

## GRANT SUMMARY SHEET

**Grant** City Accelerator 20 Amend. 2

**Department:** FINANCE DEPARTMENT

**Grantor:** LIVING CITIES

**Pass-Through  
Grantor (If**

**Total Award this** \$0.00

**Cash Match** \$0.00

**Department** Michelle Lane  
862-5471

**Status** AMENDMENT

**Program Description:**

Grant will help improve participation of minority and woman-owned businesses in the Metro Government procurement process by creating a multi-tiered business capacity development program and a comprehensive communications and outreach strategy. Amendment 2 extends the end date from 10/31/20 to 2/26/21.

**Plan for continuation of services upon**

Both the educational and outreach components, developed in collaboration with the Living Cities cohort, will be carried out by existing divisional staff at the conclusion of the grant period/funding.

## Grants Tracking Form

### Part One

<b>Pre-Application</b> <input type="radio"/>		<b>Application</b> <input type="radio"/>		<b>Award Acceptance</b> <input type="radio"/>		<b>Contract Amendment</b> <input checked="" type="radio"/>	
Department	Dept. No.	Contact			Phone	Fax	
FINANCE DEPARTMENT	015	Michelle Lane			862-5471		
<b>Grant Name:</b>	City Accelerator 20 Amend. 2						
<b>Grantor:</b>	LIVING CITIES	<b>Other:</b>					
<b>Grant Period From:</b>	07/01/19	<small>(applications only)</small> Anticipated Application Date:					
<b>Grant Period To:</b>	02/26/21	<small>(applications only)</small> Application Deadline:					
<b>Funding Type:</b>	FOUNDATION	<b>Multi-Department Grant</b>		<input type="checkbox"/> <b>If yes, list below.</b>			
<b>Pass-Thru:</b>		<b>Outside Consultant Project:</b>		<input checked="" type="checkbox"/>			
<b>Award Type:</b>	COMPETITIVE	<b>Total Award:</b>		\$0.00			
<b>Status:</b>	AMENDMENT	<b>Metro Cash Match:</b>		\$0.00			
<b>Metro Category:</b>	Est. Prior.	<b>Metro In-Kind Match:</b>		\$0.00			
<b>CFDA #</b>	N/A	<b>Is Council approval required?</b>		<input checked="" type="checkbox"/>			
<b>Project Description:</b>	Applic. Submitted Electronically? <input type="checkbox"/>						
Grant will help improve participation of minority and woman-owned businesses in the Metro Government procurement process by creating a multi-tiered business capacity development program and a comprehensive communications and outreach strategy. <b>Amendment 2 extends the end date from 10/30/20 to 2/26/21.</b>							
<b>Plan for continuation of service after expiration of grant/Budgetary Impact:</b>							
Both the educational and outreach components, developed in collaboration with the Living Cities cohort, will be carried out by existing divisional staff at the conclusion of the grant period/funding.							
<b>How is Match Determined?</b>							
<b>Fixed Amount of \$</b>		or	<b>% of Grant</b>		<b>Other:</b> <input type="checkbox"/>		
<b>Explanation for "Other" means of determining match:</b>							
<b>For this Metro FY, how much of the required local Metro cash match:</b>							
<b>Is already in department budget?</b>				<b>Fund</b>	<b>Business Unit</b>		
<b>Is not budgeted?</b>				<b>Proposed Source of Match:</b>			
<b>(Indicate Match Amount &amp; Source for Remaining Grant Years in Budget Below)</b>							
<b>Other:</b>							
<b>Number of FTEs the grant will fund:</b>		0.00	<b>Actual number of positions added:</b>		0.00		
<b>Departmental Indirect Cost Rate</b>		10.00%	<b>Indirect Cost of Grant to Metro:</b>		\$5,000.00		
<b>*Indirect Costs allowed?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No		<b>% Allow.</b>	0.00%	<b>Ind. Cost Requested from Grantor:</b>		\$0.00 <b>in budget</b>	
<small>*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)</small>							
<b>Draw down allowable?</b> <input type="checkbox"/>							
<b>Metro or Community-based Partners:</b>							

### 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	FY20			\$50,000.00				\$50,000.00	\$5,000.00	\$0.00
Yr 2	FY__									
Yr 3	FY__									
Yr 4	FY__									
Yr 5	FY__									
<b>Total</b>				\$50,000.00				\$50,000.00	\$5,000.00	\$0.00
<b>Date Awarded:</b>				01/21/21	<b>Tot. Awarded:</b>		\$0.00	<b>Contract#:</b> 20-6160 G-931-2		
<b>(or) Date Denied:</b>					<b>Reason:</b>					
<b>(or) Date Withdrawn:</b>					<b>Reason:</b>					

Contact: [trinity.weathersby@nashville.gov](mailto:trinity.weathersby@nashville.gov)  
[vaughn.wilson@nashville.gov](mailto:vaughn.wilson@nashville.gov)

*VW*



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MacArthur Foundation

The JPB Foundation

The Kresge Foundation

The McKnight Foundation

MetLife, Inc.

Morgan Stanley

Prudential Financial, Inc.

Robert Wood Johnson  
Foundation

The Rockefeller Foundation

Surdna Foundation

W.K. Kellogg Foundation

Wells Fargo

**PRESIDENT & CEO**

Ben Hecht

January 21, 2021

Ms. Michelle A. Hernandez Lane  
Chief Procurement Officer and Purchasing Agent  
Metropolitan Nashville Davidson County  
Division of Purchasing  
730 2<sup>nd</sup> Avenue South, Suite 150  
Nashville, TN 37210

Re: Grant No. LC 20-6160 G 931

Dear Ms. Hernandez Lane:

This letter confirms our agreement to amend Living Cities Grant number LC 20-6160 G-931 in the following way:

- Extend the grant end date from October 30, 2020 through February 26, 2021.

All other terms and conditions of the contract remain in effect.

If you are in agreement with these changes, please sign this letter where indicated below and return to Joan Springs ([jsprings@livingcities.org](mailto:jsprings@livingcities.org)).

Sincerely,

DocuSigned by:  
**Bennett Hecht**  
 Bennett Hecht  
 President & CEO

Agreed to and accepted: Michelle A. Hernandez Lane, 1/21/2021

DocuSigned by:  
 Michelle A. Hernandez Lane  
 90AEFF4BE90446F...

**SIGNATURE PAGE  
FOR  
GRANT NO. City Accelerator 20 Amend 2**

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

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

DocuSigned by:  
Michelle A. Hernandez-Laine  
Procurement

1/28/2021  
Date

APPROVED AS TO AVAILABILITY  
OF FUNDS:

\_\_\_\_\_  
Kevin Crumbo, Director  
Department of Finance

\_\_\_\_\_  
Date

APPROVED AS TO RISK AND INSURANCE:

\_\_\_\_\_  
Director of Insurance

\_\_\_\_\_  
Date

APPROVED AS TO FORM AND  
LEGALITY:

\_\_\_\_\_  
Metropolitan Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
John Cooper  
Metropolitan Mayor

\_\_\_\_\_  
Date

ATTEST:

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

\_\_\_\_\_  
Date



Resolution No. RS2020 - 589

A resolution approving amendment one to a grant from Living Cities to The Metropolitan Government of Nashville and Davidson County, acting by and through the Finance Department – Procurement Division, to support the city’s work with the City Accelerator’s Retake: Inclusive Procurement Cohort program to improve the participation of minority and women-owned businesses in the Metropolitan Government’s procurement process.

WHEREAS, The Metropolitan Government of Nashville and Davidson County, acting by and through the Finance Department – Procurement Division, previously entered into a grant agreement with Living Cities to support the city’s work with the City Accelerator’s Retake: Inclusive Procurement Cohort program to improve the participation of minority and women-owned businesses in the Metropolitan Government’s procurement process approved by RS2020-152; and,

WHEREAS, the parties wish to amend the grant to extend the end date of the grant from June 30, 2020 to October 30, 2020; and,

WHEREAS, it is to the benefit of the citizens of The Metropolitan Government of Nashville and Davidson County that amendment one be accepted.

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

Section 1. That amendment one to the grant by and between Living Cities and The Metropolitan Government of Nashville and Davidson County, acting by and through the Finance Department – Procurement Division, to support the city’s work with the City Accelerator’s Retake: Inclusive Procurement Cohort program to improve the participation of minority and women-owned businesses in the Metropolitan Government’s procurement process, a copy of which is attached hereto and incorporated herein, is hereby approved.

Section 2. That this resolution shall take effect from and after its adoption, the welfare of The Metropolitan Government of Nashville and Davidson County requiring it.

APPROVED AS TO AVAILABILITY OF FUNDS:

DocuSigned by:  
Kevin Crumbo  
Kevin Crumbo, Director  
Department of Finance

INTRODUCED BY:

Kiyomichi Johnson  
Zulfat Suara  
John Walsh

Member(s) of Council

Emily Burt  
Jay L. Stipe

APPROVED AS TO FORM  
AND LEGALITY:

DocuSigned by:

*Miki Eke*

Assistant Metropolitan Attorney

## **GRANT SUMMARY SHEET**

**Grant** City Accelerator 20 Amend. 1

**Department:** FINANCE DEPARTMENT

**Grantor:** LIVING CITIES

**Pass-Through  
Grantor**

**Total Award this** \$0.00

**Cash Match** \$0.00

**Department** Michelle Lane  
862-5471

**Status** AMENDMENT

**Program Description:**

Grant will help improve participation of minority and woman-owned businesses in the Metro Government procurement process by creating a multi-tiered business capacity development program and a comprehensive communications and outreach strategy. Amendment 1 extends the end date from 6/30/20 to 10/30/20.

**Plan for continuation of services upon**

Both the educational and outreach components, developed in collaboration with the Living Cities cohort, will be carried out by existing divisional staff at the conclusion of the grant period/funding.

### Grants Tracking Form

Part One

Pre-Application <input type="radio"/>		Application <input type="radio"/>		Award Acceptance <input type="radio"/>		Contract Amendment <input checked="" type="radio"/>	
Department	Dept. No.	Contact			Phone	Fax	
FINANCE DEPARTMENT	015	Michelle Lane			862-5471		
<b>Grant Name:</b>		City Accelerator 20 Amend. 1					
<b>Grantor:</b>		LIVING CITIES	<b>Other:</b>				
<b>Grant Period From:</b>		07/01/19	<small>(applications only) Anticipated Application Date:</small>				
<b>Grant Period To:</b>		10/30/20	<small>(applications only) Application Deadline:</small>				
<b>Funding Type:</b>		FOUNDATION	<b>Multi-Department Grant</b>		<input type="checkbox"/> <b>If yes, list below.</b>		
<b>Pass-Thru:</b>			<b>Outside Consultant Project:</b>		<input checked="" type="checkbox"/>		
<b>Award Type:</b>		COMPETITIVE	<b>Total Award:</b>		\$0.00		
<b>Status:</b>		AMENDMENT	<b>Metro Cash Match:</b>		\$0.00		
<b>Metro Category:</b>		Est. Prior.	<b>Metro In-Kind Match:</b>		\$0.00		
<b>CFDA #</b>		N/A	<b>Is Council approval required?</b>		<input checked="" type="checkbox"/>		
<b>Project Description:</b>		Applic. Submitted Electronically? <input type="checkbox"/>					
<p>Grant will help improve participation of minority and woman-owned businesses in the Metro Government procurement process by creating a multi-tiered business capacity development program and a comprehensive communications and outreach strategy. <b>Amendment 1 extends the end date from 6/30/20 to 10/30/20.</b></p>							
<b>Plan for continuation of service after expiration of grant/Budgetary Impact:</b>							
Both the educational and outreach components, developed in collaboration with the Living Cities cohort, will be carried out by existing divisional staff at the conclusion of the grant period/funding.							
<b>How is Match Determined?</b>							
<b>Fixed Amount of \$</b>		or		<b>% of Grant</b>		<b>Other:</b> <input type="checkbox"/>	
<b>Explanation for "Other" means of determining match:</b>							
<b>For this Metro FY, how much of the required local Metro cash match:</b>							
<b>Is already in department budget?</b>				<b>Fund</b>		<b>Business Unit</b>	
<b>Is not budgeted?</b>				<b>Proposed Source of Match:</b>			
<b>(Indicate Match Amount &amp; Source for Remaining Grant Years in Budget Below)</b>							
<b>Other:</b>							
<b>Number of FTEs the grant will fund:</b>		0.00		<b>Actual number of positions added:</b>		0.00	
<b>Departmental Indirect Cost Rate</b>		10.00%		<b>Indirect Cost of Grant to Metro:</b>		\$5,000.00	
<b>*Indirect Costs allowed?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No		<b>% Allow.</b>		<b>Ind. Cost Requested from Grantor:</b>		<b>in budget</b>	
		0.00%				\$0.00	
<small>*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)</small>							
<b>Draw down allowable?</b> <input type="checkbox"/>							
<b>Metro or Community-based Partners:</b>							

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	FY20			\$50,000.00				\$50,000.00	\$5,000.00	\$0.00
Yr 2	FY__									
Yr 3	FY__									
Yr 4	FY__									
Yr 5	FY__									
<b>Total</b>				\$50,000.00				\$50,000.00	\$5,000.00	\$0.00
<b>Date Awarded:</b>				10/05/20	<b>Tot. Awarded:</b>		\$0.00	<b>Contract#:</b> 20-6160 G-931-1		
<b>(or) Date Denied:</b>					<b>Reason:</b>					
<b>(or) Date Withdrawn:</b>					<b>Reason:</b>					

Contact: [trinity.weathersby@nashville.gov](mailto:trinity.weathersby@nashville.gov)  
[vaughn.wilson@nashville.gov](mailto:vaughn.wilson@nashville.gov)

*VW*



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Morgan Stanley

Prudential Financial, Inc.

Robert Wood Johnson  
Foundation

The Rockefeller Foundation

Surdna Foundation

W.K. Kellogg Foundation

Wells Fargo

**PRESIDENT & CEO**

Ben Hecht

July 14, 2020

Ms. Michelle A. Hernandez Lane  
Chief Procurement Officer and Purchasing Agent  
Metropolitan Nashville Davidson County  
Division of Purchasing  
730 2<sup>nd</sup> Avenue South, Suite 150  
Nashville, TN 37210

Re: Grant No. LC 20-6160 G 931

Dear Ms. Hernandez Lane:

This letter confirms our agreement to amend Living Cities Grant number LC 20-6160 G-931 in the following way:

- Extend the grant end date from June 30, 2020 through October 30, 2020.

All other terms and conditions of the contract remain in effect.

If you are in agreement with these changes, please sign this letter where indicated below and return to Joan Springs ([jsprings@livingcities.org](mailto:jsprings@livingcities.org)).

Sincerely,

DocuSigned by:  
**Bennett Hecht**  
 E9D6C48869244E8...  
 Ben Hecht  
 President & CEO

Agreed to and accepted:

DocuSigned by:  
  
 Date: 7/16/2020  
 90AEFF4BE90446F...

**SIGNATURE PAGE  
FOR  
GRANT NO. City Accelerator 20 Amend. 1**

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

**METROPOLITAN GOVERNMENT OF  
NASHVILLE AND DAVIDSON COUNTY**

DocuSigned by:

Michelle A. Hernandez Lane  
Dept. of Finance-Procurement

10/6/2020

Date

**APPROVED AS TO AVAILABILITY  
OF FUNDS:**

DocuSigned by:

Kevin Crumbo  
Kevin Crumbo, Director  
Department of Finance

10/9/2020

Date

**APPROVED AS TO RISK AND INSURANCE:**

DocuSigned by:

Balogun Colbo  
Director of Insurance

10/9/2020

Date

**APPROVED AS TO FORM AND  
LEGALITY:**

DocuSigned by:

Niki Eke  
Metropolitan Attorney

10/9/2020

Date

\_\_\_\_\_  
John Cooper  
Metropolitan Mayor

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Metropolitan Clerk    [RS2020-589](#)

\_\_\_\_\_  
Date

**SIGNATURE PAGE  
FOR  
GRANT NO. City Accelerator 20 Amend. 1**

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

**METROPOLITAN GOVERNMENT OF  
NASHVILLE AND DAVIDSON COUNTY**

DocuSigned by:  
Michelle A. Hernandez Lane  
Dept. of Finance-Procurement

10/6/2020  
Date

**APPROVED AS TO AVAILABILITY  
OF FUNDS:**

DocuSigned by:  
Kevin Crumbo  
Kevin Crumbo, Director  
Department of Finance

10/9/2020  
Date

**APPROVED AS TO RISK AND INSURANCE:**

DocuSigned by:  
Balogun Colbo  
Director of Insurance

10/9/2020  
Date

**APPROVED AS TO FORM AND  
LEGALITY:**

DocuSigned by:  
Meki Eki  
Metropolitan Attorney

10/9/2020  
Date

John Cooper  
John Cooper  
Metropolitan Mayor

OCT 21 2020  
Date

**ATTEST:**

ESH  
Metropolitan Clerk RS2020-589

OCT 21 2020  
Date

# ORIGINAL

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*METROPOLITAN COUNTY COUNCIL*

Resolution No. RS2020-589

**A resolution approving amendment one to a grant from Living Cities to The Metropolitan Government of Nashville and Davidson County, acting by and through the Finance Department – Procurement Division, to support the city’s work with the City Accelerator’s Retake: Inclusive Procurement Cohort program to improve the participation of minority and women-owned businesses in the Metropolitan Government’s procurement process.**

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*Introduced* OCT 20 2020

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

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*Adopted* OCT 20 2020

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*Approved* 

*By* OCT 21 2020  
*Metropolitan Mayor*

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Resolution No. RS2020 - 152

A resolution accepting a grant from Living Cities to The Metropolitan Government of Nashville and Davidson County, acting by and through the Finance Department – Procurement Division, to support the city’s work with the City Accelerator’s Retake: Inclusive Procurement Cohort program to improve the participation of minority and women-owned businesses in the Metropolitan Government’s procurement process.

WHEREAS, Living Cities has awarded a grant in an amount not to exceed \$50,000.00 with no cash match required to The Metropolitan Government of Nashville and Davidson County, acting by and through the Finance Department – Procurement Division, to support the city’s work with the City Accelerator’s Retake: Inclusive Procurement Cohort program to improve the participation of minority and women-owned businesses in the Metropolitan Government’s procurement process; and,

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

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

Section 1. That the grant by and between Living Cities, in an amount not to exceed \$50,000.00, and The Metropolitan Government of Nashville and Davidson County, acting by and through the Finance Department – Procurement Division, to support the city’s work with the City Accelerator’s Retake: Inclusive Procurement Cohort program to improve the participation of minority and women-owned businesses in the Metropolitan Government’s procurement process, a copy of which is attached hereto and incorporated herein, is hereby approved.

Section 2. That the amount of this grant is to be appropriated to the Finance Department – Procurement Division based on the revenues estimated to be received and any match to be applied.

Section 3. That this resolution shall take effect from and after its adoption, the welfare of The Metropolitan Government of Nashville and Davidson County requiring it.

APPROVED AS TO AVAILABILITY OF FUNDS:

Kevin Crumbo / KCS  
Kevin Crumbo, Director  
Department of Finance

INTRODUCED BY:

[Signature]  
[Signature]

[Signature]  
Member(s) of Council

[Signature]

LEGISLATION NUMBER: \_\_\_\_\_

*Zulfat Suaya*

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Members of Council

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Members of Council

APPROVED AS TO FORM  
AND LEGALITY:

A handwritten signature in black ink, appearing to read "Mark E. Ke", written over a horizontal line.

Assistant Metropolitan Attorney



## LIVING CITIES

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The JPB Foundation

The Kresge Foundation

The McKnight Foundation

MetLife, Inc.

Morgan Stanley

Prudential Financial, Inc.

Robert Wood Johnson  
Foundation

The Rockefeller Foundation

Surdna Foundation

W.K. Kellogg Foundation

Wells Fargo

## PRESIDENT &amp; CEO

Ben Hecht

November 14, 2019

Ms. Michelle A. Hernandez Lane  
Chief Procurement Officer & Purchasing Agent  
Metropolitan Nashville Davidson County  
Division of Purchasing  
730 2<sup>nd</sup> Avenue South, Suite 150  
Nashville, TN 37210

Re: Grant No. 20-6160 G-931

Dear Ms. Hernandez Lane:

I am pleased to inform you that Living Cities has awarded the Metropolitan Nashville Davidson County Division of Purchasing ("the Grantee") a grant of Fifty Thousand Dollars (\$50,000.00) (the "Grant") to support the city's work with the City Accelerator's Retake: Inclusive Procurement Cohort.

The terms of this grant agreement are outlined below. Your signature at the end of this agreement indicates that you, as an authorized agent of your organization, have read, understood and agreed to these terms.

Grant Agreement

(1) Use of Grant: The Grant is to be used only for the purposes outlined in your proposal dated April 5, 2019. Specifically, the funds are to be used to achieve the objectives outlined in work-plan through activities outlined in the grant proposal attached herein as Schedule B.

(2) Grant Period: The grant period will begin on July 1, 2019 and end on June 30, 2020. Any funds not used by the end of the grant period toward the purposes of this grant will be returned to Living Cities within 45 days after the end of the grant period.

(3) Payment of Grant: The Grant will be paid out in one (1) installment. Living Cities' ability to pay out this grant is dependent on the timely receipt of grant funding from institutional grantors. In the event that Living Cities has not received sufficient or timely funding from these grantors, Living Cities may elect to postpone, reduce or eliminate this award prior to disbursement.

(4) Conditions to Disbursement(s) of Grant: The Grant will be disbursed to the Grantee, upon the fulfillment of the following condition:

(a) Upon execution by Living Cities of a signed copy of this agreement, including Schedule A. By signing this agreement, you also agree to the requirements of participation set forth in Schedule B.

(5) Requirements for Participation:

(a) Participation in monthly calls with the cohort lead Griffin and Strong, P.C.:

(b) Participation in group learning activities, such as cohort learning calls, and send at most two members of the core team representatives to the four cohort convenings slated for June 2019, August 2019, Winter 2019 and Spring 2020;



- (c) Participation, by at least the city's two core team members, in a Living Cities-approved anti-racism training to deepen the team's racial equity competencies in service of closing racial income and wealth gaps through the City Accelerator. More information about this requirement and options for trainings will be forthcoming. (If team members can document that they have completed an approved training in the past two years, this requirement can be waived);
  - (d) Produce or contribute one blog post, and post regular social media updates, about the city's project, progress and lessons learned (guidance and deadlines will be forthcoming);
  - (e) Engagement with and participation in Living Cities' Economic Opportunity Roadmap, an online community dedicated to sharing practices and policies that create economic opportunity and close the racial wealth gaps in U.S. cities.
- (6) **Legal and Tax Requirements:** Grantee represents and warrants to the Foundation that:
- (a) Grantee is an organization in good standing, is either a governmental unit or an organization described in Section 501(c)(3) of the U.S. Internal Revenue Code (Code) and is not a private foundation within the meaning of Section 509(a) of the Code. Grantee will notify the Foundation immediately of any change in its tax status.
  - (b) Grant funds may be expended only for charitable, educational, literary or scientific purposes as specified in Section 170(c)(2)(B) of the Code.
  - (c) No part of the grant can inure to the benefit of any private person or entity in violation of Section 501(c)(3) and 4941 of the Code, including but not limited to any Foundation trustee, officer, employee, or his/her spouse, children, grandchildren, and great grandchildren or their respective spouses for any purpose.
- (7) **Covenants:** During the term of this grant, the Grantee is expected to adhere to the conditions below. Failure to adhere to these conditions will constitute an act of default and result in the return of part or all of the grant funds to Living Cities. In such a case, Living Cities will determine in its sole and absolute discretion the percentage of the grant to be returned. Cessation or reclamation of grant funding by Living Cities may also result in your organization's elimination from consideration for investment from Living Cities in any other form.

During the grant term and beyond as applicable, the Grantee under this agreement agree to the following:

- (a) Adhere to the uses of the grant summarized in Section (1). This grant is made only for the purposes stated in this letter and in the proposal the Grantee has submitted. Any grant funds not expended or committed for these purposes within the grant period will be returned to Living Cities. Any prospective changes in the use of this grant totaling over five percent of the total grant amount must be submitted in writing to and approved by Living Cities.

In addition, the Grantee is expected to meet the milestones stated in the proposal within the timeframe specified therein. Any material changes in the Grantee's milestones or timeline should be reported to Living Cities at the earliest reasonable opportunity. Living Cities will decide in its sole and absolute discretion whether any delays in meeting milestones constitute a violation of this covenant, and thus an event of default.



- (b) Maintain its tax-exempt status and all authorizations, filings, exemptions, etc. required to perform its duties within and outside this agreement. The Grantee also agrees to immediately provide any correspondence from the IRS or other related agencies regarding the above.
- (c) Cooperate in the monitoring and evaluation of its work. Given Living Cities' learning goals, Living Cities expects its grantees, to cooperate in timely and accurate reporting of program process, outputs, and outcomes.

A progress report must be submitted by January 31, 2020. Information in the progress report(s) should include but will not necessarily be limited to:

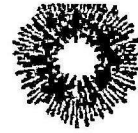
- (i.) Progress in achieving outcomes as outlined in Schedule B;
- (ii.) Expenditures against project budget as outlined in Schedule C;
- (iii.) Resources leveraged against Living Cities' funds;
- (iv.) Challenges encountered; and
- (v.) Any material operational or strategic shifts.

End-of-grant-period report: This report must be submitted to Living Cities no more than 30 days after the end of the grant period. It will include: (1) a narrative account of what was accomplished by the expenditure of funds, including progress made towards achieving the goals of the grant; and (2) a financial accounting, which includes a statement by the responsible financial officer of the Grantee certifying the accuracy of the report. Guidelines for the mid-year and end-of-grant-period report will be sent to the Grantee at least sixty (60) days prior to report date.

Living Cities and its institutional grantors reserve the right to use and publish any information furnished by the Grantee, provided that Living Cities give appropriate credit to you as the provider of this information.

Living Cities reserves the right to audit Grantee's financial and other records to ensure the proper utilization of its grant funds. During and at least three years following the end of the grant term, the Grantee will be expected to maintain records showing, separately from other accounts kept in its books and records, the receipt and expenditure of Living Cities grant funds.

- (d) Adhere to the following prohibitions on the use of the Grant. Under no circumstances the Grantee receiving Living Cities' grant funds use these funds directly or indirectly for the following purposes or activities:
  - (i.) Make a grant to any individual for travel, study or other similar purpose, as described in Section 4945(d)(3) of the Code;
  - (ii.) Promote or engage in violence, terrorism, bigotry, or the destruction of any state, nor will it make sub-grants to any entity that engages in these activities;
  - (iii.) Influence the outcome of any specific public election, participate in or intervene in, including by the publishing or distribution of any statements, any political campaign on behalf of or in opposition to any candidate for public office;
  - (iv.) Influence legislation, including by the publishing or distribution of any statements, or any campaign in support of or opposition to pending legislation; and
  - (v.) Any other purposes outside your proposal without express written permission from Living Cities.
- (e) Represent faithfully and coordinate with Living Cities in reports and communications. Living Cities hopes and anticipates that the Grantee will leverage recognition by Living Cities in your communications and public relations. In doing so, Living Cities expects the Grantee to



represent Living Cities fairly and faithfully in all reports, press releases, speeches and other media. All materials describing the Grantee's efforts, particularly those that mention Living Cities, should be sent to Living Cities prior to publication. Whenever possible, major communications plans should be coordinated with Living Cities in advance. Copies of any reports, evaluations or other communications supported by Living Cities' grant funds should be sent prior to publication to:

Name: Elizabeth Reynoso, Associate Director  
 Email: ereynoso@livingcities.org  
 Phone: (646) 442-2203

Conversely, receipt of this grant provides Living Cities license to disseminate any products, outcomes, or other information related to the Grantee's efforts in any media of its choosing. Whenever feasible, Living Cities will share these materials with the Grantee prior to publication. The Grantee and its sub-grantees will be expected to cooperate in any public education or outreach effort undertaken in connection with this grant, which may include efforts to attract additional resources to the Grantee or others doing similar work.

- (8) Notice: Any notice under this Agreement shall be in writing and shall be deemed delivered upon Grantees receipt of notice at the address or facsimile hereunder. Living Cities' Principal Contact regarding this grant will be:

Name: Norris Williams, III, Associate  
 Email: nwilliams@livingcities.org  
 Phone: (646) 442-2914

For Inquiries on Grant Administration notify:

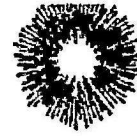
Name: Joan F. Springs, Associate Grants & Contracts  
 Email: jsprings@livingcities.org  
 Phone: (646) 442-2231

For inquiries on payment & invoices, in addition to the principal contact, notify:

Name: Esther Mensah-Sullivan, Controller  
 Email: emensah-sullivan@livingcities.org  
 Phone: (646) 442-2222

- (9) No Right of Assignment or Delegation: The Grantee may not assign or otherwise transfer its rights, or delegate any of its obligations, under this agreement.
- (10) Compliance with Anti-Discrimination Rules: In its use of grant funds provided by Living Cities, and in the course of all development, marketing and operation activities, the Grantee shall fully comply with all applicable federal, state, local (and any other governmental), anti-discrimination laws, executive orders, rules and regulations.
- (11) Governing Law: This Grant Agreement is governed by, and will be construed in accordance with, the laws of the State of New York.
- (12) Amendment of Term of Grant: Living Cities shall consider but is not obligated to agree to requests by the Grantee to make modifications to the terms of the Grant. Amendments to the Grant shall be made only after (i) Living Cities' Director of Finance and Administration has received a written request from the Grantee stating the nature of the amendment requested, and (ii) an authorized officer of Living Cities has executed a written agreement describing the terms of the amendment.





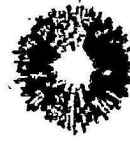
**LIVING CITIES**  
INNOVATE • INVEST • LEAD

**(13) Countersignature Required.** If this agreement correctly sets forth your organization's understanding of the terms and conditions of the grant, please sign and date in the space provided below, complete Schedule A: Grantee Questionnaire and Schedule C: Project Budget and return to Joan Springs, Administrator of the Grant at [jsprings@livingcities.org](mailto:jsprings@livingcities.org).

If a signed Grant Agreement is not received within 45 days from the date of this letter, this Grant is subject to cancellation by Living Cities.

**[THE REMAINDER OF PAGE HAS INTENTIONALLY BEEN LEFT BLANK]**





**LIVING CITIES**

INNOVATE • INVEST • LEAD

Congratulations on receiving this award.

Bennett L. Hecht  
President and CEO  
Living Cities

12/9/19  
Date

Michelle A. Hernandez Lane  
Chief Procurement Officer & Purchasing Agent  
Metropolitan Nashville Davidson County  
Division of Purchasing

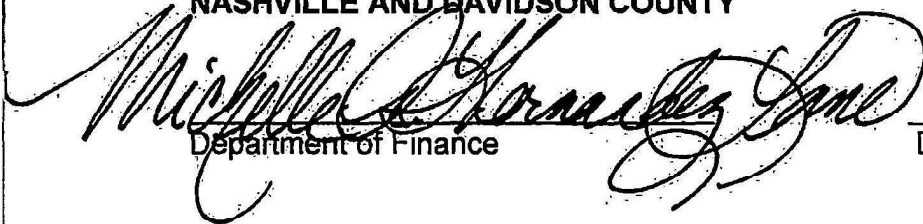
12-03-2019  
Date

**SIGNATURE PAGE  
FOR**


**GRANT NO. 20-6160 G-931**

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

**METROPOLITAN GOVERNMENT OF  
NASHVILLE AND DAVIDSON COUNTY**

  
Department of Finance 12/3/19  
Date


APPROVED AS TO AVAILABILITY  
OF FUNDS:

  
Kevin Crumbo, Director 12-12-19  
Department of Finance Date

APPROVED AS TO RISK AND INSURANCE:

  
Director of Insurance 12/13/19  
Date

APPROVED AS TO FORM AND  
LEGALITY:

  
Metropolitan Attorney 12/13/19  
Date

FILED:

  
Metropolitan Clerk 1/8/20  
RS 2020-152 Date



**Schedule A: Grantee Questionnaire**

**Organization Name:** Metropolitan Government of Nashville and Davidson County

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**Grant # / Tax ID Number:** 20-6160 G-931 / 2-60694743-014-4

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**Program Contact Name:** Michelle Lane

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**Phone:** 615-862-5471 **Email:** michelle.lane@nashville.gov

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**Fiscal Contact Name:** Alicia Viravouth

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**Phone:** 615-880-1703 **Email:** alicia.viravouth@nashville.gov

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**Tax-Exempt Classification under the Internal Revenue Service:**

- Government Unit
- School or University
  - If checked, submit IRS letter of exemption and classification
- Other Section 501(c)(3) entity
  - If checked, submit IRS Letter of exemption and classification
- Other Tax-exempt entity
- Not a Tax-exempt entity
  - Your organization is planning to, but has not applied for tax exempt status
  - If you organization has applied for status as a 501(c)(3), please submit a copy of the Form 1023 submitted to the IRS

**Payment Information:**

**Grantee's Preferred Payment Method:**  Check or  ACH / Electronic Transfer

**Payee / Beneficiary:** Metropolitan Government of Nashville & Davidson County

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**Address:** Division of Purchases

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730 Second Avenue South

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**Phone:** 615-862-5471 **Fax:** **Email:** michelle.lane@nashville.gov

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**Attention:** Michelle Lane

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*If ACH/Electronic Transfer, Receiving bank Information*

**Bank Name:** \_\_\_\_\_

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**Bank Address:** \_\_\_\_\_

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**ABA / Routing Number:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

**Additional Instructions:** \_\_\_\_\_

**Name, Signature and Title (of the person who completed this form):**

	Name	Title
	Signature	Date

Schedule B - Project Workplan/Objectives/Goals

Living Cities City Accelerator - Procurement & Equity Cohort  
Metropolitan Government of Nashville & Davidson County

**Project Goal Statement:**

To improve the participation of minority and woman-owned businesses in the Metro Government procurement process by creating a multi-tiered business capacity development program and a comprehensive communications and outreach strategy.

**Outcome #1:**

Minority and women-owned businesses, internal stakeholders, and public policy makers have the capacity to perform, administer, and evaluate—respectively—relative to Metro Government’s equal business opportunity initiative.

**Workplan for Outcome #1**

ACTIVITY	INPUT	COMPLETE	RESPONSIBLE PERSON	OUTPUT
<p>Develop three-track training program about Metro Government's procurement equity and inclusion initiatives.</p> <p>Track 1: Training for MWBEs; Track 2: Training for Metro staff; Track 3: Training for policy makers.</p> <p>Modules will be developed by a third-party vendor selected via RFP. All modules will be administrable onsite and online.</p>	<ul style="list-style-type: none"> <li>• Purchasing Agent<sup>1</sup></li> <li>• BAO Director<sup>2</sup></li> <li>• Business Development Officer<sup>3</sup></li> <li>• Metro Staff</li> <li>• Consultant</li> </ul>	May 2020	Jerval Watson	<ul style="list-style-type: none"> <li>• RFP Developed</li> <li>• Consultant Selected</li> <li>• Three-Track Curriculum Developed</li> <li>• Modules Placed Online</li> </ul>
<p>Training sessions provided to onsite to MWBEs, internal stakeholders, and public policy makers.</p>	<ul style="list-style-type: none"> <li>• Business Development Officer</li> <li>• BAO Director</li> <li>• Purchasing Agent</li> <li>• Metro Staff</li> </ul>	September 2020	<p>Jerval Watson Track 1</p> <p>Christopher Wood Track 2</p> <p>Zak Kelley Track 3</p>	<ul style="list-style-type: none"> <li>• Track 1: Hold three (3) onsite trainings; train 45 MWBEs.</li> <li>• Track 2: Hold two (2) onsite trainings; train 60 percent of Metro Departments/Agencies.</li> <li>• Track 3: Hold one (1) onsite training; train 30 percent of Metro Council members.</li> </ul>

<sup>1</sup> Purchasing Agent = Chief Procurement Officer/Purchasing Agent for Metro Government.

<sup>2</sup> 'BAO' = Business Assistance Office" also known as the Office of Minority and Women Business Assistance.

<sup>3</sup> Business Development Officer serves both BAO and division of purchases.

Living Cities City Accelerator - Procurement & Equity Cohort  
Metropolitan Government of Nashville & Davidson County

**Project Goal Statement:**

To improve the participation of minority and woman-owned businesses in the Metro Government procurement process by creating a multi-tiered business capacity development program and a comprehensive communications and outreach strategy.

**Outcome #2:**

By being able to easily access, understand, and navigate the entire procurement process, minority and women-owned businesses will see equity and inclusion as central tenants of how Metro Government does business.

**Workplan for Outcome #2**

ACTIVITY	INPUT	COMPLETE	RESPONSIBLE PERSON	OUTPUT
<p>Develop comprehensive communications and outreach strategy to increase minority and woman-owned businesses access to, understanding of, and engagement with Metro Government's procurement process. Plan will address:</p> <ul style="list-style-type: none"> <li>Streamlining and improving internal processes and procedures to increase access for MWBEs.</li> <li>Implementing effective methods for outreach and education to MWBEs.</li> <li>Developing materials and updatable templates to aide in current and future navigation.</li> </ul> <p>Media firm from Metro's approved vendors list will develop the strategy as well as any associated materials/media.</p>	<ul style="list-style-type: none"> <li>Purchasing Agent</li> <li>BAO Director</li> <li>Business Development Officer</li> <li>Metro Staff</li> <li>Agency/Resource Partners</li> <li>Media Firm</li> </ul>	<p>March 2020</p>	<p>Zak Kelley</p>	<ul style="list-style-type: none"> <li>Proposal Developed</li> <li>Firm Selected</li> <li>Communications Plan Developed</li> <li>Materials Developed</li> </ul>
<p>Communications and outreach strategy implemented by Metro Government.</p>	<ul style="list-style-type: none"> <li>Purchasing Agent</li> <li>BAO Director</li> <li>Metro Staff</li> <li>Media Firm</li> </ul>	<p>June 2020</p> <p>September 2020</p> <p>December 2020</p>	<p>Jerval Watson</p> <p>Christopher Wood</p> <p>Zak Kelley</p>	<ul style="list-style-type: none"> <li>Phase 1: Short-terms goals will be fully implemented within three (3) months.</li> <li>Phase 2: Medium-term goals will be implemented within six (6) months.</li> <li>Phase 3: Long-terms goals will be implemented within (9) months.</li> </ul>

**Schedule C: Project Budget**

<b>Project Management Expenses</b>	
<b>External Consultant Expenses</b>	
Media Firm Fee for Communications Strategy	\$20,000
Education Consultant Fee for Module Development	\$30,000
<b>Technology Expenses</b>	
<b>Focus Group Expenses</b>	
<b>Communication Expenses</b>	
<b>Other Expenses</b>	
<b>Grand Total</b>	<b>\$50,000</b>

# ORIGINAL

2019 DEC 30 AM 11:38  
FILED METROPOLITAN CLERK

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**METROPOLITAN COUNTY COUNCIL**

**Resolution No.** RS2020 - 152

A resolution accepting a grant from Living Cities to The Metropolitan Government of Nashville and Davidson County, acting by and through the Finance Department – Procurement Division, to support the city’s work with the City Accelerator’s Retake: Inclusive Procurement Cohort program to improve the participation of minority and women-owned businesses in the Metropolitan Government’s procurement process.

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*Introduced* JAN 07 2020

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

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*Adopted* JAN 07 2020

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*Approved* JAN 08 2020

By   
*Metropolitan Mayor*

**Metro Council Office**

**DEC 16 2019**  
Time: 1:50p By: DB