

## GRANT SUMMARY SHEET

**Grant Name:** Strategic Alliance Memorandum 22-24

**Department:** PUBLIC LIBRARY

**Grantor:** U.S. SMALL BUSINESS ADMINISTRATION

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

**Total Award this Action:** \$0.00

**Cash Match** \$0.00

**Department Contact:** Corey Frederick, Library Manager  
862-5804

**Status:** NEW

**Program Description:**

A Strategic Alliance Memorandum (SAM) between the Nashville Public Library and the US Small Business Administration for the purpose of expanding small business development in the local area. Term is a period of two year.

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

New materials received will become part of the existing permanent library collection, builds on existing services with no long-term budget impact.

### Grants Tracking Form

Part One

<input type="radio"/> Pre-Application <input type="radio"/> Application <input checked="" type="radio"/> Award Acceptance <input type="radio"/> Contract Amendment				
Department	Dept. No.	Contact	Phone	Fax
PUBLIC LIBRARY	039	Corey Frederick, Library Manager	862-5804	880-2605
<b>Grant Name:</b> Strategic Alliance Memorandum 22-24				
<b>Grantor:</b> U.S. SMALL BUSINESS ADMINISTRATION <b>Other:</b>				
<b>Grant Period From:</b> 07/01/22		<small>(applications only)</small> <b>Anticipated Application Date:</b>		
<b>Grant Period To:</b> 06/30/24		<small>(applications only)</small> <b>Application Deadline:</b>		
<b>Funding Type:</b>	FED DIRECT	<b>Multi-Department Grant</b> <input type="checkbox"/> <b>If yes, list below.</b>		
<b>Pass-Thru:</b>		<b>Outside Consultant Project:</b> <input type="checkbox"/>		
<b>Award Type:</b>	COMPETITIVE	<b>Total Award:</b> \$0.00		
<b>Status:</b>	NEW	<b>Metro Cash Match:</b> \$0.00		
<b>Metro Category:</b>	New Initiative	<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>		<b>Applic. Submitted Electronically?</b> <input type="checkbox"/>		
A Strategic Alliance Memorandum (SAM) between the Nashville Public Library and the US Small Business Administration for the purpose of expanding small business development in the local area. Term is a period of two year.				
<b>Plan for continuation of service after expiration of grant/Budgetary Impact:</b>				
New materials received will become part of the existing permanent library collection, builds on existing services with no long-term budget impact.				
<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>		20.23%	<b>Indirect Cost of Grant to Metro:</b>	
			\$0.00	
<b>*Indirect Costs allowed?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No <b>% Allow.</b>		10.00%	<b>Ind. Cost Requested from Grantor:</b>	
			\$0.00 <b>in budget</b>	
<b>*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)</b>				
<b>Draw down allowable?</b> <input type="checkbox"/>				
<b>Metro or Community-based Partners:</b>				

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	FY23				\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
Yr 2	FY24				\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
Yr 3	FY__									
Yr 4	FY__									
Yr 5	FY__									
<b>Total</b>					\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
<b>Date Awarded:</b>				06/07/22	<b>Tot. Awarded:</b> \$0.00		<b>Contract#:</b> N/A			
<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)

*TW*

GCP RECEIVED 6/28/22

GCP APPROVED 6/29/22



U.S. Small Business  
Administration

# Strategic Alliance Memorandum

*between the*

**United States Small Business Administration**

*and the*

**Nashville Public Library**

## **I. PURPOSE**

The United States Small Business Administration (SBA) and the Nashville Public Library (each a “Party” or, collectively the “Parties”) are joined by a common mission; **helping start, maintain, and expand small businesses.** The Parties will work together in the spirit of cooperation and open communications, consistent with law, with the primary goal of meeting the needs of the small business community.

The Nashville Public Library is a public library that serves Nashville and Davidson County, TN. The library’s mission is to inspire reading, advance learning, and connect our community. The 21 library branches employ approximately 400 employees serves approximately 695,000 patrons.

The mission of the SBA is to aid, counsel, assist and protect the interests of small business by providing financial, contractual and business development assistance and advocating on their behalf within the government. SBA district offices deliver SBA programs and services to the public. Each Party has separate services and resources which, when delivered in coordination with each other, will provide maximum benefits to the small business communities served.

The purpose of this Strategic Alliance Memorandum (SAM) is to develop and foster mutual understanding and a working relationship between the SBA and the Nashville Public Library in order to strengthen and expand small business development in the local area.

The Parties acknowledge that beyond the information sharing contemplated under this SAM, any specific joint training and outreach activities will require a separate signed agreement developed pursuant to SBA's Cosponsorship Authority.

In order to further their common goals, the Parties agree to the following:

## **II. SCOPE AND RESPONSIBILITIES**

### **SBA Undertakings:**

Within the limits of its available and/or appropriated resources, the SBA through its Tennessee District Office will:

- Provide the Nashville Public Library with up-to-date information about SBA's programs and services.
- Make available, upon request, information regarding SBA's resource partners, including but not limited to, the Small Business Development Centers (SBDCs), SCORE, and the Women's Business Centers (WBCs) (collectively, "SBA's Resource Partners").
- Make available, upon request and subject to their availability, SBA pamphlets, brochures, and other publications.
- Advise the Nashville Public Library of events that may impact its mission.
- Provide speakers, consistent with SBA rules and policy, to participate in the Nashville Public Library workshops, conferences, seminars and other activities to discuss SBA financing, government contracting and other business topics.
- Invite the Nashville Public Library's clients/members to attend local SBA-sponsored events and offer SBA-sponsored training at the Nashville Public Library's location when appropriate.
- Provide a text-only hyperlink from SBA's website to the Nashville Public Library's website pursuant to SBA's linking policies.
- Provide information to the Nashville Public Library's staff on SBA programs and services available to local small businesses.
- Assign a local point of contact to serve as liaison between SBA and the Nashville Public Library.

### **The Nashville Public Library Undertakings:**

Within the limits of its available resources, the Nashville Public Library will:

- Cooperate with SBA's Resource Partners to provide information to its clients/members about business development services to small businesses when appropriate.
- Keep abreast of and disseminate up-to-date information provided by SBA when appropriate.

- Make available to its clients/members SBA pamphlets, brochures, and other publications.
- Inform the Nashville Public Library's small business clients/members of SBA's programs and services including referrals to SBA's Resource Partners when appropriate.
- Upon request, provide speakers for SBA-sponsored events when appropriate.
- Provide a text-only hyperlink from the Nashville Public Library's website to SBA's website.
- Assign a local point of contact to serve as liaison between the Nashville Public Library and SBA.

### **III. USE OF SBA NAME AND LOGO**

All materials bearing the SBA name or logo must be approved in advance by SBA's Responsible Program Official. Use of SBA's logo must be accompanied by the following statement: "Use of the SBA logo is authorized by a Strategic Alliance Memorandum. Reference to SBA is not an endorsement of the views, opinions, products or services of any person or entity." The SBA logo may only be used to promote SBA and/or its programs, activities, and services. SBA's logo cannot be used in a way that suggests the Agency is endorsing any individual, organization, product, or service or in a way which implies that an improper relationship exists between SBA and an outside party. SBA's logo also must not be used in any manner that is liable to bring the Agency into a negative light, such as in connection with any products or services related to alcohol, gambling or adult entertainment industries. Further, SBA's logo must not be used in connection with any political activities, lobbying efforts, or in conjunction with any religious activity.

The "U.S. Small Business Administration" name shall be used only in a factual manner, consistent with applicable law, and shall not promote or endorse any products or services of any entity including but not limited to the Nashville Public Library. Nothing in this SAM permits the Nashville Public Library to use the SBA official seal.

### **IV. TERM**

Cooperation under this SAM will commence upon signing by both Parties and will continue for a period of two years from date of signature unless otherwise terminated by one or both Parties as per paragraph VI below.

### **V. AMENDMENT**

The Parties agree to consult each other on any amendment, modification or clarification to the provisions of this SAM. This SAM may only be amended or modified in writing and shall be consistent with applicable laws, regulations and SBA policy.

**VI. TERMINATION**

Either Party may discontinue its participation under this SAM at any time, with or without cause, upon thirty (30) days written notice to the other Party.

**VII. RELATIONSHIP**

This SAM does not authorize the expenditure of any funds. Accordingly, this SAM shall not be interpreted as creating any binding legal obligations between the Parties nor shall it limit either Party from participating in similar activities or arrangements with other entities. Nothing contained herein shall be construed to create any association, partnership, joint venture or relation of principal or agent or employer and employee with respect to the Nashville Public Library and SBA.

**VIII. RESPONSIBLE PROGRAM OFFICIAL**

The SBA Responsible Program Official for this Strategic Alliance Memorandum is LaTanya Channel.

**IX. POINTS OF CONTACT**

The points of contact for administrative matters pertaining to this SAM are:

**The Nashville Public Library:**

Name: Kent Oliver

Title: Director

Address: 615 Church Street, Ste. 201, Nashville, TN 37219

Email: [kent.oliver@nashville.gov](mailto:kent.oliver@nashville.gov)

**U.S. Small Business Administration:**

Name: LaTanya Channel

Title: Director, TN District Office

Address: 2 International Plaza Drive, Suite 500, Nashville, TN 37217

Email: [LaTanya.Channel@sba.gov](mailto:LaTanya.Channel@sba.gov)

**X. SIGNATURES**

The signatories below represent that they have the authority to make such commitments on behalf of their respective organization. This SAM may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

**U.S. Small Business Administration:**

\_\_\_\_\_  
M. Morning F. Washburn, Director of Strategic Alliances

\_\_\_\_\_  
Date

\_\_\_\_\_  
Latanya Channel, Director  
Tennessee District Office

\_\_\_\_\_  
Date

**The Nashville Public Library:**

  
\_\_\_\_\_  
Kent Oliver,  
Director

  
\_\_\_\_\_  
Date

**SIGNATURE PAGE  
FOR  
US Small Business Administration MOU FY23**

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

**METROPOLITAN GOVERNMENT OF  
NASHVILLE AND DAVIDSON COUNTY**

  
\_\_\_\_\_  
Department Director

  
\_\_\_\_\_  
Date

APPROVED AS TO AVAILABILITY  
OF FUNDS:

DocuSigned by:  
  
\_\_\_\_\_  
Kelly Plannery, Director  
Department of Finance

7/6/2022  
\_\_\_\_\_  
Date

APPROVED AS TO RISK AND INSURANCE:

DocuSigned by:  
  
\_\_\_\_\_  
Thomas G. Cross  
Director of Risk Management Services

7/7/2022  
\_\_\_\_\_  
Date

APPROVED AS TO FORM AND  
LEGALITY:

DocuSigned by:  
  
\_\_\_\_\_  
Derrick C. Smith  
Metropolitan Attorney

7/7/2022  
\_\_\_\_\_  
Date

FILED:

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

\_\_\_\_\_  
Date