
GRANT SUMMARY SHEET

Grant Name: Education and Literacy FY24

Department: PUBLIC LIBRARY

Grantor: Nashville Public Library Foundation

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

Total Award this Action: \$377,400.00

Cash Match Amount \$0.00

Department Contact: Linda Harrison - Assistant Director for Education and Literacy
862-5776

Status: CONTINUATION

Program Description:

NPL has several program initiatives including but not limited to Brining Books to Life, Adult Literacy, and Be Well at NPL. These positions facilitate these and other programs for Nashville Public Library.

Plan for continuation of services upon grant expiration:

NPL does not expect to fund this initiative with local funding. The result of the grant will be ongoing support for a teen volunteer corps that requires no further funding.

Grants Tracking Form

Part One

Pre-Application <input type="radio"/> Application <input type="radio"/> Award Acceptance <input checked="" type="radio"/> Contract Amendment <input type="radio"/>				
Department	Dept. No.	Contact	Phone	Fax
PUBLIC LIBRARY	039	Linda Harrison - Assistant Director for Education and Literacy	862-5776	880-2119
Grant Name:	Education and Literacy FY24			
Grantor:	NASHVILLE PUBLIC LIBRARY FOUNDATION		Other:	
Grant Period From:	07/01/23	<small>(applications only)</small> Anticipated Application Date:		
Grant Period To:	06/30/24	<small>(applications only)</small> Application Deadline:		
Funding Type:	FOUNDATION	Multi-Department Grant <input type="checkbox"/> → If yes, list below.		
Pass-Thru:		Outside Consultant Project: <input type="checkbox"/>		
Award Type:	OTHER	Total Award: \$377,400.00		
Status:	CONTINUATION	Metro Cash Match: \$0.00		
Metro Category:	Est. Prior.	Metro In-Kind Match: \$0.00		
CFDA #		Is Council approval required? <input checked="" type="checkbox"/>		
Project Description:	Applic. Submitted Electronically? <input type="checkbox"/>			
NPL has several program initiatives including but not limited to Brining Books to Life, Adult Literacy, and Be Well at NPL. These positions facilitate these and other programs for Nashville Public Library.				
Plan for continuation of service after expiration of grant/Budgetary Impact:				
NPL does not expect to fund this initiative with local funding. The result of the grant will be ongoing support for a teen volunteer corps that requires no further funding.				
How is Match Determined?				
Fixed Amount of \$		or	% of Grant	
			Other: <input type="checkbox"/>	
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?			Fund	Business Unit
Is not budgeted?			Proposed Source of Match:	
(Indicate Match Amount & Source for Remaining Grant Years in Budget Below)				
Other:				
Number of FTEs the grant will fund:		8.00	Actual number of positions added:	
			8.00	
Departmental Indirect Cost Rate		20.23%	Indirect Cost of Grant to Metro:	
			\$76,348.02	
*Indirect Costs allowed? <input type="radio"/> Yes <input checked="" type="radio"/> No		% Allow.	0.00%	Ind. Cost Requested from Grantor:
				\$0.00 in budget
<small>*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)</small>				
Draw down allowable? <input type="checkbox"/>				
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	FY24	\$0.00	\$0.00	\$377,400.00	\$0.00		\$0.00	\$377,400.00	\$76,348.02	\$0.00
Yr 2	FY__									
Yr 3	FY__									
Yr 4	FY__									
Yr 5	FY__									
Total		\$0.00	\$0.00	\$377,400.00	\$0.00		\$0.00	\$377,400.00	\$76,348.02	\$0.00
Date Awarded:				01/10/24	Tot. Awarded:		\$377,400.00	Contract#: LETTER		
(or) Date Denied:					Reason:					
(or) Date Withdrawn:					Reason:					

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



GRANT LETTER
Education and Literacy Grant

Section 1. Grant. The Nashville Public Library Foundation, a nonprofit corporation exempt from federal income tax under Section 501©(3) of the Internal Revenue Code of 1986, as amended (the “Code”), intends to make a gift to the Metropolitan Government of Nashville and Davidson County, acting by and through the Metropolitan Library Board, (the “Charity”), a municipal corporation, exempt from federal income tax, an amount of Three Hundred Seventy seven Thousand Four Hundred Dollars (\$377,400) in the manner, and subject to the terms, as hereinafter provided.

Section 2. Grant Term. This grant shall be effective for the period commencing on July 1, 2023 and ending June 30, 2024. The Foundation shall have no obligation for services rendered by the Library which are not performed within the specified period.

Section 3. Payment of Grant. The Foundation intends to pay the Grant to the Charity in two (2) installments. The first installment to be paid within a reasonable time following receipt of a signed Grant Letter for the first part of the fiscal year. The second installment at the end of the fiscal year once final payroll for the grant is complete.

Section 4. Purpose of Grant. The Charity agrees to use the Grant solely for the Charity’s Education and Literacy programs to include but not limited to Bringing Books to Life (BBTL), Adult Literacy, and Be Well at NPL programs. Each of these programs provide education services. BBTL provides early literacy initiatives that emphasize the importance of developing literacy skills by educating teachers, children, and parents. Adult Literacy by supporting organizations serving adult learners with programming, information, education technologies and tools, and professional development. Be Well at NPL by proving free wellness programming at library locations and connecting customers to trusted health resources found online, with available library materials or in the community. See Attachment A.

Section 5. Prohibited Activities. The Charity agrees that no portion of the Grant shall be used for activities that are prohibited to organizations exempt from federal income tax, including, without limitation, attempting to influence legislation, lobbying, or the participation or intervention in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Section 6. Confirmation of Good Standing with State Government. The Charity confirms that it is in good standing with appropriate governmental agencies located within the state of the Charity’s organization and any state in which the Charity is, or intends to, conduct its activities. If requested by the Foundation, the Charity shall provide written evidence of its good standing. The Charity agrees that is shall immediately notify the Foundation of any change in the Charity’s good standing, including the initiation of any proceeding, investigation, audit or inquiry, of which the Charity is a party.

Section 7. No Detrimental Reliance: Failure to Comply. The Charity agrees that the Grant does not constitute an enforceable gift for which the Charity has paid consideration or upon which the Charity shall rely to its detriment. Further, the Charity agrees that the Foundation has no legal obligation to pay the Grant to the Charity, and that the Foundation may, for any reason, suspend or cease payments of the Grant to the Charity, as may be determined by the Foundation.

Section 8. Enforceability of Terms of Gift. If the Foundation pays a portion or all the Grant to the Charity, the Foundation reserves the right to enforce the terms and conditions of the Grant as provided in this instrument, including requiring the Charity to use the Grant solely for the purposes described in Section 4. The Charity agrees that the Foundation's right to enforce the terms and conditions of the Grant includes the right to demand the refund of any portion of the Grant actually paid to the Charity by the Foundation, upon which demand, the Charity shall have ten (10) business days to comply.

Section 9. No Joint Venture. The parties agree that the Foundation and the Charity are not partners or joint venturers with respect to each other, and the nothing contained herein shall be construed to make the Foundation and the Charity partners or joint venturers or to impose upon either party any liabilities as such.

Section 10. Indirect Cost. No indirect cost allowable. All funds are to be program direct.

Acknowledged and agreed to this _____ day of _____, 20__.



Nashville Public Library Foundation

12-21-23

Date



Chair, Library Board of Trustees
Nashville Public Library

1/31/24

Date

**SIGNATURE PAGE
FOR
Education and Literacy GRANT**

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

**METROPOLITAN GOVERNMENT OF
NASHVILLE AND DAVIDSON COUNTY**

Teri M. Luk
Library Department, Director

1-10-2024
Date

APPROVED AS TO AVAILABILITY
OF FUNDS:

Kenia Crumbo/mjw
Director
Department of Finance

4/1/2024 | 2:50 PM CDT
Date

APPROVED AS TO RISK AND INSURANCE:

Balogun Cobb
Director of Insurance

4/1/2024 | 3:25 PM CDT
Date

APPROVED AS TO FORM AND
LEGALITY:

Courtney Mohan
Metropolitan Attorney

4/1/2024 | 3:23 PM CDT
Date

FILED:

 Metropolitan Clerk

 Date

Attachment A

FY24 Salary and fringe estimates for NPLF positions for grant funding - full year funding

Program	Metro Classification	Months Needed			Salary	Benefits	Total needed for FY23/24	
		FY24						
ED & LIT - Be Well	PROGRAM COORDINATOR	12	F	1.00	54,200	19,500	73,700	
ED & LIT - BBTL	PROGRAM SPEC 2	12	F	1.00	48,700	18,200	66,900	
ED & LIT - BBTL	PROGRAM SPEC 2	12	F	1.00	49,200	18,200	67,400	
ED & LIT - BBTL	PROGRAM SPEC 2	12	P	0.49	23,900	1,800	25,700	
ED & LIT - Adult Lit	PROGRAM SPEC 2	12	F	1.00	48,700	18,400	67,100	
ED & LIT - BBTL	PROGRAM SUPERVISOR	12	F	1.00	56,800	19,800	76,600	
					5.49	281,500	95,900	377,400


Certificate Of Completion

Envelope Id: 47920ED9D56E4D3EA37682F5CED2B0D8	Status: Completed
Subject: Complete with DocuSign: Library- Education and Literacy 24 Ready.pdf	
Source Envelope:	
Document Pages: 8	Signatures: 6
Certificate Pages: 15	Initials: 1
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: 170.190.198.185

Record Tracking

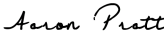
Status: Original	Holder: Juanita Paulson	Location: DocuSign
4/1/2024 11:37:38 AM	Juanita.Paulsen@nashville.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Metropolitan Government of Nashville and Davidson County	Location: DocuSign

Signer Events

Signer Events	Signature	Timestamp
Brittany Bryant brittany.bryant@nashville.gov Security Level: Email, Account Authentication (None)		Sent: 4/1/2024 11:42:34 AM Viewed: 4/1/2024 12:02:38 PM Signed: 4/1/2024 12:03:48 PM
	Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185	


Electronic Record and Signature Disclosure:

Accepted: 4/1/2024 12:02:38 PM
ID: 10356531-fc4f-46cd-89dd-2441f446c592

Aaron Pratt Aaron.Pratt@nashville.gov Security Level: Email, Account Authentication (None)		Sent: 4/1/2024 12:03:51 PM Viewed: 4/1/2024 12:07:07 PM Signed: 4/1/2024 12:07:14 PM
	Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185	

Electronic Record and Signature Disclosure:

Accepted: 4/1/2024 12:07:07 PM
ID: ec04a17d-aef8-42ce-822d-70f16e56ce1a

Kevin Crumbo/mjw MaryJo.Wiggins@nashville.gov Security Level: Email, Account Authentication (None)		Sent: 4/1/2024 12:07:15 PM Viewed: 4/1/2024 2:47:35 PM Signed: 4/1/2024 2:50:03 PM
	Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.100	

Electronic Record and Signature Disclosure:

Accepted: 4/1/2024 2:47:35 PM
ID: 5c95d9a5-45f4-44c0-8379-8782e7223fa0

Courtney Mohan Courtney.Mohan@nashville.gov Security Level: Email, Account Authentication (None)		Sent: 4/1/2024 2:50:04 PM Viewed: 4/1/2024 3:03:37 PM Signed: 4/1/2024 3:23:52 PM
	Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.144	

Signer Events	Signature	Timestamp
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Electronic Record and Signature Disclosure:

Accepted: 4/1/2024 3:03:37 PM
ID: 3cddccb5-fd5f-45c9-bf8f-5f55f93b6a25

Balogun Cobb
balogun.cobb@nashville.gov
Security Level: Email, Account Authentication (None)



Sent: 4/1/2024 3:23:54 PM
Viewed: 4/1/2024 3:25:22 PM
Signed: 4/1/2024 3:25:29 PM

Signature Adoption: Pre-selected Style
Using IP Address: 170.190.198.185

Electronic Record and Signature Disclosure:

Accepted: 4/1/2024 3:25:22 PM
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In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Danielle Godin
Danielle.Godin@nashville.gov
Security Level: Email, Account Authentication (None)

COPIED

Sent: 4/1/2024 3:25:31 PM
Viewed: 4/1/2024 3:37:41 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Sally Palmer
sally.palmer@nashville.gov
Security Level: Email, Account Authentication (None)

COPIED

Sent: 4/1/2024 3:25:32 PM

Electronic Record and Signature Disclosure:

Accepted: 4/1/2024 8:17:20 AM
ID: dfc9df37-fdf8-4331-ba48-525c7a4c274c

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	4/1/2024 11:42:34 AM
Certified Delivered	Security Checked	4/1/2024 3:25:22 PM
Signing Complete	Security Checked	4/1/2024 3:25:29 PM
Completed	Security Checked	4/1/2024 3:25:32 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure