95
Total In-School Youth	694,470.94	722,276.82	773,776.14	883,273.89
Total Formula Youth	1,839,999.50	1,869,999.50	2,003,333.00	2,403,333.00

SYEP Line Item	
Personnel-Staff Salaries	
Personnel-Fringe Benefits	
Travel-Staff	
Employee Training	
Materials, Supplies, Printing & Copying	
Third Party Affiliates	
Work Experience – Internal Costs	
Program Indirect	
Sub-Total	
Participant Costs	\$96,000
Total Out-of-School Youth	

This modification is submitted as an amendment to the above referenced contract. The Contractor agrees that the conditions and narrative of the original contract are still binding except where superseded by written changes contained within this modification.

SIGNATORY OFFICIALS	
<u>Metropolitan Action Commission (MAC)</u> Printed Name of Subcontractor <u>Dr. Cynthia Croom, Executive Director</u> Typed Name and Title DocuSigned by: <i>Cynthia Croom</i> 7/18/2024 Signature/Date	<u>Workforce Essentials</u> Printed Name of Contractor <u>Marla W. Rye, President</u> Typed Name and Title DocuSigned by: <i>Marla Rye</i> 7/18/2024 Signature/Date

**SIGNATURE PAGE FOR
WORKFORCE ESSENTIALS MODIFICATION #4**

IN WITNESS WHEREOF, the parties have by their duly authorized representatives set their signatures.

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

____ (see previous page)
Cynthia Croom, Ed.D., Executive Director
Metropolitan Action Commission

Date



LaVoneia C. Steele, Ed.D., Chair
Metropolitan Action Commission

Date

8/12/24

APPROVED AS TO AVAILABILITY OF FUNDS:


Director of Finance, Department of Finance

1/17/2025 | 1:24 PM CST

Date

APPROVED AS TO RISK AND INSURANCE:


Director of Insurance

1/21/2025 | 10:19 AM CST

Date

APPROVED AS TO FORM AND LEGALITY:


Metropolitan Attorney

1/21/2025 | 9:58 AM CST

Date

Freddie O' Connell, Metropolitan Mayor

Date

ATTEST:

Metropolitan Clerk

Date

CONTRACT MODIFICATION TRANSMITTAL

Contract Number: NM-01-YCSP-MAC
Subcontractor/Recipient: Metropolitan Action Commission (MAC)
Modification Number: #3

MODIFICATION JUSTIFICATION

1.) To extend the contract term ending June 30, 2023 by twelve months; Modified ending date is extended to June 30, 2024.

2.) To increase contract liability by \$506,666.50 from Youth budget Mod 2 of \$1,333,333, to a new Youth maximum for the 42 month period ending June 30, 2024 of \$1,839,999.50 for Formula Youth. MPCR must be 50%. Work Experience target of 25%.

3) The effective date of items #1 and #2 is May 17, 2023. ISY target of 30% effective 7/1/23.

4) 2023-24 Key Performance Indicators will be established as soon as State Goals are defined and will be sent via letter communication.

5) Make FY 22-23 budget line item shift of \$22,000 from ISY to OSY. Net effect = \$-0-

6) To increase contract liability by \$96,000 for Summer Youth Employment Program (SYEP) according to TDLWD terms and guidance per the SYEP Funding Opportunity Announcement. The effective date of SYEP Phase I is May 15, 2023 to August 31, 2023. The effective date of SYEP Phase II is July 1, 2023 to June 30, 2024. Maximum \$3,200 per participant, inclusive of all wages, federal and state taxes, workers compensation, benefits and other employment withholdings. Target is 30 Youth served.

Budget Form

Line Item	Previous 24 Month Budget	12 Month Increase	Modified 30 Month Total
Personnel-Staff Salaries	155,597.00	64,195.25	219,792.25
Personnel-Fringe Benefits	65,350.00	24,108.13	89,458.13
Travel-Staff	1,494.00	776.42	2,270.42
Employee Training	1,494.00		1,494.00
Materials, Supplies, Printing & Copying	1,556.00	384.96	1,940.96
Third Party Affiliates	15,560.00		15,560.00
Work Experience – Internal Costs	57,570.00	52,544.52	110,114.52
Program Indirect	74,810.00	57,324.00	132,134.00
Sub-Total	373,431.00	199,333.28	572,764.28
Participant Costs	373,431.00	199,333.28	572,764.28
Total Out-of-School Youth	746,862.00	398,666.56	1,145,528.56
Personnel-Staff Salaries	74,888.60	21,973.70	96,862.30
Personnel-Fringe Benefits	40,274.55	11,122.67	51,397.22
Travel-Staff	1,172.00	19.69	1,191.69
Employee Training	1,172.00		1,172.00
Materials, Supplies, Printing & Copying		621.57	621.57

Third Party Affiliates	14,663.00	(5,500.00)	9,163.00
Work Experience – Internal Costs	105,380.00	14,407.45	119,787.45
Program Indirect	55,685.35	11,354.89	67,040.24
Sub-Total	293,235.50	53,999.97	347,235.47
Participant Costs	293,235.50	53,999.97	347,235.47
Total In-School Youth	586,471.00	107,999.94	694,470.94
Total Formula Youth	1,333,333.00	506,666.50	1,839,999.50
SYEP Line Item	Previous Budget	SYEP Increase	Modified Budget Total
Personnel-Staff Salaries	-	-	0.00
Personnel-Fringe Benefits	-	-	0.00
Travel-Staff	-	-	0.00
Employee Training	-	-	0.00
Materials, Supplies, Printing & Copying	-	-	0.00
Third Party Affiliates	-	-	0.00
Work Experience – Internal Costs	-	-	0.00
Program Indirect	-	-	0.00
Sub-Total	-	-	0.00
Participant Costs	-	96,000.00	96,000.00
Total Out-of-School Youth	-	96,000.00	96,000.00

MAC Goals 2022-2023													
Matrix:		2022						2023					
		Sep 30 (QTR 7)			Dec. 30 (QTR 8)			Mar. 31 (QTR 9)			June. 30 (QTR 10)		
		Goal	Actual	%	Goal	Actual	%	Goal	Actual	%	Goal	Actual	%
Enrollments	ISY	21			22			21			21		
	OSY	15			15			15			15		
Exits (80% of new enrollments)	Youth	29			30			29			29		
		Positive	Total	Percent	Positive	Total	Percent	Positive	Total	Percent	Positive	Total	Percent
Positive Placement Rate Target 85%	Youth	24		#DIV/0!	25		#DIV/0!	24		#DIV/0!	24		#DIV/0!
Placement Wage	Youth	\$ 12.00		0.0%	\$ 12.00		0.0%	\$ 12.00		0.0%	\$ 12.00		0.0%
MPCR:	Youth	50%		0%	50%		0%	50%		0%	50%		0%
Work Experience	Youth	25%		0%	25%		0%	25%		0%	25%		0%
In-School Youth Ratio	Youth	50%		0%	50%		0%	50%		0%	50%		0%
Based upon carryover of more than 216 youth, the exit goal has been increased to 80% of the new enrollments.													

This modification is submitted as an amendment to the above referenced contract. The Contractor agrees that the conditions and narrative of the original contract are still binding except where superseded by written changes contained within this modification.

SIGNATORY OFFICIALS

Metropolitan Action Commission (MAC)
Printed Name of Subcontractor

Dr. Cynthia Croom, Executive Director
Typed Name and Title

Cynthia Croom 7/14/2023
Signature/Date

Workforce Essentials
Printed Name of Contractor

Marla W. Rye, President
Typed Name and Title

Marla Rye 7/7/2023
Signature/Date

**SIGNATURE PAGE FOR
WORKFORCE ESSENTIALS MODIFICATION #3**

IN WITNESS WHEREOF, the parties have by their duly authorized representatives set their signatures.

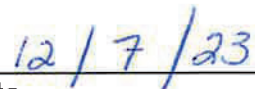
METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

____ (see previous page)
Cynthia Croom, Ed.D., Executive Director
Metropolitan Action Commission

Date

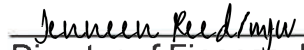


LaVoneia C. Steele, Ed.D., Chair
Metropolitan Action Commission



Date

APPROVED AS TO AVAILABILITY OF FUNDS:



Director of Finance, Department of Finance

1/17/2025 | 1:24 PM CST

Date

APPROVED AS TO RISK AND INSURANCE:

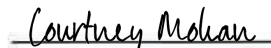


Director of Insurance

1/21/2025 | 10:19 AM CST

Date

APPROVED AS TO FORM AND LEGALITY:



Metropolitan Attorney

1/21/2025 | 9:58 AM CST

Date

Freddie O' Connell, Metropolitan Mayor

Date

ATTEST:

Metropolitan Clerk

Date

KPI Enrollment Goals:

MAC	OSYouth Goal	ISYouth Goal	Youth Goal
July	3	2	5
August	7	8	15
September	7	8	15
QTR Ended 09/30/23	17	18	35
October	8	6	14
November	8	6	14
December	8	3	11
QTR Ended 12/31/23	24	15	39
FYE Ended 12/31/23 (6 Mos)	41	33	74
January	8	5	12
February	8	5	12
March	8	5	12
QTR Ended 03/31/2024	24	15	39
April	8	3	12
May	8	3	12
June	7	3	12
QTR Ended 06/30/24	23	9	32
FYE Ended 06/30/24 (6mos)	47	24	71
Contract Total (12 Mos)	88	57	145

Certificate Of Completion

Envelope Id: C454D9CB-E256-4C87-B0EB-674B85B9DFDF	Status: Completed
Subject: Complete with Docusign: MAC WIOA Workforce Innovation & Opportunity Act 21-22 Amendment 3&4 Re...	
Source Envelope:	
Document Pages: 15	Signatures: 10
Certificate Pages: 15	Initials: 2
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Juanita Paulson
Time Zone: (UTC-06:00) Central Time (US & Canada)	730 2nd Ave. South 1st Floor
	Nashville, TN 37219
	Juanita.Paulsen@nashville.gov
	IP Address: 170.190.198.190

Record Tracking

Status: Original	Holder: Juanita Paulson	Location: DocuSign
1/16/2025 8:01:52 AM	Juanita.Paulsen@nashville.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Metropolitan Government of Nashville and Davidson County	Location: DocuSign

Signer Events

Signer Events	Signature	Timestamp
Amanda Brown		Sent: 1/16/2025 8:10:01 AM
Amanda.Brown@nashville.gov		Viewed: 1/16/2025 9:02:31 AM
Security Level: Email, Account Authentication (None)		Signed: 1/16/2025 9:02:49 AM
	Signature Adoption: Pre-selected Style	
	Using IP Address: 170.190.43.2	

Electronic Record and Signature Disclosure:
 Accepted: 1/16/2025 9:02:31 AM
 ID: cfd87df8-3b58-4b42-b02d-3da26219d98a

Aaron Pratt		Sent: 1/16/2025 9:02:51 AM
Aaron.Pratt@nashville.gov		Viewed: 1/16/2025 5:26:36 PM
Security Level: Email, Account Authentication (None)		Signed: 1/16/2025 5:26:42 PM
	Signature Adoption: Pre-selected Style	
	Using IP Address: 170.190.198.185	

Electronic Record and Signature Disclosure:
 Accepted: 1/16/2025 5:26:36 PM
 ID: 58a2d240-287b-40eb-89a1-e0305c43d8b8

Jenneen Reed/mjw		Sent: 1/16/2025 5:26:44 PM
MaryJo.Wiggins@nashville.gov		Viewed: 1/17/2025 1:19:08 PM
Security Level: Email, Account Authentication (None)		Signed: 1/17/2025 1:24:04 PM
	Signature Adoption: Pre-selected Style	
	Using IP Address: 170.190.198.191	

Electronic Record and Signature Disclosure:
 Accepted: 1/17/2025 1:19:08 PM
 ID: 1ea7bdc9-1526-46c1-8189-a42aac9ba100

Courtney Mohan		Sent: 1/17/2025 1:24:05 PM
Courtney.Mohan@nashville.gov		Viewed: 1/21/2025 9:53:22 AM
Security Level: Email, Account Authentication (None)		Signed: 1/21/2025 9:58:39 AM
	Signature Adoption: Pre-selected Style	
	Using IP Address: 170.190.198.191	

Electronic Record and Signature Disclosure:

Signer Events	Signature	Timestamp
Accepted: 1/21/2025 9:53:22 AM ID: 7772a396-aea5-4756-969e-b74284c7dfb9		
Balogun Cobb balogun.cobb@nashville.gov Insurance Division Manager Security Level: Email, Account Authentication (None)	<i>Balogun Cobb</i> Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.144	Sent: 1/21/2025 9:58:41 AM Viewed: 1/21/2025 10:19:19 AM Signed: 1/21/2025 10:19:29 AM
Electronic Record and Signature Disclosure: Accepted: 1/21/2025 10:19:19 AM ID: 5ca8b1ab-65e5-4cf9-bf82-8307c363db3e		
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Danielle Godin Danielle.Godin@nashville.gov Security Level: Email, Account Authentication (None)	COPIED	Sent: 1/21/2025 10:19:31 AM Viewed: 1/21/2025 11:47:12 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Sally Palmer sally.palmer@nashville.gov Security Level: Email, Account Authentication (None)	COPIED	Sent: 1/21/2025 10:19:32 AM
Electronic Record and Signature Disclosure: Accepted: 1/21/2025 11:24:13 AM ID: e03a5db3-05f6-4faa-ae54-e0d098856caf		
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	1/16/2025 8:10:01 AM
Certified Delivered	Security Checked	1/21/2025 10:19:19 AM
Signing Complete	Security Checked	1/21/2025 10:19:29 AM
Completed	Security Checked	1/21/2025 10:19:32 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		