

LEGISLATIVE TRACKING FORM

Filing for Council Meeting Date: 03/17/26

Resolution Ordinance

Contact/Prepared By: _____

Date Prepared: _____

Title (Caption): A resolution approving amendment one to grant contracts with various nonprofit organizations for the provision of free and high-quality out-of-school programs through the Nashville After Zone Alliance.

Submitted to Planning Commission? N/A Yes-Date: _____ Proposal No: _____

Proposing Department: _____ Requested By: _____

Affected Department(s): _____ Affected Council District(s): _____

Legislative Category (check one):

- | | | |
|---|--|--|
| <input type="checkbox"/> Bonds | <input type="checkbox"/> Contract Approval | <input type="checkbox"/> Intergovernmental Agreement |
| <input type="checkbox"/> Budget - Pay Plan | <input type="checkbox"/> Donation | <input type="checkbox"/> Lease |
| <input type="checkbox"/> Budget - 4% | <input type="checkbox"/> Easement Abandonment | <input type="checkbox"/> Maps |
| <input type="checkbox"/> Capital Improvements | <input type="checkbox"/> Easement Accept/Acquisition | <input type="checkbox"/> Master List A&E |
| <input type="checkbox"/> Capital Outlay Notes | <input type="checkbox"/> Grant | <input type="checkbox"/> Settlement of Claims/Lawsuits |
| <input type="checkbox"/> Code Amendment | <input type="checkbox"/> Grant Application | <input type="checkbox"/> Street/Highway Improvements |
| <input type="checkbox"/> Condemnation | <input type="checkbox"/> Improvement Acc. | <input type="checkbox"/> Other: _____ |

FINANCE Amount +/-: \$ _____ Funding Source: Capital Improvement Budget Capital Outlay Notes Departmental/Agency Budget Funds to Metro General Obligation Bonds Grant ^{DS} Increased Revenue Sources <i>AP</i>	Match: \$ _____ Judgments and Losses Local Government Investment Project Revenue Bonds Self-Insured Liability Solid Waste Reserve Unappropriated Fund Balance 4% Fund Other: _____ Date to Finance Director's Office: _____ APPROVED BY FINANCE DIRECTOR'S OFFICE: _____
Approved by OMB: _____ Approved by Finance/Accounts: _____ Approved by Div Grants Coordination: _____	

ADMINISTRATION	
Council District Member Sponsors: _____	
Council Committee Chair Sponsors: _____	
Approved by Administration: _____	Date: _____

DEPARTMENT OF LAW	
Date to Dept. of Law: _____	Approved by Department of Law: _____
Settlement Resolution/Memorandum Approved by: _____	
Date to Council: _____	For Council Meeting: _____ <input type="checkbox"/> E-mailed Clerk
<input type="checkbox"/> All Dept. Signatures <input type="checkbox"/> Copies <input type="checkbox"/> Backing <input type="checkbox"/> Legislative Summary <input type="checkbox"/> Settlement Memo <input type="checkbox"/> Clerk Letter <input type="checkbox"/> Ready to File	

Resolution No. RS_____

A resolution approving amendment one to grant contracts with various nonprofit organizations for the provision of free and high-quality out-of-school programs through the Nashville After Zone Alliance.

WHEREAS, Section 7-3-314 of the Tennessee Code Annotated states that metropolitan forms of government may provide financial assistance to nonprofit organizations in accordance with the guidelines of the Metropolitan Government; and,

WHEREAS, Section 5.04.070 of the Metropolitan Code of Laws provides that the Council may, by Resolution, appropriate funds for the financial aid of nonprofit organizations; and,

WHEREAS, RS2025-1324 approved grant contracts between the Metropolitan Government (“Metro”), by and through the Nashville Public Library, and various nonprofit organizations including An Array Of Charms Camps for Youth Development, Carnegie Writers, and Rocklife Youth for the provision of free and high-quality out-of-school programs through the Library’s Nashville After Zone Alliance (“NAZA”) program; and,

WHEREAS, the parties wish to amend these grant contracts to increase the total value to allow for additional summer programming, a copy of which amendments are attached hereto and incorporated herein; and,

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

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 contracts between the Metropolitan Government of Nashville and Davidson County, by and through the Nashville Public Library, and various nonprofit organizations increases the contract values as shown below:

Nonprofit Organization	Amount
An Array of Charms Camps for Youth Development	\$32,000.00
Carnegie Writers	\$24,000.00
Rocklife Youth	\$30,720.00

Section 2. The Metropolitan Government is hereby authorized to enter into the grant contract amendments, attached hereto and incorporated herein, with the nonprofit organizations listed in Section 1.

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

RECOMMENDED BY:

Terri Luke

Terri Luke, Director
Nashville Public Library

INTRODUCED BY:

APPROVED AS TO AVAILABILITY OF FUNDS:

Signed by:

Jennifer Reed

Jennifer Reed, Director
Department of Finance

Member(s) of Council

APPROVED AS TO FORM AND LEGALITY:

Signed by:

Macy Amos

Macy Amos
Assistant Metropolitan Attorney



AMENDMENT NUMBER 1 TO CONTRACT NUMBER L-6637 BETWEEN THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY AND AN ARRAY OF CHARM CAMPS FOR YOUTH DEVELOPMENT

This Amendment is entered into on the day this document is filed with the Metropolitan Clerk's Office, by and between THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY (METRO) and AN ARRAY OF CHARM CAMPS FOR YOUTH DEVELOPMENT.

WITNESSETH

WHEREAS, the parties desire to modify the terms and conditions and to add or delete certain other terms and conditions to their original agreement dated JUNE 17, 2025. Metro Contract numbered L-6637, hereinafter the "GRANT CONTRACT."

WHEREAS, the parties desire to increase funding to offer summer programming serving 20 youth living in the Cumberland View Apartments, for May - June 2026;

WHEREAS, the additional funds will cover the cost of general programming including the salaries of An Array of Charm Camps for Youth Development staff and contractors among other expenses allowed by Metro;

WHEREAS, NAZA will appropriate the additional funds from its existing budget allocated in FY26 Metro budget ordinance and no new funding is requested from Metro, the parties hereby agree as set forth below:

This amendment affects the following changes to the contract:

1. Amend clause C.1. Contract Value to increase by \$32,000 for a revised contract total of \$149,650. The amended clause will read as follows:

"Maximum Liability. In no event will Metro's maximum liability under this Grant Contract exceed \$149,650.00 (25 slots for afterschool, 45 slots for summer (20 slots for the MDHA property summer camp) and transportation). The Grant Budget will constitute the maximum amount to be provided to the Recipient by Metro for all of the Recipient's obligations hereunder. The Grant Budget line items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Recipient."

Subject to modification and amendments as provided in section D.2 of this agreement, this amount will constitute the Grant Amount and the entire compensation to be provided to the Recipient by Metro."

2. This amendment replaces Annex 3 – Grant Budget with the revised Annex 3, attached hereto and incorporated herein.
3. This amendment replaces Annex 8 - Program Sites with the revised Annex 8, attached hereto and incorporated herein.

This amendment shall not be binding upon the parties until it has been signed by the Recipient and authorized representatives of the Metropolitan Government, approved by appropriate legislation of the Metropolitan Council, and filed in the office of the Metropolitan Clerk.

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**THE METROPOLITAN GOVERNMENT OF NASHVILLE
AND DAVIDSON COUNTY:**

APPROVED AS TO AVAILABILITY OF FUNDS:

Signed by:

Jennene Reed/adm

7CEBD5AE69C944C
Director of Finance

APPROVED AS TO RISK AND INSURANCE:

Signed by:

Balogun Cobb

68804BE12ED741C
Director of Insurance

APPROVED AS TO FORM AND LEGALITY:

DocuSigned by:

Macy Amos

122C5A9A0E944DA
Metropolitan Attorney

FILED IN THE OFFICE OF THE CLERK:

Metropolitan Clerk

NASHVILLE PUBLIC LIBRARY

DocuSigned by:

Terri Luke

EE49BFD9F034BF...
Library Director

**RECIPIENT: AN ARRAY OF CHARM CAMPS FOR YOUTH
DEVELOPMENT**

Authorized Officer:

Name (Print): *Cardiac Davis*

Signature: *Cardiac Davis*

Title: *CEO*

Sworn to and subscribed to before me a Notary Public,
this 28TH day of JANUARY, 2026

Notary Public

George H. Thompson III
EXPIRES ON 01/22/2029



My Commission expires 01/22/2029

Metropolitan Government of Nashville and Davidson County/Nashville Public Library/ NAZA

Funds For FY 2026 Program

ORGANIZATION NAME	AAOC Camps For Youth Development	CONTRACT # (Office Use):			
PROGRAM NAME	E Program	START DATE:	7/1/2025		
ADDRESS	1326 Rosa L Parks Blvd Ste A	END DATE:	6/30/2026		
CITY, STATE & ZIP	Nashville, TN 37208	CONTACT PERSON	Caroline Davis		
FEDERAL ID # (EIN)	55-08569946	CONTACT TELEPHONE	(615) 289 - 3148		
COST CATEGORIES	TOTAL BUDGET REQUEST	BUDGET EXPLANATION/DETAILS			OTHER FUNDING Funding amount from other sources invested in serving the same number of slots requested from NAZA
After-School Programs		After-school program starts 09/03/2024 Per slot rate for afterschool is \$1,355			Grantor name
Salaries and Wages	27,200.00	Music Teacher \$25 hour x 8 hours weekly x 28 weeks -\$5600 Yoga Instructor-45 weekly x 28 weeks-\$1260 Bus Driver-\$250 weekly x 8 weeks -\$2000 Teacher-Math-\$17-hour x 15 hours weekly x 28 weeks-\$7140 Teacher-ELA -\$17-hour x 15 hours weekly x 28 weeks-\$6300, AAOC communications specialist-manage external and internal communications. Marketing and Social media \$700 monthly x 7 months = \$4900			
Benefits and Taxes	2,007.00	Fica/SS/workmans comp insurance for 4 staff members will be charged to this grant.			
Total Personnel Expenses	29,207.00				
Office Supplies	4,068.00	50% of total cost charged to this grant			
Communications		Estimated unit number and unit cost or % of total cost charged to this grant			
Postage and Shipping	0.00	Estimated unit number and unit cost or % of total cost charged to this grant			
Occupancy	0.00	Estimated unit number and unit cost or % of total cost charged to this grant			
Equipment Rental and Maintenance	0.00	Estimated unit number and unit cost or % of total cost charged to this grant			
Printing and Publications	0.00	Estimated unit number and unit cost or % of total cost charged to this grant			
Travel/Conferences & Meetings	0.00	Milage, parking and other travel unit cost and unit number			
Insurance	0.00	Unit cost or % of total cost charged to this grant			
Direct youth costs (learning supplies, learning software, programs, games, food, etc.)	0.00	Learning material and field trips are covered by tuition income we receive. And food is covered by CACFP funding and tuition.			
Transportation	19,775.00	Daily rate, number of days separated by afterschool and summer (if applicable)			
Field Trips	0.00	Per youth average cost or cost per trip and estimated number of youth participating			
Professional Fees/Enhancement partners	600.00	Brianna Walker bookkeeper-\$100 monthly x 6 months			
Other Non-Personnel		Anything else that is part of programming cost but is not listed			
Indirect Cost	0.00	Partners can choose to budget either separate line items above or request an indirect cost of up to 20% of their total budget. The Indirect cost requests must be accompanied by agency's cost allocation plan that will be acceptable for NAZA in line with Metro Grants Manual.			
Total Non-personnel	24,443.00				
Afterschool sub-total	53,650.00				

Summer Programs		Summer program funded in this cycle is July 1-31,2025 and June 1- 30, 2026 Per slot rate for summer to be calculated at \$8 an hour per slot. Maximum cost per youth slot for summer program is \$320 per week for partners programming 5 days per week for 8 hours per day.		
Salaries and Wages	31,812.00	Avery Smith-salaried-\$27.00 an hour x 40 hours weekly x 8 weeks= \$8672-Site Director Frida Arias \$20.00 an hour x 20 hours a weekly x 8 weeks =-\$3200-Spanish Teacher Kisha Cotton \$17.00 an hour x 17.5 hours x8 weeks = \$2380.00 Cooking Teacher Tracey Gober \$15.00 an hour x 25 hours x 8 weeks = \$3000 Tutoring Lakresha Parker \$17.00 an hour 15hours x 8 weeks= \$2040-Administrator/Bookkeeper Anita Rucker \$17.00 an hour x 20hours x 8 weeks= \$2720-Arts/Crafts Kreeyana Rucker \$17.00 an hour x 25 hours x 8weeks = \$3400 Physical Education Antonio Watson \$20.00 an hour x 20 hours x 8 weeks =-\$3200 Music Teacher Shantel Todd \$20 an hour x 20 hours x 8 weeks =-\$3200 Teacher		
Benefits and Taxes	5,670.00	Fica/SS/Workmans Comp for 9 staff members (9%)		
Total Personnel Expenses	37,482.00			
Office Supplies	1,730.00	Paper products, file folders, pens, pencils, compositions books, white boards markers and sticky chart pads.		
Communications	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		
Postage and Shipping	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		
Occupancy	10,000.00	Adlon Rent- 2620 Clarksville Pike, Nashville, TN 37208 x One month \$5000 x 1 =-\$5,000		
Equipment Rental and Maintenance	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		
Printing and Publications	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		
Travel/Conferences & Meetings	0.00	Milage, parking and other travel unit cost and unit number		
Insurance	16,688.00	Insurevents-Commercial liability \$1553 Progressive Insurance Commercial Auto \$6791		
Direct youth costs (learning supplies, learning software, programs, games, food, etc.)	8,050.00	Career Life \$1700 Science Guys \$350 Supplies/ Arts /Crafts \$1000 Yoga \$375 Martial Arts \$600		
Field Trips	16,050.00	Holiday World- Santa Claus, IA- Wise Coach Bus---\$3200 National Civil Rights Museum-Memphis TN, Wise Coach Bus---\$3200 Zoo-Nashville, TN --\$525 Beech Bend- \$750 tickets and transportation \$350		
Professional Fees/Enhancement partners	6,000.00	CPA-Ms. Sylvia Johnson- Audit		
Other Non-Personnel	0.00	Anything else that is part of programming cost but is not listed		
Indirect Cost	0.00	Partners can choose to budget either separate line items above or request an indirect cost of up to 20% of their total budget. The Indirect cost requests must be accompanied by agency's cost allocation plan that will be acceptable for NAZA in line with Metro Grants Manual.		
Total Non-personnel	58,518.00			
Summer sub-total	96,000.00			
TOTAL	149,650.00			
RECIPIENT				
AUTHORIZED SIGNATURE:	<i>Caroline Davis</i>			
TITLE	CEO			
DATE	05 / 12 / 2025			

RESPONSE #26326 SUBMITTED ON 12/17/2025 04:37:37 PM

NAZA Annex 8 - 2025-2026 Finalized Entries

Name of Organization **AAOC Camps for Youth Development**

Programming Information

Days of Week of Afterschool Program **5 days per week**

Edit section title

Afterschool site plan **Community Site**

Please check box if planning summer programming **X**

Afterschool Program Name **AAOC Etiquette and Education Program**

Afterschool Programming

Name of Community Site Location **AAOC Camps for Youth Development**

Address of Community Program Site **2620 Clarksville Pike, Nashville, TN 37208**

For Community Sites Only

Target School for Community Site **Nashville Prep Charter School**

Target School for Community Site **IT Crestwell Middle School**

Target School for Community Site **Purpose Prep Charter School**

Target School for Community Site **Hull Jackson Montessori School**

Target School for Community Site **Head Middle School**

Target School for Community Site **Nashville Classical Charter School**

Number of youths targeted for site **25**

3rd Party Transportation needed? **No**

Summer Programming Information

Summer Program Name **AAOC Summer Camps**

Summer Programming Information

Edit section title

Name of Summer Site Location **AAOC Camps for Youth Development**

Summer Location address **2620 Clarksville Pike, Nashville, TN 37208**

Number of summer youth targeted for site **25**

Edit section title

Name of Summer Site Location **AAOC Summer Camps- Cumberland View**

Summer Location address **2620 Clarksville Pike and 2313 25th Avenue, Nashville, TN 37208**

Number of summer youth targeted for site **20**

Weeks of Programming **5 weeks**

Days per Week of Summer Program **5 days per week**

Hours per Day **8 hours**

Programming Time Frame **6:30am- 5:30pm**

Proposed months of Summer programming **June 2026**

Signature

Caroline Davis

Caroline Davis

Name

2025-12-17 22:38:43 (UTC)

Date

Grant contract between the Metropolitan Government of Nashville and Davidson County and **AAOC Camps for Youth Development**, Contract # L-6637 July 1, 2025 – June 30, 2026

**GRANT CONTRACT
BETWEEN THE METROPOLITAN GOVERNMENT
OF NASHVILLE AND DAVIDSON COUNTY
AND
AAOC Camps For Youth Development**

This Grant Contract issued and entered into by and between the Metropolitan Government of Nashville and Davidson County, Nashville Public Library ("Metro") on behalf of Nashville After Zone Alliance (NAZA), and **AAOC Camps for Youth Development**, ("Recipient"), is for the provision of free and high-quality afterschool programs, as further defined in the "SCOPE OF PROGRAM". The Recipient's annual report and audit are incorporated herein by reference.

A. SCOPE OF PROGRAM:

A.1. Schedule and Content

NAZA-funded programs will align with the Metro Schools calendar and be available to youth Monday through Thursday during the fall semester (September 2 to December 12, 2025) and spring semester (January 7 to May 8, 2026), on days when MNPS is in session. Programs should run at least for 28 weeks. *NAZA-funded programs may choose to offer longer programs.*

Please note that NAZA-funded programs will not begin before Labor Day due to unavailability of MNPS transportation.

NAZA-funded summer program with AAOC Camps for Youth Development will occur between July 1-31, 2025 and/or June 1-30, 2026. (not applicable to organizations not providing summer programming)

NAZA-funded activities should support youths' physical, social, emotional, cognitive and academic skills development, help them build purpose through learning, and have relevance to their real-life experiences. Throughout the program day, staff should intentionally infuse opportunities for youth to read, write, speak, and listen as well as allocate time for community building and reflection. When possible, programs should consider encouraging youth to be part of activity design or leading to enable them practice leadership skills. Each day should begin with check-in and snack/meals (when in person). Additional activities may be offered by the NAZA funded partner outside of this timeframe at the partner's expense, with no cost to youth and their families.

A typical program day should focus to creatively combine:

- School day supports (reading, homework, etc.)
- Enrichments (e.g. arts education; STEAM engineering challenges, service learning, etc.) reflecting youth voice and choice and have a learning focus, either provided by program staff or external enrichment partners.
- Focus on youth's skill building, in line with Nashville's Vision for Holistic Youth Development (curricula with activities will be available for individual skills).
- Other Experiences (e.g. physical activity, health and wellness, mental health, healthy eating activities, team games with rules, career exploration, field trips and other age-appropriate developmental activities.) that offer fun, support team and relationship building and foster holistic youth development.
- Youth-led activities or projects if the Recipient chose to apply and was awarded additional (up to \$1000) for youth-led projects. The Recipient must follow NAZA's AAOC Camps for Youth

Grant contract between the Metropolitan Government of Nashville and Davidson County and **AAOC Camps for Youth Development**, Contract # L-6637 July 1, 2025 – June 30, 2026

Development YIA guidance for youth leadership along with other best practices and consult with NAZA team members (YIA Coordinator and/or Partnerships Manager) for the best results.

- NAZA funds should not in any shape or form be related to any religious content or affiliation. NAZA-funded programs should not proselytize during their regular programming time, nor should youth be accepted or denied based on their religious affiliation or commitment to engaging in any type of religious activities before or after NAZA programming time.
- While we encourage using various learning software and educational games to enhance youth learning, we strictly prohibit enabling access to any video games that include violence, shooting or other unwanted behaviors, especially those rated M for Mature, are of solely entertainment purposes during NAZA-funded time. Programming time should focus on young people's development.

Each after-school programming day should begin with check-in and a snack or meal. Additional activities may be offered by the funded partner outside of this timeframe at the partner's expense, with no cost to youth and their families.

The Recipient must ask parents and youth (who are not participating in sports) to commit to attend regularly, on an on-going basis when program is in session, for both fall and spring semesters. **Only youth who have returned a fully completed enrollment form may participate in NAZA-funded programs.**

Requirements for Programming

By initialing each item below, Recipient agrees to the following:

1. CD **Supervision:** Recipient commits to maintaining a staff: youth ratio not to exceed 1:15 at all times by establishing and maintaining a mechanism for substitutions. Youth will be supervised at all times by program staff.
2. CD **School Relationships:** Recipient will be actively involved in communicating and collaborating with schools to enhance youth learning. They will participate in planning meetings with school principals and staff, including Community Achieves staff to help meet school outcomes and to track youth progress. Program staff will also meet with principals and school staff when needed or possible to address strategies for program recruitment, retention, and attendance tracking.

Recipient will receive space approval from school administration for programming.

3. CD **Recruitment and Family Engagement:** Recipient is responsible for recruiting youth, leading program activities, and engaging in family outreach. Recipient will promote consistent participation/retention levels by contacting each family/youth before programming begins, whenever absences begin to develop a pattern, and to confirm an exit/withdrawal if appropriate. Recipient will serve at least 90% of the youth they projected to serve.

Youth with no afterschool options should be the first priority for enrollment in NAZA-funded programs. If spots are available, youth participating in school-sponsored athletics can choose to attend school athletics as a portion of their NAZA-funded program time if they can commit to partially (at least one hour per day) attend NAZA-funded programming and the program has more than one staff on site. Only students participating in at least one hour of programming can benefit from a snack/meal, learning time, and transportation home and counted towards the funded slots. Only youth who have returned a fully completed enrollment form, signed by parent/guardian, may participate.

- 4) CD **Attendance:** Recipient commits to maintain daily attendance, updating the NAZA attendance tracking tool (Salesforce) on a weekly basis (daily direct attendance taking in the Salesforce is strongly

Grant contract between the Metropolitan Government of Nashville and Davidson County and **AAOC Camps for Youth Development**, Contract # L-6637 July 1, 2025 – June 30, 2026

recommended); this requires a computer or any other device with internet access. Recipient staff will ensure that youth sign in with their given first and last name daily using the NAZA approved sign-in sheets to verify youth participation. The youth attendance reflected on the sign-in sheet/daily attendance log must match the attendance entered into the Salesforce platform.

Monthly attendance must be accurately updated in the Salesforce by the 2nd working day of each following month so that NAZA can report the attendance numbers to the Mayor's office accurately.

5) CD **Meals/Snacks:** Recipient is required to provide healthy, prepackaged snack or meal options to youth every day of programming.

6) CD **Experiential Activities:** Recipient is encouraged to engage external enrichment providers at least twice per semester to increase the diversity of appealing programming options for youth. Enrichment providers are individuals and organizations that offer enriching activities within the afterschool context. For example, they might include teaching artists, mentors, health educators, yoga and martial arts teachers, spoken word literacy teachers, or career exploration and life skills experts.

7) CD **System-Wide Meetings & Events:** Recipient is responsible for hosting at least 2 free, youth-led events during the 2025-2026 school year that 1) incorporate and highlight growth practices from Nashville's Vision for Holistic Youth Development and 2) that are open to the public to attend during the year, such as a fall and/or spring showcase, an open house, a visual or performing arts piece, a poetry reading or spoken word event, etc.

8) CD **Branding:** Recipient agrees to recognize NAZA as a funder by, displaying NAZA signs in program spaces, indicating NAZA is a funder on their website and adding NAZA's logo on their website, supporting NAZA through social media outlets, etc.

9) CD **Communication with NAZA:** Recipient will respond to requests from NAZA in a timely manner and provide requested documentation by the associated deadline. All staff changes must be communicated to the NAZA Operations Manager within 24 hours. *This includes staff leaving their positions: staff no longer with the program must be removed from the Salesforce platform by the NAZA Operations Manager in order to comply with FERPA guidelines.*

Any program experiencing challenges either with the host school or program site that threatens the continuity/further existence of the program, must immediately report the situation to NAZA and seek support in resolving the situation. A decision to close a program/site must be reported to NAZA immediately with documented reasons.

10) CD **Adding Staff to Data Management System:** Program staff without Salesforce authorization, such as site assistance, coordinators, etc. should have a contact page and included in the staff listing of NAZA's Data Management System, Salesforce.

11) CD **Partner Meetings:** Key staff and program directors from each NAZA-funded program site are expected to participate in the NAZA learning community by attending **Partner Meetings** four times during the school year. Meeting dates will be shared before the start of the school year.

12) CD **Professional Development:**

For each NAZA -funded partner, the program director and all frontline staff working with youth are required to attend or complete several trainings. Please see below:

Program Directors and Site Managers are required to attend the following:

- NAZA Essential Operations training
- Introduction to Positive Youth Development (PYD) training

Grant contract between the Metropolitan Government of Nashville and Davidson County and **AAOC Camps for Youth Development**, Contract # L-6637 July 1, 2025 – June 30, 2026

- At least two trainings on the Growth Practices.
- Program Quality Basics (PQA Basics) either in person or online (online version is available at the partner's expense if missed scheduled training offered by NAZA)
- Any training required by MNPS for staff working in school buildings will be made available to NAZA partner staff.

Note: Program Directors and Site Managers who have successfully completed PYD in the past are exempt from retaking. The NAZA Essential Operations training will be archived and accessible online, while Introduction to Positive Youth Development will be conducted multiple times annually. Returning Program Directors and Site Coordinators who have previously completed the PQA Basics or SEL PQA will only need to redo the training every 3 years. Choosing to take SEL PQA requires a prior completion of PQA Basics.

Program Directors and Site Managers strongly recommended trainings:

- Advanced Positive Youth Development
- Salesforce Student Management Systems
- Strategies for Employee Retention and Recruitment
- Any additional trainings offered to NAZA-funded partners supporting high-quality programming, as well as the achievement of their Program Improvement Plan. Returning site staff are encouraged to attend additional trainings that will support the program's continued quality improvement.
- Attend at least three professional development opportunities, in addition to other require trainings, either in-person or online, from the following: Weikart online trainings, Exploring Data Training, NAZA's Learning Management System (LMS), or NAZA Learn, Engage, Develop (L.E.D.) Conference.

For each NAZA -funded partner, front-line and part-time staff working with youth are required to attend or complete several trainings. Please see the following for requirements:

Front-line and Part-time staff are required to attend the following trainings:

- Essential Operations training (only topics labeled and related to front-line and part-time staff)
- Positive Youth Development (new staff and staff who have not completed this requirement).
- Two (2) trainings on the Growth Practices

Front-line and Part-time staff strongly recommended trainings:

- Advanced Positive Youth Development
- Salesforce Student Management Systems
- Strategies for Employee Retention and Recruitment
- Any additional trainings offered to NAZA-funded partners supporting high-quality programming, as well as the achievement of their Program Improvement Plan. Returning site staff are encouraged to attend additional trainings that will support the program's continued quality improvement.
- Attend at least three professional development opportunities, in addition to other require trainings, either in-person or online, from the following: Weikart online trainings, Exploring Data Training, NAZA's Learning Management System (LMS), or NAZA Learn, Engage, Develop (L.E.D.) Conference.

13)  **Evaluation Tools:**

All program directors/managers and site coordinators of NAZA-funded programs will participate in the **Program Quality Improvement (PQI)** cycle. Self-assessments will be required for both fall and spring semesters. External assessments may be scheduled per need and availability of external assessors.

Grant contract between the Metropolitan Government of Nashville and Davidson County and **AAOC Camps for Youth Development**, Contract # L-6637 July 1, 2025 – June 30, 2026

The **Youth Program Quality Improvement (YPQI)** cycle is comprised of the following quality improvement activities, offered at no cost to Partners:

- a) **A baseline self-assessment** utilizing the Youth Program Quality Assessment (YPQA) or Social-Emotional Learning Program Quality Assessment (SEL PQA) tool. Program staff conduct pre-self-assessment of their program and enter results in YPQI's Scores Reporter.
 - b) Developing and uploading a **Program Improvement Plan** based on the results of all available YPQA or SELPQA assessment tools (i.e. self-assessments, external assessments, and Leading Indicator Survey results).
 - c) **A follow-up YPQA/SEL PQA self-assessment at the end of the school year**, also entered into Scores Reporter, and planning for the following fall semester based on the results of this assessment.
 - d) An external assessment will be conducted by assessors trained by Weikart Center every three years for returning partners unless otherwise requested. For new partners one external assessment will be conducted annually for the for the first three years.
 - e) The two assessments are reviewed to develop an understanding of how well the program is performing with regard to NAZA Quality Standards.
 - f) Additionally, NAZA-funded partners are required to administer YPQI's **Leading Indicators Survey, Youth** annually in the spring semester to youth enrolled at each site to capture youth experience with the program.
 - g) NAZA-funded partners are required to administer YPQI's as **Leading Indicators Survey, Staff** annually in the spring semester to capture the experiences of staff with the program.
 - h) NAZA-funded partners are also required to administer YPQI's **Leading Indicators Survey, Managers** annually in the spring semester to capture the experiences of administrators with the program.
 - i) NAZA-funded partners are also required to provide access to YPQI's **Leading Indicators Survey, Family** annually in the spring semester to attempt to capture the experiences of parents and guardians of youth in the program.
 - j) NAZA partners will have access to **students' school data** through the **data-sharing agreement** between NAZA/NPL and MNPS. Partners will be required to attend two trainings as soon as they become available on: 1) Responsible use of data, and 2) Understanding the academic data.
 - k) Partners will be required to sign the **data-sharing sub-agreement** (to be attached to the contract) of this document and adhere to all requirements under that document so that they can have access to student data.
- 14)  **Youth Survey:** Recipient is required to administer a one-time **Leading Indicator Survey, Youth** to enrolled youth at each site in the spring semester.
- 15)  **Staff Survey (Director/Manager and Staff):** Recipient is required to administer a one-time **Leading Indicator Survey, Staff** by program staff the spring semester.

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16) CD **Family Survey:** Recipient is required to provide families access to a one-time **Leading Indicator Survey, Family** by program administrators the spring semester.

17) CD **Compliance with MNPS Requirements:** Programs offered at participating Metro schools will operate in full compliance with MNPS requirements, including covid-related procedures, liability insurance, criminal background checks, non-discrimination, ADA, and other related standard Metro requirements, confidentiality of student records per FERPA, operation as a non-profit, and transportation policies (as appropriate).

18) CD **Youth in Action Project Funding (If applicable):** The Recipient is required to establish and attend scheduled meetings – in-person or virtual – with NAZA Youth In Action staff. The Recipient must create conditions for youth-led projects and activities and provide project details and photographic proof of such activities in the NAZA end of the year narrative report. The Recipient also understands if proof of a youth-led project is not provided, the allotted funding will be subtracted from the final funding disbursement.

Operational Policies:

The Recipient will operate in full compliance with the following policies and maintain relevant documentation to verify compliance with the policies. The Recipient agrees to:

- Maintain an active 501(c)(3) registration unless the applicant is a public entity.
- Maintain up-to-date certificates verifying the following insurance: commercial general liability, sexual/abuse/sexual harassment, automobile liability (if applicable) and professional liability insurance with limits not less than one million dollars each occurrence. The Recipient shall provide an updated certificate of insurance upon expiration of the current certificate.
- Nondiscrimination, which precludes Recipient from discriminating on the basis of race, religion, creed, gender, gender identity, sexual orientation, national origin, color, age, and/or disability in admission, access to, or operation of programs, services, or activities. Note that Metro does not discriminate on the basis of race, religion, creed, gender, gender identity, sexual orientation, national origin, color, age, and/or disability in admission to, access to, or operation of programs, services, or activities. Metro does not discriminate in hiring or employment practices.
- Follow MNPS operating procedures on verification of criminal background checks on all program staff and volunteers. On school grounds, the MNPS criminal background check contractor shall be used for employees. As long as there is no break in service with the agency, staff will not be required to be fingerprinted yearly. If there is any break in service at all, or if they must go through a rehiring process, they are required to complete a background check including fingerprinting.
- Ensure that all educational records created, disclosed or maintained pursuant to the terms of this contract are confidential and shall be created, disclosed and maintained pursuant to the provisions of the Family Educational Rights and Privacy Act (20 U.S.C.A. s #1232g), its regulations and Board of Education policy.
- Appropriately spend Metro dollars, document the spending, and follow Metro guidelines for allowable costs. Recipient is responsible for properly documenting the spending under their contracts, organizing the documentation separately by year, and storing that documentation for three years for auditing purposes. The documents must be readily available for a Metro Audit.
- Meet NAZA's Minimum Quality Standards (**see Annex 4**) and maintain relevant documentation to verify compliance with the policies.
- Meet the 2025-2026 Performance Indicators specific to the Recipient (**see Annex 6**).

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- **Maintain accurate youth enrollment forms (Annex 7) and ensure that all youth have enrollment forms signed before they accept a youth into their program.** Enrollment forms, as well as evidence to back up outputs and outcomes cited in narrative reports, must be maintained by the Recipient and stored for three years for auditing purposes. The documents must be readily available any time that the Metro requests them, including as part of an Audit.

Enrollment forms must be fully completed and accurate. Forms should include legitimate first and last names youth, their birthdates, student ID numbers, names of legal guardians and emergency contacts, and accurate addresses, phone numbers, e-mails and medical information (as needed) among other information pieces.

In summary, the Recipient will commit to the following:

1. Delivering quality afterschool (and summer, if chosen) programming for the fall and spring semesters in locations identified in Annex 8, aligned with MNPS scheduling;
2. Submitting daily attendance using the NAZA attendance tracking tool, keeping all data updated on a weekly basis, along with all supporting documentation. Ensure monthly attendance updates are in the system by the second working day of each month;
3. Serving at least 90 percent of the number of youth the Agency projected to serve for the 2025-2026 school year and summer, reflecting ongoing youth recruitment activities, engaging programming, and strong communications with the school community; and
4. Full implementation of program quality requirements, including administration of the youth survey.

Violation or breach of this scope may result in Corrective Action. Continued violation could result in termination of the contract.

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

B. GRANT CONTRACT TERM:

- B.1. **Grant Contract Term.** The term of this Grant will be twelve (12) months, commencing on July 1, 2025, and ending on June 30, 2026. Metro will have no obligation for services rendered by the Recipient that are not performed within this term.
- B.2. **Grant Extension.** This grant may be extended by 12 months, not to exceed 60 months (with 12-month terms each time upon annual approval/availability of NAZA funds). To be considered for extension, the Recipient must meet the following conditions:
 - NAZA- funded partner for 5 years with no contract disruption or corrective action plan within the past 12 months;

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- Exhibit low risk on Metro Risk Assessment tool,
- Present annual audit covering the past 12 months, as of April 20 of the current year
- Pass annual compliance checks,
- Meet performance indicators set in the contract.

Upon meeting all of the criteria above a grant contract extension may be offered annually through a contract amendment process.

C. PAYMENT TERMS AND CONDITIONS:

- C.1. **Maximum Liability.** In no event will Metro's maximum liability under this Grant Contract exceed **\$117,650 (25 slots for afterschool, 25 slots for summer, and transportation)**. The Grant Budget will constitute the maximum amount to be provided to the Recipient by Metro for all of the Recipient's obligations hereunder. The Grant Budget line items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Recipient.

Subject to modification and amendments as provided in section D.2 of this agreement, this amount will constitute the Grant Amount and the entire compensation to be provided to the Recipient by Metro.

- C.2. **Use of Funds.** NAZA funds may be used for educational purposes only; organizations funded by NAZA must not promote religious practices nor proselytize during programming time. Such activities may be offered by funded partners outside of their NAZA-funded program time. However, MNPS transportation and other NAZA resources will not be available, and youth who do not wish to participate must not be penalized in any way.

- C.3. **Payment Methodology.** The Recipient will only be compensated for actual costs based upon the Grant Budget and reconciliation reports, not to exceed the maximum liability established in Section C.1.

The Recipient can expect to receive three payments during the contracted year. Each payment will be received no later than 30 days from the invoice date of the finalized and NAZA approved statement.

The Recipient must provide accurate and timely recording of programming sessions and student attendance in the NAZA Data Management System, Salesforce, before the second and third payments are processed. Daily student sign-in sheets (paper and digital) must be maintained as backup documentation to support the entries.

The first invoice may include up to 50% of the total awarded amount as an advance request to enable programs to procure necessary supplies for beneficiary youth and hire qualified staff to enable proper programming from the beginning of the year.

The first invoice will be processed after the contract is filed with Metro Clerk and within 30 days from the date of the finalized and approved invoice receipt by NAZA.

The second invoice of up to 40% of the total awarded amount will be processed as the second advance for the Spring semester and may be reduced based on the actual expenditure of the program from the first two quarters. The invoice must be submitted by January 15th along with the second scheduled expenditure report.

The third and final invoice of up to 10% of the total awarded amount is a reimbursement based on annual reconciled expenses and will be processed upon the receipt of the year-end narrative and

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expenditure reports due July 10th, 2026 This final payment will equal the total actual spending for the contract year and cannot exceed the approved awarded amount. **Any invoice for 2025-2026 year not received by the deadline date will not be processed and all remaining grant funds will expire.**

Same invoicing terms apply to organizations receiving funds for summer only.

All actually reported expenditures must have backup documentation filed at the recipient organization for Metro Audit (See Metro Non-profit Grants Manual for details on backup documentation)

If the contract is terminated earlier or any funds remain unspent based on the reports, the unspent amount will be returned to Metro.

The Recipient must send all invoices to:

Nashville After Zone Alliance
615 Church St,
Nashville, TN 37219
or email to Teriz.Fahmy@nashville.gov

C.4. Reporting

Expenditure Report. All Recipients will submit quarterly expenditure reports. Report templates will be provided by NAZA.

All grantees must submit expenditure reports four times a year to reconcile grant receipts with grant revenues. NAZA will monitor fund recipients for compliance with reporting requirements. Failure to comply with the reporting requirements would constitute a violation of the grant contract. The expenditure reports format is shown on Annex 2 attached to this contract. The quarterly expenditure reports are due on the October 15, 2025, January 20, and April 15, and July 10, 2026.

The exception are the organizations receiving summer funds only. Those partners will submit reports from quarters one and four if programming both in July 2025 and June 2026. No expenses will be allowed for quarters two and three.

In addition to the report, the Recipient may receive a request to provide backup financial documentation such as general ledger, payroll information, and other documents supporting expenses from NAZA team for financial monitoring purposes.

Said report must be in form and substance acceptable to Metro and must be prepared by a Certified Public Accounting Firm or the Chief Financial Officer of the Recipient Organization.

Program/narrative Report

All grantees must submit narrative report once a year to explain how the grant has been used on behalf of the citizens of Davidson County. The report is due on July 10, 2026.

Failure to comply with the program reporting requirements would constitute a violation of the grant contract. NAZA will provide the template during the year.

C.5. Payment of Invoice. The payment of any invoice by Metro will not prejudice Metro's right to object to the invoice or any other related matter. Any payment by Metro will neither be construed as acceptance of any part of the work or service provided nor as an approval of any of the costs included therein.

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- C.6. **Unallowable Costs.** The Recipient's invoice may be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs. Utilization of Metro funding for services to non-Davidson County residents is not allowed.
- C.7. **Deductions.** Metro reserves the right to adjust any amounts which are or become due and payable to the Recipient by Metro under this or any Contract by deducting any amounts which are or become due and payable to Metro by the Recipient under this or any Contract.
- C.8. **Travel Compensation.** Payment to the Recipient for travel, meals, or lodging is subject to amounts and limitations specified in Metro's Travel Regulations and subject to the Grant Budget.
- C.9. **Electronic Payment.** Metro requires as a condition of this contract that the Recipient have on file with Metro a completed and signed "ACH Form for Electronic Payment". If Recipient has not previously submitted the form to Metro or if Recipient's information has changed, Recipient will have thirty (30) days to complete, sign, and return the form. Thereafter, all payments to the Recipient, under this or any other contract the Recipient has with Metro, must be made electronically.
- D. **STANDARD TERMS AND CONDITIONS:**
- D.1. **Required Approvals.** Metro is not bound by this Grant Contract until it is approved by the appropriate Metro representatives as indicated on the signature page of this Grant.
- D.2. **Modification and Amendment.** This Grant Contract may be modified only by a written amendment that has been approved in accordance with all Metro procedures and by appropriate legislation of the Metropolitan Council.
- D.3. **Termination for Cause.** Metro shall have the right to terminate this Grant Contract immediately if Metro determines that Recipient, its employees or principals have engaged in conduct or violated any federal, state or local laws which affect the ability of Recipient to effectively provide services under this Grant Contract. Should the Recipient fail to properly perform its obligations under this Grant Contract or if the Recipient violates any terms of this Grant Contract, Metro will have the right to immediately terminate the Grant Contract and the Recipient must return to Metro any and all grant monies for services or programs under the grant not performed as of the termination date. The Recipient must also return to Metro any and all funds expended for purposes contrary to the terms of the Grant Contract. Such termination will not relieve the Recipient of any liability to Metro for damages sustained by virtue of any breach by the Recipient.
- D.4. **Termination—Notice.** Metro may terminate this Grant Contract without cause for any reason. Said termination shall not be deemed a Breach of Contract by the Recipient. Metro shall give the Recipient at least thirty (30) days written notice before the effective termination date.
- D.5. **Termination—Funding.** This Grant Contract is subject to the appropriation and availability of local, State and/or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, Metro shall have the right to terminate this Grant Contract immediately upon written notice to the Recipient. Upon receipt of the written notice, the Recipient shall cease all work associated with this Grant Contract on or before the effective termination date specified in the written notice. Should such an event occur, the Recipient shall be entitled to compensation for all satisfactory and authorized services completed as of the effective termination date. The Recipient shall be responsible for repayment of any funds already received in excess of satisfactory and authorized services completed as of the effective termination date.

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- D.6. **Subcontracting.** The Recipient may not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of Metro. Notwithstanding any use of approved subcontractors, the Recipient will be considered the prime Recipient and will be responsible for all work performed.
- D.7. **Conflicts of Interest.** The Recipient warrants that no part of the total Grant Amount will be paid directly or indirectly to an employee or official of Metro as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Recipient in connection with any work completed or performed relative to this Grant Contract.
- D.8. **Nondiscrimination.** The Recipient hereby agrees, warrants, and assures that no person will be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Recipient on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification which is in violation of applicable laws. The Recipient must, upon request, show proof of such nondiscrimination and must post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.9. **Records.** The Recipient must maintain documentation for all charges to Metro under this Grant Contract. The books, records, and documents of the Recipient, insofar as they relate to work performed or money received under this Grant Contract, must be maintained for a period of three (3) full years from the date of the final payment or until the Recipient engages a licensed independent public accountant to perform an audit of its activities. The books, records, and documents of the Recipient insofar as they relate to work performed or money received under this Grant Contract are subject to audit at any reasonable time and upon reasonable notice by Metro or its duly appointed representatives. Records must be maintained in accordance with the standards outlined in the Non-Profit Grants Manual. The financial statements must be prepared in accordance with generally accepted accounting principles.
- D.10. **Monitoring.** The Recipient's activities conducted and records maintained pursuant to this Grant Contract are subject to monitoring and evaluation by The Metropolitan Office of Financial Accountability or Metro's duly appointed representatives. The Recipient must make all audit, accounting, or financial records, notes, and other documents pertinent to this grant available for review by the Metropolitan Office of Financial Accountability, Internal Audit or Metro's representatives, upon request, during normal working hours.
- D.11. **Narrative Reporting.** The Recipient must submit a Year-End Program Report, to be received by July 10th. Said report shall detail the outcome of the activities funded under this Grant Contract.
- D.12. **Financial Reporting.** The Recipient must submit quarterly expenditure report for the 2025-2026 programming year to reconcile grant receipts with grant revenues. Reports must be received no later than October 15, January 20, April 15 and July 10 of FY '26 (July 1, 2025 – June 30, 2026).
- D.13. **Strict Performance.** Failure by Metro to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this agreement is not a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Grant Contract is considered to be waived, modified, or deleted except by a written amendment by the appropriate parties as indicated on the signature page of this Grant.
- D.14. **Insurance.** The Recipient agrees to carry adequate public liability and other appropriate forms of insurance, and to pay all applicable taxes incident to this Grant Contract. **All types of insurances below are required.**

D.14.1 Proof of Insurance

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During the term of this Contract, for any and all awards, CONTRACTOR shall, at its sole expense, obtain and maintain in full force and effect for the duration of this Contract, including any extension, the types and amounts of insurance identified below by a checked box. Proof of insurance shall be required naming METRO as additional insured and identifying the Purchase Order on the Acord document.

D.14.2 General Liability Insurance

In the amount of one million (\$1,000,000.00) dollars

D.14.3 Automobile Liability Insurance

In the amount of one million (\$1,000,000.00) dollars (if vendor will be making on-site deliveries)

D.14.4 Worker's Compensation Insurance

With statutory limits required by the State of Tennessee or other applicable laws and Employer's Liability Insurance with limits of no less than one hundred thousand (\$100,000.00) dollars, as required by the laws of Tennessee (Not required for companies with fewer than five (5) employees).

D.14.5 Sexual Molestation and Abuse Insurance

In the amount of one million (\$1,000,000.00) dollars.

D.14.6 Such insurance shall:

Contain or be endorsed to contain a provision that includes METRO as additional insureds with respect to liability arising out of work or operations performed by or on behalf of the CONTRACTOR including materials, parts, or equipment furnished in connection with such work or operations. The coverage shall contain no special limitations on the scope of its protection afforded to the above-listed insureds.

For any claims related to this agreement, CONTRACTOR'S insurance coverage shall be primary insurance as respects METRO, its officers, officials, employees, and volunteers. Any insurance or self-insurance programs covering METRO, its officials, officers, employees, and volunteers shall be excess of CONTRACTOR'S insurance and shall not contribute with it.

Automotive Liability Insurance including vehicles owned, hired, and non-owned. Said insurance shall include coverage for loading and unloading hazards. Insurance shall contain or be endorsed to contain a provision that includes METRO, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of automobiles owned, leased, hired, or borrowed by or on behalf of CONTRACTOR.

Worker's Compensation (if applicable), CONTRACTOR shall maintain workers' compensation insurance with statutory limits as required by the State of Tennessee or other applicable laws and employers' liability insurance. CONTRACTOR shall require each of its subcontractors to provide Workers' Compensation for all of the latter's employees to be engaged in such work unless such employees are covered by CONTRACTOR'S workers' compensation insurance coverage.

D.14.7

Prior to commencement of services, CONTRACTOR shall furnish METRO with original certificates and amendatory endorsements affecting coverage required by this section and provide that such insurance shall not be cancelled, allowed to expire, or be materially reduced in coverage except on 30 days' prior written notice to:

DEPARTMENT OF LAW
INSURANCE AND RISK MANAGEMENT
METROPOLITAN COURTHOUSE, SUITE 108
PO BOX 196300
NASHVILLE, TN 37219-6300

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Provide certified copies of endorsements and policies if requested by METRO in lieu of or in addition to certificates of insurance.

Replace certificates, policies, and/or endorsements for any such insurance expiring prior to completion of services. Maintain such insurance from the time services commence until services are completed and attach the certificates of insurance in the METRO system. Failure to maintain or renew coverage or to provide evidence of renewal may be treated by METRO as a material breach of contract.

Place such insurance with insurer licensed to business in Tennessee and having A.M. Best Company ratings of no less than A-. Modification of this standard may be considered upon appeal to the METRO Director of Risk Management Services.

Require all subcontractors to maintain during the term of the agreement Commercial General Liability insurance, Business Automobile Liability insurance, and Worker's Compensation/Employers Liability insurance (unless subcontractor's employees are covered by CONTRACTOR'S insurance) in the same manner as specified for CONTRACTOR. CONTRACTOR shall file subcontractor's certificates of insurance in METRO's system.

Any deductibles and/or self-insured retentions greater than \$10,000.00 must be disclosed to and approved by METRO prior to the commencement of services.

If the CONTRACTOR has or obtains primary or excess policy(ies), there shall be no gap between the limits of the primary policy and the deductible features of the excess policies.

- D.15. **Metro Liability.** Metro will have no liability except as specifically provided in this Grant Contract.
- D.16. **Independent Contractor.** Nothing herein will in any way be construed or intended to create a partnership or joint venture between the Recipient and Metro or to create the relationship of principal and agent between or among the Recipient and Metro. The Recipient must not hold itself out in a manner contrary to the terms of this paragraph. Metro will not become liable for any representation, act, or omission of any other party contrary to the terms of this paragraph.
- D.17. **Indemnification and Hold Harmless.**
- (a) Recipient agrees to indemnify, defend, and hold harmless Metro, its officers, agents and employees from any claims, damages, penalties, costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of Recipient, its officers, employees and/or agents, including its sub or independent contractors, in connection with the performance of the contract, and any claims, damages, penalties, costs and attorney fees arising from any failure of Recipient, its officers, employees and/or agents, including its sub or independent contractors, to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.
 - (b) Metro will not indemnify, defend or hold harmless in any fashion the Recipient from any claims, regardless of any language in any attachment or other document that the Recipient may provide.
 - (c) Recipient will pay Metro any expenses incurred as a result of Recipient's failure to fulfill any obligation in a professional and timely manner under this Contract.
 - (d) Recipient's duties under this section will survive the termination or expiration of the grant.
- D.18. **Force Majeure.** "Force Majeure Event" means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the party. Except as provided in this Section, any failure or delay by a party in the performance of its obligations under this Grant Contract arising from a Force

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Majeure Event is not a breach under this Grant Contract. The non-performing party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the party continues to use diligent, good faith efforts to resume performance without delay. Recipient will promptly notify Metro within forty-eight (48) hours of any delay caused by a Force Majeure Event and will describe in reasonable detail the nature of the Force Majeure Event.

- D.19. **State, Local and Federal Compliance.** The Recipient agrees to comply with all applicable federal, state and local laws and regulations in the performance of this Grant Contract. Metro shall have the right to terminate this Grant Contract at any time for failure of Recipient to comply with applicable federal, state or local laws in connection with the performance of services under this Grant Contract.
- D.20. **Governing Law and Venue.** The validity, construction and effect of this Grant Contract and any and all extensions and/or modifications thereof will be governed by and construed in accordance with the laws of the State of Tennessee. The venue for legal action concerning this Grant Contract will be in the courts of Davidson County, Tennessee.
- D.21. **Completeness.** This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions of the parties' agreement. This Grant Contract supersedes any and all prior understandings, representations, negotiations, and agreements between the parties relating hereto, whether written or oral.
- D.22. **Headings.** Section headings are for reference purposes only and will not be construed as part of this Grant Contract.
- D.23. **Metro Interest in Equipment.** The Recipient will take legal title to all equipment and to all motor vehicles, hereinafter referred to as "equipment," purchased totally or in part with funds provided under this Grant Contract, subject to Metro's equitable interest therein, to the extent of its *pro rata* share, based upon Metro's contribution to the purchase price. "Equipment" is defined as an article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds \$5,000.00.

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

- D.24. **Assignment—Consent Required.** The provisions of this contract will inure to the benefit of and will be binding upon the respective successors and assignees of the parties hereto. Except for the rights of money due to Recipient under this contract, neither this contract nor any of the rights and obligations of Recipient hereunder may be assigned or transferred in whole or in part without the prior written consent of Metro. Any such assignment or transfer will not release Recipient from its obligations hereunder. Notice of assignment of any rights to money due to Recipient under this Contract must be sent to the attention of the Metro Department of Finance.
- D.25. **Gratuities and Kickbacks.** It will be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparations of any part of a program requirement or a purchase request, influencing the content of any specification or

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procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore. It will be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or a person associated therewith, as an inducement for the award of a subcontract or order. Breach of the provisions of this paragraph is, in addition to a breach of this contract, a breach of ethical standards which may result in civil or criminal sanction and/or debarment or suspension from participation in Metropolitan Government contracts.

- D.26. **Communications and Contacts.** All instructions, notices, consents, demands, or other communications from the Recipient required or contemplated by this Grant Contract must be in writing and must be made by facsimile transmission, or by first class mail, addressed to the respective party at the appropriate facsimile number or address as set forth below or to such other party, facsimile number, or address as may be hereafter specified by written notice.

Metro

For contract-related matters:
Nashville Public Library
NAZA Communications Manager
615 Church Street
Nashville, TN 37219
(615) 862-5894

For inquiries regarding invoices:
Nashville Public Library
NAZA Procurement Officer
615 Church Street
Nashville, TN 37219
615-862-5800 ext. 73731

Recipient

Caroline Davis, CEO
AAOC Camps for Youth Development
1326 Rosa L. Parks
Nashville, TN 37208
615-289-2716

- D.27. **Lobbying.** The Recipient certifies, to the best of its knowledge and belief, that:
- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the Recipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, and entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
 - b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this grant, loan, or cooperative agreement, the Recipient must complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Grant contract between the Metropolitan Government of Nashville and Davidson County and **AAOC Camps for Youth Development**, Contract # L-6637 July 1, 2025 – June 30, 2026

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

D.28. Certification Regarding Debarment and Convictions.

- a. Recipient certifies that Recipient, and its current and future principals:
 - i. are not presently debarred, suspended, or proposed for debarment from participation in any federal or state grant program;
 - i. have not within a three (3) year period preceding this Grant Contract been convicted of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) grant;
 - ii. have not within a three (3) year period preceding this Grant Contract been convicted of embezzlement, obstruction of justice, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and
 - iii. are not presently indicted or otherwise criminally charged by a government entity (federal, state, or local) with commission of any of the offenses detailed in sections D.25(a)(ii) and D.25(a)(iii) of this certification.
- b. Recipient shall provide immediate written notice to Metro if at any time Recipient learns that there was an earlier failure to disclose information or that due to changed circumstances, its principals fall under any of the prohibitions of Section D.25(a).

D.29. Effective Date. This contract will not be binding upon the parties until it has been signed first by the Recipient and then by the authorized representatives of the Metropolitan Government and has been filed in the office of the Metropolitan Clerk. When it has been so signed and filed, this contract will be effective as of the date first written above.

Annexes

The following annexes constitute part of this contract:

- | | |
|---|---|
| <u>Annex 1</u> – Metro Invoice Template | <u>Annex 5</u> – Partner Data-Sharing Sub-Agreement |
| <u>Annex 2</u> – Expenditure Report Template | <u>Annex 6</u> – Performance Indicators |
| <u>Annex 3</u> – Budget | <u>Annex 7</u> – Enrollment forms |
| <u>Annex 4</u> – Minimum Standards for NAZA funding | <u>Annex 8</u> – Program site/s |

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Grant contract between the Metropolitan Government of Nashville and Davidson County and AAOC
Camps for Youth Development, Contract # L-6637 July 1, 2025 – June 30, 2026

**THE METROPOLITAN GOVERNMENT OF
NASHVILLE AND DAVIDSON COUNTY:**

APPROVED AS TO AVAILABILITY OF FUNDS:

Signed by:
Jenneen Reed/MJW

Director of Finance

APPROVED AS TO RISK AND INSURANCE:

DocuSigned by:
Balagun Cobb

Director of Insurance

APPROVED AS TO FORM AND LEGALITY:

DocuSigned by:
Jessie Ortiz-Marsh

Metropolitan Attorney

FILED IN THE OFFICE OF THE CLERK:

Austin Kyle

Metropolitan Clerk

NASHVILLE PUBLIC LIBRARY

DocuSigned by:
Terri Luke

Library Director

RECIPIENT: AAOC Camps for Youth Development

By (Signature): *[Signature]*

Authorized Officer Name:

Title: CEO

Sworn to and subscribed to before me a Notary Public,
this 2nd day of May, 2025

Notary Public

[Signature]


My Commission expires 05/09/2026

**Metropolitan Government of Nashville and Davidson County/Nashville Public Library/ NAZA
Funds For FY 2026 Program**

ORGANIZATION NAME	AAOC Camps For Youth Development	CONTRACT # (Office Use):			
PROGRAM NAME	E Program	START DATE:	7/1/2025		
ADDRESS	1326 Rosa L Parks Blvd Ste A	END DATE:	6/30/2026		
CITY, STATE & ZIP	Nashville, TN 37208	CONTACT PERSON	Caroline Davis		
FEDERAL ID # (EIN)	55-08569946	CONTACT TELEPHONE	(615) 289 - 3148		

COST CATEGORIES	TOTAL BUDGET REQUEST	BUDGET EXPLANATION/DETAILS	OTHER FUNDING Funding amount from other sources invested in serving the same number of slots requested from NAZA	Grantor name
After-School Programs		After-school program starts 09/03/2024 Per slot rate for afterschool is \$1,355		
Salaries and Wages	27,200.00	Music Teacher \$25 hour x 8 hours weekly x 28 weeks -\$5600 Yoga Instructor-45 weekly x 28 weeks-\$1260 Bus Driver-\$250 weekly x 8 weeks -\$2000 Teacher-Math-\$17-hour x 15 hours weekly x 28 weeks-\$7140 Teacher-ELA -\$17-hour x 15 hours weekly x 28 weeks-\$6300, AAOC communications specialist-manage external and internal communications. Marketing and Social media \$700 monthly x 7 months = \$4900		
Benefits and Taxes	2,007.00	Fica/SS/workmans comp insurance for 4 staff members will be charged to this grant.		
Total Personnel Expenses	29,207.00			
Office Supplies	4,068.00	50% of total cost charged to this grant		
Communications		Estimated unit number and unit cost or % of total cost charged to this grant		
Postage and Shipping	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		
Occupancy	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		
Equipment Rental and Maintenance	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		
Printing and Publications	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		
Travel/Conferences & Meetings	0.00	Milage, parking and other travel unit cost and unit number		
Insurance	0.00	Unit cost or % of total cost charged to this grant		
Direct youth costs (learning supplies, learning software, programs, games, food, etc.)	0.00	Learning material and field trips are covered by tuition income we receive. And food is covered by CACFP funding and tuition.		
Transportation	19,775.00	Summer: 1 driver \$500week x 8 weeks= 4000, Anchor Tranportation 6/25 field trip Louisville, KY \$2185+100 driver tip= \$\$2285,Anchor transportation 7/18 field trip Santa Clause, Indiana \$2378=+100 driver tip =\$2478 ; Fall bus driver \$500.50weekly x 22 weeks =11,011		

Field Trips	0.00	Per youth average cost or cost per trip and estimated number of youth participating		
partners	600.00	Brianna Walker bookkeeper-\$100 monthly x 6 months		
Other Non-Personnel		Anything else that is part of programming cost but is not listed		
Indirect Cost	0.00	Partners can choose to budget either separate line items above or request an indirect cost of up to 20% of their total budget. The Indirect cost requests must be accompanied by agency's cost allocation plan that will be acceptable for NAZA in line with Metro Grants Manual.		
Total Non-personnel	24,443.00			
Afterschool sub-total	53,650.00			

Summer Programs		Summer program funded in this cycle is July 1-31,2025 and June 1- 30, 2026 Per slot rate for summer to be calculated at \$8 an hour per slot. Maximum cost per youth slot for summer program is \$320 per week for partners programming 5 days per week for 8 hours per day.		
Salaries and Wages	31,812.00	Avery Smith-salaried-\$27.00 an hour x 40 hours weekly x 8 weeks= \$8672-Site Director Frida Arias \$20.00 an hour x 20 hours a weekly x 8 weeks =-\$3200-Spanish Teacher Kisha Cotton \$17.00 an hour x 17.5 hours x8 weeks = \$2380.00 Cooking Teacher Tracey Gober \$15.00 an hour x 25 hours x 8 weeks = \$3000 Tutoring Lakresha Parker \$17.00 an hour 15hours x 8 weeks= \$2040-Administrator/Bookkeeper Anita Rucker \$17.00 an hour x 20hours x 8 weeks= \$2720-Arts/Crafts Kreeyana Rucker \$17.00 an hour x 25 hours x 8weeks = \$3400 Physical Education Antonio Watson \$20.00 an hour x 20 hours x 8 weeks =-\$3200 Music Teacher Shantel Todd \$20 an hour x 20 hours x 8 weeks =-\$3200 Teacher		
Benefits and Taxes	2,929.00	Fica/SS/Workmans Comp for 9 staff members (9%)		
Total Personnel Expenses	34,741.00			
Office Supplies	865.00	Paper products, file folders, pens, pencils, compositions books, white boards markers and sticky chart pads.		
Communications	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		
Postage and Shipping	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		
Occupancy	5,000.00	Adlon Rent- 2620 Clarksville Pike, Nashville, TN 37208 x One month \$5000 x 1 =\$5,000		
Equipment Rental and Maintenance	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		
Printing and Publications	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		
Travel/Conferences & Meetings	0.00	Milage, parking and other travel unit cost and unit number		
Insurance	8,344.00	Insurevents-Commercial liability \$1553 Progressive Insurance Commercial Auto \$6791		
Direct youth costs (learning supplies, learning software, programs, games, food, etc.)	4,025.00	Career Life \$1700 Science Guys \$350 Supplies/ Arts /Crafts \$1000 Yoga \$375 Martial Arts \$600		

		Holiday World- Santa Claus, IA- Wise Coach Bus---\$3200 National Civil Rights Museum-Memphis TN, Wise Coach Bus---\$3200 Zoo-Nashville, TN --\$525		
Field Trips	8,025.00	Beech Bend- \$750 tickets and transportation \$350		
Professional Fees/Enhancement partners	3,000.00	CPA-Ms. Sylvia Johnson- Audit		
Other Non-Personnel	0.00	Anything else that is part of programming cost but is not listed		
Indirect Cost	0.00	Partners can choose to budget either separate line items above or request an indirect cost of up to 20% of their total budget. The Indirect cost requests must be accompanied by agency's cost allocation plan that will be acceptable for NAZA in line with Metro Grants Manual.		
Total Non-personnel	29,259.00			
Summer sub-total	64,000.00			
TOTAL	117,650.00			
RECIPIENT				
AUTHORIZED SIGNATURE:	<i>Cardine Davis</i>			
TITLE	CEO			
DATE	05 / 12 / 2025			

RESPONSE #22225 SUBMITTED ON 05/12/2025 12:28:27 PM

NAZA Annex 8 - 2025-2026 Finalized Entries

Name of Organization **AAOC Camps For Youth Development**

Programming Information

Days of Week of Afterschool Program **5 days per week**

Edit section title

Afterschool site plan **Community Site**

Please check box if planning summer programming **X**

Afterschool Program Name **AAOC Etiquette and Education Program**

Afterschool Programming

Name of Community Site Location **AAOC Camps For Youth Development**

Address of Community Program Site **2620 Clarksville Pike Nashville, TN 37208**

For Community Sites Only

Target School for Community Site **Nashville Prep Charter School**

Target School for Community Site **IT Creswell Middle School**

Target School for Community Site **Purpose Prep Charter School**

Target School for Community Site **Hull Jackson Montessori School**

Target School for Community Site **Head Middle School**

Target School for Community Site **Nashville Classical Charter School**



Number of youths targeted for site **25**

3rd Party Transportation needed? **No**

Summer Programming Information

Summer Program Name **AAOC Summer Camps**

Summer Programming Information

Edit section title

Name of Summer Site Location **AAOC Camps For Youth Development**

Summer Location address **2620 Clarksville Pike Nashville, Tn 37208**

Number of summer youth targeted for site **25**

Weeks of Programming **8 weeks**

Days per Week of Summer Program **5 days per week**

Hours per Day **8 hours**

Programming Time Frame **6:30am-5:30pm**

Proposed months of Summer programming **Both**

Signature

Caroline Davis

Caroline Davis

Name

2025-05-12 17:28:58 (UTC)

Date





METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

DEPARTMENT OF FINANCE
700 2ND AVENUE SOUTH, SUITE 201
NASHVILLE, TENNESSEE 37210

**Metropolitan Government of Nashville and Davidson County
Recipient of Direct Appropriation
Certifications of Assurance**

Recipient Name

As a condition of receipt of this funding, the Recipient assures that it will comply fully with the provisions of the following laws.

- The Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. Section 12116;
- Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, and national origin;
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

CERTIFICATION REGARDING LOBBYING - Certification for Contracts, Grants, Loans, and Cooperative Agreements

By accepting this funding, the signee hereby certifies, to the best of his or her knowledge and belief, that:

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

Signature of Authorized Representative: caroline Davis

Name: Caroline Davis

Title: CEO

Agency Name: An Array of Charm Camps for Youth Development

Date: 4/8/2025



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

Department of Finance
700 President Ronald Reagan Way, STE 201
Nashville, Tennessee 37210

Metropolitan Government of Nashville and Davidson County Recipient of Metro Grant Funding Non-Profit Grants Manual Receipt Acknowledgement

Recipient Name:

As a condition of receipt of this funding, the recipient acknowledges the following:

- Receipt of the Non-Profit Grants Manual, updated February 2, 2023, issued by the Division of Grants and Accountability. Electronic version can be located at the following: [Non-Profit Grant Resources](#)
- The recipient has read, understands and hereby affirms that the agency will adhere to the requirements and expectations outlined within the Non-Profit Grants Manual.
- The recipient understands that if the organization has any questions regarding the Non-Profit Grants Manual or its content, they will consult with the Metro department that awarded their grant.

**Note to Organizations: Please read the Non-Profits Grants Manual carefully to ensure that you understand the requirements and expectations before signing this document.*

Signature of Authorized Representative: caroline Davis

Name: Caroline Davis

Title: CEO

Agency Name: An Array of Charm Camps for Youth Development

Date: 4/8/2025

An Array of Charm Camps for Youth Development Aaoc

EIN: 55-0856946 | Nashville, Tennessee, United States

Publication 78 Data

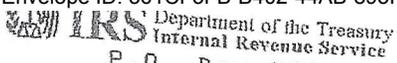
Organizations eligible to receive tax-deductible charitable contributions. Users may rely on this list in determining deductibility of their contributions.

On Publication 78 Data List: Yes

Deductibility Code: PC [?](#)

TPSF00002

50103



Department of the Treasury
Internal Revenue Service
P.O. Box 2508, Room 4010
Cincinnati OH 45201

In reply refer to: 4077594580
Sep. 04, 2014 LTR 4168C 0
55-0856946 000000 00
00040397
BODC: TE

AN ARRAY OF CHARM CAMPS FOR YOUTH
DEVELOPMENT AADC
% CAROLINE BLACKMON-DAVIS
1326 ROSA PARKS BLVD
NASHVILLE TN 37208



50508

Employer Identification Number: 55-0856946
Person to Contact: A BOWLDS
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your July 08, 2014, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(03) of the Internal Revenue Code in a determination letter issued in June 2006.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.



Department of State
 State of Tennessee
 312 Rosa L. Parks Avenue, 6th Floor
 Nashville, Tennessee 37243
 Phone: 615-741-2286
 sos.tn.gov/

Tre Hargett
 Secretary of State

caroline Davis
 1326 ROSA L. PARKS
 NASHVILLE, TN 37208, USA

04/08/2025

Filing Acknowledgment

Please review the filing information below and notify our office immediately of any discrepancies.

Entity Name:	AN ARRAY OF CHARM CAMPS FOR YOUTH DEVELOPMENT (AAOC)		
SOS Control #:	000526876	Initial Filing Date:	08/08/2006
Entity Type:	Nonprofit Corporation	Formation Locale:	TENNESSEE
Status:	Active	Duration Term:	Perpetual
Fiscal Year Close:	December	Annual Report Due:	04/01/2026
Business County:	DAVIDSON		
Benefit Type:	Public Benefit Corporation	Religious Type:	Non-Religious

Document Receipt

Receipt #: 2025-261389	Filing Fee:	\$20.00
Payment: Credit Card - 3895910848		\$20.00

Annual Report Due Date: 04/01/2025	Next Annual Report Due: 04/01/2026
Annual Report Date Filed: 04/08/2025	Tracking Number: B2025214231

This will acknowledge the filing of the attached Annual Report with an effective date as indicated above. When corresponding with this office or submitting documents for filing, please refer to the control number above.

Tre Hargett
 Secretary of State

Event History

Annual Report Due Date changed from: 4/1/2025 to: 4/1/2026
 Officers Changed
 NAICS changed

Tracking Number
B2025214231



Tre Hargett
Secretary of State

Annual Report

Division of Business and Charitable Organizations
Department of State
State of Tennessee
312 Rosa L. Parks Avenue, 6th Floor
Nashville, Tennessee 37243
Phone: 615-741-2286
sos.tn.gov/businesses

Control #: 000526876
Filed: 04/08/2025 04:25 PM
Tre Hargett
Secretary of State

Entity Information

Business Name: AN ARRAY OF CHARM CAMPS FOR YOUTH DEVELOPMENT
(AOC)

Entity Type: Non-Profit Corporation

Place of Formation: TENNESSEE

Control Number: 000526876

Principal Office Address:
1326 ROSA L. PARKS STE A
USA, NASHVILLE, TN 37208

Mailing Address:
1326 ROSA L. PARKS STE A
USA, NASHVILLE, TN 37208

Nature of Business (NAICS):
624110 - Child and Youth Services

Officer Information

JAZMAN BOWLES
422 KIRKPATRICK AVENUE
NASHVILLE, TN 37203, USA
Director

LAURAN COX
227 HUFFINE STREET
NASHVILLE, TN 37216, USA
Director, Secretary

JOYCE THOMPSON
3071 JAN DRIVE
DOUGLASVILLE, GA 30135, USA
Director, President

ANTHONY CROSS
409 RANDY RD
MADISON, TN 37114, USA
Director

SHEKINAH WHITNEY
232 CEDARVIEW DRIVE
ANTIOCH, TN 37013, USA
Director, Secretary

SHANTIA GORDON
597 DASHEILL LANE
ATLANTA, GA 30349, USA
Director, Other

JAMITHIA JENKINS
1326 ROSA L. PARKS STE A
USA, NASHVILLE, TN 37208
Director

SHIRLEY DAVIS
1326 ROSA L. PARKS STE A
USA, NASHVILLE, TN 37208
Director

RENEE MCDUFFIE
1326 ROSA L. PARKS STE A
USA, NASHVILLE, TN 37208
Treasurer

Registered Agent Information

G WAYNE DAVIS ATTY
1326 ROSA L PARKS BLVD STE B
NASHVILLE, TN 37208

Signature

By entering my name in the space provided below, I certify that I am authorized to file this document on behalf of this entity, have examined the document and, to the best of my knowledge and belief, it is true, correct and complete as of this day.

Signed Electronically: CAROLINE DENISE DAVIS

Title: CEO

Date: 04/08/2025

Tennessee Secretary of State
Tre Hargett



Division of Business and Charitable Organizations
312 Rosa L. Parks Avenue, 6th Floor
Nashville, Tennessee 37243-1102

July 29, 2025

Mrs. CAROLINE DENISE DAVIS
852 FLORENCE CIRCLE
NASHVILLE, TN 37208 USA

RE: Registration to Solicit Funds for Charitable Purposes

Organization Name: AN ARRAY OF CHARM CAMPS FOR YOUTH DEVELOPMENT

CO Number: CO8727

Renewal Date: 06/30/2026

Dear Mrs. CAROLINE DENISE DAVIS :

Pursuant to the Tennessee Charitable Solicitations Act, T.C.A. § 48-101-501, *et seq.* the Tennessee Secretary of State has reviewed your application and is pleased to announce your organization's registration to solicit contributions has been **approved**.

The organization must maintain statutory compliance by submitting a renewal application and required fees on an annual basis. At that time you may be required to submit tax filings, financial statements, proof of IRS status, and other documents related to your organization and its fundraising activities. You can find additional information and submit additional filings online at <https://sos.tn.gov/charities>. The "CO" Number listed above will serve as your organization's charitable registration number and should be used when submitting any charitable filings or correspondence.

Please also be advised that if the organization's application or other provided information includes false, misleading or deceptive statements, appropriate action will be taken. Pursuant to the Tennessee Charitable Solicitations Act, a civil penalty of up to five thousand dollars (\$5,000.00) may be assessed for any violation.

Thank you for registering your organization and please do not hesitate to contact us with any questions.

Sincerely,

A handwritten signature in black ink that reads "Tre Hargett".

Tre Hargett
Secretary of State

Sylvia Johnson, Certified Public Accountant

862 Rodney Dr
Nashville, TN 37205

Independent Auditor's Report

April 15, 2025

To Management
AAOC Camps for Youth
Nashville, TN 37208

Opinion

I have audited the accompanying financial statements of An Array of Charm Camps for Youth (AAOC) (a nonprofit organization), which comprise the statement of financial position as of December 31, 2024, and the related statements of activities and cash flow for the year then ended and the related notes to the financial statements.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of AAOC as of December 31, 2024, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

I conducted my audit in accordance with auditing standards generally accepted in the United States of America. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am required to be independent of AAOC and to meet my other ethical responsibilities in accordance with the relevant ethical requirements relating to my audit. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about AAOC's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, I:

Sylvia Johnson, Certified Public Accountant

862 Rodney Dr
Nashville, TN 37205

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of AAOC's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in my judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about AAOC's ability to continue as a going concern for a reasonable period of time.

I am required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that I identified during the audit.



Sylvia Johnson
Certified Public Accountant

An Array of Charm Camps for Youth Development
Statement of Financial Position
December 31, 2024

ASSETS	
Current Assets	
Total Cash and Cash Equivalents	\$ 3,985
Total Current Assets	<u>3,985</u>
Fixed Assets	
Vehicles and Equipment	80,956
Land	100,000
Accumulated Depreciation	<u>(96,567)</u>
Total Fixed Assets	<u>84,389</u>
TOTAL ASSETS	<u><u>\$ 88,374</u></u>
LIABILITIES & EQUITY	
Liabilities	
Loans Payable	\$ 16,649
Total Liabilities	<u>16,649</u>
Equity	
Unrestricted Assets	71,725
Restricted Assets	<u>-</u>
Total Equity	<u>71,725</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$ 88,374</u></u>

See Independent Auditor's Report
The accompanying notes are an integral part of these financial statements.

An Array of Charm Camps for Youth Development**Statement of Activities****For the Fiscal Year Ended December 31, 2024****CHANGES IN UNRESTRICTED NET ASSETS****Revenue and Support**

Government Grants	\$ 103,328
Program Income	399,211

Total Revenue and Support	<u>502,539</u>
----------------------------------	----------------

Expenses**Administrative Expenses**

Utilities	19,381
Bank and Merchant Fees	5,229
Interest Expense	2,323
Other Administrative Expenses	24,828

Total Administrative Expenses	<u>51,761</u>
--------------------------------------	---------------

Program Expenses

Contracted Services	102,575
Payroll Expenses	188,843
Insurance	7,296
Rent	73,170
Program Supplies and Events	76,127
Bus Repairs and Maintenance	6,507
Other Program Costs	10,531

Total Program Expenses	<u>465,049</u>
-------------------------------	----------------

Total Expense	<u>516,810</u>
----------------------	----------------

Change in Net Assets

Unrestricted Assets	(14,271)
----------------------------	----------

Total Change in Net Assets	<u>(14,271)</u>
-----------------------------------	-----------------

Net Asset at Beginning of Year	<u>85,996</u>
---------------------------------------	---------------

Net Assets at End of Year	<u><u>\$ 71,725</u></u>
----------------------------------	-------------------------

See Independent Auditor's Report

The accompanying notes are an integral part of these financial statements.

An Array of Charm Camps for Youth Development
Statement of Cash Flows
For the Fiscal Year Ended December 31, 2024

OPERATING ACTIVITIES	
Net Income	\$ (14,271)
Adjustments to reconcile Net Income to Net Cash provided by operations:	-
Net cash provided by operating activities	<u>(14,271)</u>
INVESTING ACTIVITIES	
Net cash provided by investing activities	<u>-</u>
FINANCING ACTIVITIES	
Net cash provided by financing activities	<u>-</u>
Net cash increase for period	(14,271)
Cash at beginning of period	<u>18,256</u>
Cash at end of period	<u><u>\$ 3,985</u></u>

See Independent Auditor's Report
The accompanying notes are an integral part of these financial statements.

Sylvia Johnson, Certified Public Accountant
862 Rodney Dr
Nashville, TN 37205
Sylviajohnsoncpa@gmail.com

An Array of Charm Camps for Youth Development
Notes to Financial Statement
For the Period Ending December 31, 2024

Note A – Summary of Significant Accounting Policies

Nature of Operations

An Array of Charm Camps for Youth Development is a non-profit organization established to empower disadvantaged youth by equipping them with the academic competencies, social skills, and leadership training required to create permanent, positive change in their lives.

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with generally accepted accounting principles.

Cash and Cash Equivalents

For the purposes of the Statement of Financial Position, the company all highly liquid investments with an initial maturity of three months or less to be cash equivalents.

Note B– Fixed Assets

The fixed assets are presented at their cost, net of depreciation.

Note C – Other Assets/ Investments

Other Assets are presented at their estimated current amounts

Note D – Liabilities

Liabilities are presented at their estimated current amounts.

Subsequent Events

Management has evaluated subsequent events through April 15, 2025, the date the financial statements were available to be issued. The subsequent events occurring in the immediate period following the review date that have any material effect on the organization or financial statements have been noted in the related section.

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY
INVOICE FOR PAYMENT**

Mail or submit via email to: Nashville After Zone Alliance at NPL attn: Teriz Fahmy
615 Church Street
Nashville, TN 37219
Teriz.Fahmy@Nashville.gov

ORGANIZATION NAME		INVOICE DATE:			
PROGRAM NAME		FOR THE PERIOD(S):			
ADDRESS		CONTRACT PERIOD			
CITY, STATE & ZIP		CONTRACT #:			L-
FEDERAL ID # (EIN)		CONTACT PERSON			
		TELEPHONE # :			
		EMAIL ADDRESS:			

COST CATEGORIES	TOTAL APPROVED BUDGET (note: any changes to the contract Spending Plan must be first approved by Grantor)			Invoice 1 (Up to 50%)	Invoice 2 (Up to 40%)	Invoice 3 (Up to 10%)	COMMENTS
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Benefits and Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Personnel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Postage and Shipping	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Equipment Rental and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Printing and Publications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Travel/Conferences & Meetings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Direct youth costs (learning supplies, learning software, programs, games, food, etc.)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Afterschool/Summer Transportation							
Field Trips	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Professional Fees/Enhancement partners	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Non-Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Indirect Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Non-personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Grand total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total %		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	

I certify to the best of my knowledge and belief that that above is correct and the amount invoiced is in accordance with the contract conditions and that payment is due and has not be previously paid.

RECIPIENT'S AUTHORIZED SIGNATURE

Name Title Date



Annex 4: Minimum Standards for NAZA-Funded Partners in 2025-2026

Minimum Organizational Standards

	Standard
1.	Smoking and drug/alcohol use are not allowed on program premises and in programming space.
2.	Policies and protocols are in place so that staff/volunteer verbal and physical interactions with youth are appropriate. For example, staff/volunteers may not be alone with a youth they meet in the program outside of programming time.
3.	If the program provides transportation, there are established policies to transport youth safely, including maintaining and complying with the requirements of auto liability insurance, in compliance with MNPS transportation policies, if appropriate.
4.	There is an emergency management plan in place including procedures for fire drills and natural or other disasters; all staff, youth, and their families are familiar with it. School-based programs reflect the MNPS plan.
5.	Families are informed of procedures related to potential health risks/hazards and to program closure.
6.	Policies are in place to ensure that youth allergies and food restrictions are taken into consideration in food preparation and service.
7.	Procedures are in place for dealing with sick or injured youth during programming time.
8.	Policies allow family members to visit anytime during program hours and engage the staff in private conversation, as appropriate, after program hours.
9.	There is an established program protocol for dealing with disciplinary offenses.
10.	Policies and procedures support regular, positive and respectful communications with families of participating youth.
11.	Staff and volunteers are familiar with their position and responsibilities prior to working with youth and their families
12.	Written job descriptions, work schedules, and employee timesheets are on file.
13.	Program managers assess performance and satisfaction among staff and volunteers, identify needs and facilitate improvement where necessary.

Minimum Operational and Safety Standards

	Standard
14.	At least one person with a current first aid certificate, including CPR, is present at all times.
15.	Staff and volunteers aged 18 and above have undergone a thorough screening and background check. High school volunteers have direct supervision.
16.	Staff have been provided information on how to report any concerns related to child abuse or neglect.



The following will be reviewed *during site visits and compliance checks throughout the year.*

	Standard
17.	There are no observable safety or health hazards in the program space.
18.	Emergency information on each youth is on file and accessible.
19.	A first aid kit (including basic medical supplies, such as bandages, ointments, etc., to deal with minor cuts, bruises, scrapes, and burns) is readily available.
20.	Program space has adequate security in place.
21.	Staff knows where youth are and what they are doing at all times.
22.	Drinking water is readily available at all times.
23.	The administration ensures that staff keep accurate records of enrollment, attendance and any student disciplinary offenses.
24.	The administration pursues partnerships which enrich their NAZA-funded programming and utilize existing community resources, such as enrichment partners.
25.	Each site completes a fire and emergency drill during the fall and spring semester of their NAZA-funded program.

Minimum Content and Quality Standards

	Standard
26.	Youth have opportunities to learn through project-based or experiential and real-world contexts.
27.	Each program site completes their fall and spring YPQA self-assessment, participates in an improvement plan meeting, and submits an improvement plan on the Weikart Scores Reporter. The site staff have ongoing communication with their paired YPQA Fellow.

Minimum Professional Development Standards

	Standard
28.	<p>Staff and volunteers receive relevant and appropriate training and attend ongoing professional development activities that support their own growth and build more effective program practice.</p> <ul style="list-style-type: none"> • <i>Site coordinators and program administrators</i> must complete YPQA Basics (once) and Intro to PYD (every three years). • NAZA Essential Operations training, which includes Salesforce attendance training, meal review and other logistics, will be conducted once a year for new and returning staff. • All frontline staff must complete Intro to PYD and the NAZA Essential Operations training. • All program staff with access to student school data must take a training on Responsible Use of Data, when offered by NAZA/MNPS.



Minimum Financial Standards

	Standard
1.	Submit required invoices on designated due dates. Invoices will reflect the payment method of 50%, 40%, and 10%
2.	Present quarterly expenditure report at designated due dates. If applicable, provide financial documents, such as, such as general ledger, payroll information, and anything else that may support expenses.
3.	Formally request budget revision if line item exceeds 10% of the allotted budget amount.



MNPS/NAZA MOU ATTACHMENT B:

DATA EXCHANGE AND CONFIDENTIALITY SUB-AGREEMENT BETWEEN NASHVILLE PUBLIC LIBRARY ON BEHALF OF NAZA AND YOUTH DEVELOPMENT AGENCIES

This sub-agreement is a subsidiary document to the Data Exchange and Confidentiality Agreement (Attachment A of the MNPS-NPL MOU) effective between Nashville Public Library on behalf of NAZA and NAME OF THE AGENCY. Individual school principals acknowledge this document as the basis of data-sharing with community youth development agencies. This sub-agreement specifies the responsibilities of NAZA and MNPS in enabling access to data-sharing as well as the responsibilities of youth development agencies in using the obtained student data in a responsible way in compliance with MNPS policies and FERPA regulations.

This document details the types of data that youth development agencies will have access to as well as specifies the allowable use of student data accessible to youth development agencies.

Annexed to this document is Attachment BI, the parent consent form that is a required condition for obtaining student school data through NAZA. All agencies accessing student records under MNPS/NPL-NAZA data-sharing agreement must use the annexed form without changes.

Annexed to this document (Attachment B2) is a document explaining FERPA regulations that the providers must refer to when using student data shared with them.

NAZA responsibilities

To enable access to MNPS student data NAZA:

- 1) Facilitates relationship with the central Data Management Office at MNPS to ensure documents allowing data-sharing are up-to-date.
- 2) Coordinates with Community Achieves leadership at MNPS to ensure NAZA funded and affiliated partners are invited to Community Achieves partner meetings at schools, are able to access data through CA Coordinators (where possible).
- 3) Offers program providers unified student attendance management system (in Salesforce) to track program enrollment and attendance including by type of activity and focus on certain skills/growth practices.
- 4) Supports the training needed for its partners to consistently learn about unpacking student's education data (from schools) as well as understanding the responsible use of data.
- 5) Shares the data from its unified system with MNPS to match student records and receive reports from **MNPS**.



Data sent data sent from NAZA to MNPS

- Program information and student program enrollment data sent from NAZA to MNPS
 - o Program name
 - o Session name
 - o School ID
 - o School name
 - o Student number
 - o Student start date
 - o Student end date
 - o Types of activities students engaged in
 - o Growth practices focused per program

MNPS Responsibilities

MNPS acknowledges the importance of high quality out-of-school time programs that support school success for many students. NAZA - funded and affiliated partners provide youth development programming aimed at their holistic learning and development. As part of that, partners design certain activities to support youth's academic learning, through homework help, academic enrichments as well as SEL skill building to support their continuous attendance and engagement in their schools.

In support of that, MNPS, through individual schools designated staff member and/or Community Achieves staff and upon receiving student rosters from the programs along with a proof of parent permission for each student, may provide data from the MNPS student information system and the MNPS data warehouse to include data elements identified below:

Elements sent from MNPS to NAZA

- Student identifiers
 - o School ID
 - o School name
 - o Student number
 - o Last name
 - o First name
 - o Middle name
 - o Preferred name
 - o Birthdate
 - o Gender
 - o Grade level
 - o Address
 - o Phone number

Data shared with NAZA through MNPS reporting (aggregate and student identifiable)

- Attendance
 - o Unexcused and tardy counts
 - o Chronically absent students
 - o Quarterly attendance rates by grade level
- Discipline
 - o Students with 5+ ISS days
 - o Students with 5+ OSS days
 - o Expelled students
 - o Remanded students
 - o Top 10 offenses year to date



- Enrollment
 - o # Entries distribution
- At-risk flags
- IEP data
 - o Days until IEP eligibility reevaluation
 - o Days until new IEP
- Demographics (subgroups summary)
 - o Ethnicity
 - o Gender
 - o Grade level
 - o SWD - Students with disabilities
 - o ED - Economically disadvantaged
 - o ELL- English Language Learners
 - o LEP - Limited English Proficiency
- Grades
 - o Quarterly percentage of students having at least 1 failing course grade
- Assessments (subject to change)
 - o State summative assessment/TCAP(if administered)
 - o Interim benchmark assessment/MAP
 - o Universal Screener/FAST
 - o WIDA ACCESS for English Learners

Partner Responsibilities

- 1) NAZA partner agencies may seek and receive quarterly school-level data for students who are active in their programs.
- 2) Agencies must ensure parent consent forms (Attachment BI) are signed and uploaded in the NAZA data-management system before they can request data from schools on those youth.
- 3) Agencies must have the school principal initial this agreement in the beginning of each school year to acknowledge the legal basis of the student data sharing before agencies can request individual student data from schools.
- 4) Partners share active student rosters or individual names of students with the schools to request student data.
- 5) When requesting data on active students from schools the agencies must attach an indication generated through the NAZA data system that the parent permission has been granted for every student that they are requesting data for.
- 6) Agencies must ensure the confidentiality of the student individual data, must not report individual data and should use only aggregate data (that suppresses small counts that could identify a student) for reporting or fundraising purposes.
- 7) Partners can use individual student data to:
 - a. Design activities that best support the needs of the enrolled students;



- b. Continuously improve the quality of the programs to meet student needs;
 - c. Focus on skills and practices that help student's learning and development;
 - d. Facilitate discussions with team or other partners who provide services to the student;
 - e. Evaluate programs;
 - f. Comply with funding requirements; compliance
- 8) For any additional uses of data outside of the stated scope, agencies must request a separate permission from MNPS through NAZA.
- 9) Partners should destroy the individual student data immediately after the program attendee exists the program or the program term is over.

Mandatory training

All NAZA partner agencies having access to students' school data must complete the following trainings:

- 1) **Responsible use of data-** which will cover the FERPA regulations, the terms of receiving, storing and destruction of the sensitive student data, as well as requirements and restrictions around reporting of that data. The training will also provide information on required parent permission forms, as well as measures to be taken to avoid any data breach or publication of individual student data.
- 2) **Understanding education data-** this training will help NAZA partner agencies to understand student data that they receive from schools. The aim is to help partners make meaningful use of school data by understanding how to interpret each data set, especially related to academic achievement (test scores, etc.)

Nashville Public Library/NAZA authorized staff Date

Signature of NAZA-funded or affiliated program staff Date

Acknowledged by School Principal Date

5. PERFORMANCE MEASURES

NAZA will track the following performance indicators throughout each contract year. Partners will be required to report on these indicators in their annual reports.

Organizational-level Performance Indicators

NAZA-Established Afterschool Programming Indicators	
1.	NAZA-funded organization will serve at least 90% of the # of youth that it commits to serve in its NAZA proposal.
2.	Of the # of youth projected to be served in NAZA-funded organization’s afterschool program, at least 40% will be retained for 60 days or more during the program year.
3.	NAZA-funded organization will follow the YPQI protocols and procedures in a timely manner.
4.	NAZA-funded organization will use the YPQI pre-assessment data to improve programming for spring.
5.	A percentage of youth enrolled in NAZA-funded organization’s NAZA-funded program will complete a youth-level survey at a rate comparable to NAZA-wide average attendance rates. For reference, the attendance rate for the 2022-2023 school year was 60.8%.

NAZA-Established Summer Programming Indicators	
1.	NAZA-funded organization will serve at least 90% of the # of youth that it commits to serve in its NAZA contract.
2.	Of the # of youth contracted to be served in NAZA-funded organization’s summer program, at least 40% of the youth must be retained for at least 50% of the scheduled programming days.
3.	A percentage of youth enrolled in NAZA-funded organization’s NAZA-funded program will complete a youth-level survey at a rate comparable to NAZA-wide average attendance rates. For reference, the attendance rate for Summer 2024 was 84%.

Youth-Level Afterschool Programming Outcomes

NAZA-Established Afterschool Programming Outcomes	
1.	On the youth-level survey, NAZA-funded organization will score an aggregate average (combined across all of its sites) of at least 85% on the youth-level survey—demonstrating that youth respondents report an overall positive experience in their program.
2.	On the youth-level survey, 85% of NAZA-funded organization’s respondent youth will receiving satisfactory support in areas of their academic development (i.e., <i>Homework Completion</i> and <i>Homework Support</i> , <i>Academic Success</i> , <i>School Connection</i> , <i>Satisfaction</i> , and <i>Engagement</i>) —demonstrating that youth respondents are engaging in activities that enhance their academic skills and committed to learning as a result of participating in their program.
3.	On the youth-level survey, 85% of NAZA-funded organization’s respondent youth will report positive social experiences (i.e., <i>Teamwork</i> , <i>Confidence/ Self-Esteem</i> , <i>DEI- Affirmation</i> , <i>Peer Relationships</i> , <i>Emotion Knowledge</i> , <i>Emotion Management</i> , <i>Emotion Expression</i> , <i>Positive Adult Interactions</i> , and <i>Youth Voice/ Empathy</i>) — demonstrating that youth respondents are experiencing positive relationships in their program.
4.	On the youth-level survey, 85% of NAZA-funded organization’s respondent youth will report satisfactory support in the development of social emotional learning and general life skills (i.e. <i>Work Habits</i> , <i>Initiative</i> , <i>Problem Solving/ Persistence</i> , <i>New Experiences</i> , <i>Peer Interactions</i> , <i>Cultural Connections</i> , <i>Emotion Coaching</i> , <i>Skill-building</i> , <i>Real World Connections</i> , <i>Race Conversations</i> , and <i>Encouragement</i>) — demonstrating that youth gain fundamental skills as a result of participating in their program.
5.	85% of respondent youth in NAZA-funded organization’s afterschool program will report receiving satisfactory support in developing leadership skills (i.e., <i>Youth Voice</i> and <i>Sense of Belonging</i>) — demonstrating that youth are empowered in their afterschool activities.



Place Organization/Program Logo Here

YOUTH ENROLLMENT FORM

Afterschool Programming Period:

Fall Semester: September 2 to December 12, 2025

Spring Semester: January 7 to May 8, 2025

(TYPE and Underline Full Name of Organization) is a NAZA- funded organization offering afterschool programming **free of charge** to youth and parents. This programming cannot **offer a “drop-in option”** and parents and youth must commit to regular attendance for at least one semester.

The Nashville After Zone Alliance (NAZA), is a city-wide out-of-school time partnership between Nashville Public Library, MNPS, Mayor’s Office and non-profit providers working together and committed to high quality afterschool programming especially for middle school youth.

Program Name: _____
School Name: _____

Please fill out all parts of this form & return to school office.

A. Youth Information (Please complete every line below)

STUDENT ID # _____ **Grade:** 5 6 7 8 **Gender:** _____

Youth name as found on birth certificate: _____
FIRST LAST

Name you like to be called: _____ **Youth Birthdate:** ____/____/____

Street Address: _____ **Zip code:** _____

B. Family & Emergency Contact Info

Custodial Parent/Guardian:

Name: _____ **Relationship:** _____

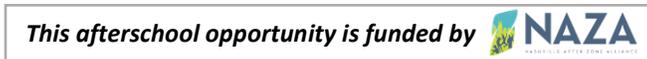
Phone #: _____ **Email Address:** _____

Street Address: _____ **Zip code:** _____

Alternate Contact for Emergencies:

Name: _____

Relationship: _____ **Home or Cell Phone #:** _____



C. Medical Information (Please complete the lines below and include as much information as possible)

Medicines: YES NO

Allergies or Food Restrictions? YES NO

Physical restrictions: YES NO

Additional illnesses/conditions? YES NO

If you circled "YES" on any of the above, please give us details so we can care for your child properly:

Does your child have medical insurance? YES or NO (please circle)

If yes, please complete insurance information below; if no please list a preferred hospital:

Preferred hospital if your child needs medical care: _____

Primary Doctor: _____ Doctor Phone: _____

Health Insurance Company Name: _____ Policy #: _____

D. Transportation

(The info below is required for ALL youth to participate in NAZA-funded activities AND ride the MNPS late bus home. If this page is omitted your child will not be able to participate in NAZA activities)

Please circle **Yes** or **No** for **EACH** statement below and **complete the entire form** for your child to participate in NAZA-funded activities and for arrangements of evening transportation, including riding a MNPS late bus home:

Yes No My child rides the school bus to school in the morning.

Yes No I want my child to ride the school bus home from the NAZA-funded afterschool program.

***NOTE: If your child is not eligible to ride the morning bus, they will not be able to ride the bus home.**

Yes No I or someone I authorize will pick my child up from the NAZA-funded afterschool program each day.

Please list pick up contacts below; only those listed will be allowed to pick up youth

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

METROPOLITAN NASHVILLE PUBLIC SCHOOLS
2025-2026 NAZA TRANSPORTATION PERMISSION SLIP

The following Permission Slip must be completed and signed by a parent or guardian and returned to the school principal before a Metro School Bus can transport your child to participate in extended day programs at school. The school will forward a copy of this form to the MNPS Dept. of Transportation. The Department of Transportation will need three (3) school days to process this request prior to your child receiving extended day transportation services. **The address must match what the school has on file and your student must be zoned to this school for us to assign them to an evening bus.**

(PLEASE PRINT IF WE CAN'T READ IT WE CAN'T ASSIGN YOUR STUDENT)

Student First Name _____ Last _____ ID# _____

Student's Address _____ Zipcode _____

Is this a new home address (moved in last 6 mos.)? **YES** **NO**

Parent/Guardian's Name _____

Home Phone _____ Emergency Phone _____

SCHOOL STUDENT IS TRANSPORTED FROM: _____ School

Program: (X) NAZA Academic and Other Enrichment

My student has permission to ride a Metropolitan Nashville Public Schools School Bus from school to my **student's regular bus stop** to participate in extended school day activities. I understand that my student may be en-route on the school bus in excess of one (1) hour. I understand that transportation services may not be provided for my student if we reside in a parent responsibility zone. I further understand that services will not be provided on early release school days, snow days, or any other day school is not in session. My student and I understand that this service is a **privilege**, and further understand that bus service will be discontinued should the student misbehave or violate school system's safety rules. My student and I have read the attached Bus Rider Rules and agree to abide by them.

Parent/GuardiansSignature _____ Date: _____

NOTE: The school will fax this form to the Transportation office at **(615)256-4490**. The school will keep the original form for their files.

UNIFIED PARENT CONSENT FORM

Student Record Release Permission

Nashville After Zone Alliance (NAZA) partner agencies, receive information from Metro Nashville Public Schools (MNPS) about the students that are enrolled in NAZA-funded or affiliated programs. The programs utilize personally identifiable information (PII) from student’s school records to plan and provide high quality after school programming for your student. Information that is deemed as part of the student’s school record is listed below:

- | | | |
|------------------|------------------|--|
| ● School ID | ● Middle name | ● Address |
| ● School name | ● Preferred name | ● Phone number |
| ● Student number | ● Birthdate | ● IEP Status (Presence of an IEP, and |
| ● Last name | ● Gender | dates that indicate if a new IEP is due) |
| ● First name | ● Grade level | |

Note: MNPS will not share any additional information about your child’s IEP. The parent/guardian is the only person(s) allowed to disclose any additional information about the IEP.

- Daily Attendance record
- Number of suspensions (in and out of school)
- Academic achievement data, such as:
 - State summative assessment/TCAP(if administered)
 - Interim benchmark assessment/MAP
 - College and career readiness assessments
 - WIDA ACCESS for English Learners
 - Class grades
- Access to devices (computer, tablet) and internet at home

The information will be treated as confidential in agreement with the Family Educational Rights and Privacy Act (FERPA), will not be released to any other parties that are neither associated nor affiliated with NAZA, and will be used for the sole purposes to continue providing high quality after school programming to your child. NAZA personnel and its partners will be properly trained to protect your student’s Personally Identifiable Information (PII). Any PII that has been collected and maintained by NAZA partner agencies will be permanently destroyed at the end of the academic year.

I give my permission to the Nashville After Zone Alliance and its funded providers, unless otherwise noted in the space below:

- a. To have my child participate in NAZA-funded programs and activities at my child’s school as well as other off-site locations throughout the NAZA system, as specified in this enrollment form, knowing that this might include special activities, such as off-site events, end-of-year celebrations, homework/academic help, and field trips, and realizing that some of these may take place outside of regular program hours.
- b. With the medical information provided in the program application in mind, to engage in all activities except as noted.
- c. To secure proper medical treatment for my child in the event of an emergency. If I or my emergency contact cannot be reached, I give permission for a physician to order routine tests and treatment for the health of my child. I give permission to a physician to secure treatment and/or hospitalize my child; after all emergency contact attempts have been made.
- d. To provide assistance in accessing devices and internet services when presented as a barrier for my child to participate in afterschool and summer programs.
- e. To use in media releases to benefit NAZA and its funded providers, photographs, creative work, quotes, videos, or other media which may include my child.

I, the undersigned, understand, acknowledge, and agree:

- That I have read and understand the information provided in the Parent Consent Form.
- That I will update any information I provided about my student in a timely fashion.
- That NAZA-funded and affiliated providers will request my child’s records that may contain personal information (share demographics, grades, assessment, attendance, behavior/suspensions, IEPs and information about access to technology and internet at home) for the sole purpose of helping my child succeed in school and beyond.
- I therefore waive, with respect to these disclosures, any duty of confidentiality arising from Federal or State requirements.
- That participation in NAZA-funded programs and providing information about my child may involve certain risks. I assume all of these risks.
- That NAZA-funded providers will make themselves available to children, parents, and school staff and any concerns they might have.
- That NAZA-funded providers will protect the safety, interests, and rights of all individuals in the program. Therefore, each program will provide a parent/youth handbook or other program-specific information, including behavior policies and grievance procedures.
- That my child may be asked to complete surveys regarding the program for evaluation purposes.
- That I will not seek to hold NAZA or its funded providers responsible for any losses or damages whatsoever which I or my child may incur in connection with NAZA or its funded providers.
- That all program staff are employed by NAZA-funded providers, who are responsible for the operations of the program and supervision of their personnel. NAZA takes no responsibility for these operations or supervision.

I, the parent or legal guardian, give consent for Metro Nashville Public Schools to share my child’s information, as described above, with NAZA staff and its funded and affiliated partners for the purpose of planning and providing high quality afterschool programming to my child. I fully release and discharge MNPS and its employees from any and all liabilities arising out of or in connection with the above described data sharing relative to NAZA and NAZA partners. I reserve the right to withdraw my consent at any time by submitting a written notice of withdrawal of consent to NAZA or its partner.

Signature Custodial Parent/Guardian

Date

Signature of NAZA-funded or affiliated program staff

Date



SUMMER YOUTH ENROLLMENT FORM

Summer Programming Period:

Start Date: _____

End Date: _____

(TYPE and Underline Full Name of Organization) is a NAZA- funded organization offering summer programming **free of charge** to youth and parents. This programming cannot offer a “drop-in option” and parents and youth must commit to regular attendance.

The Nashville After Zone Alliance (NAZA), is a city-wide out-of-school time partnership between Nashville Public Library, MNPS, Mayor’s Office and non-profit providers working together and committed to high quality afterschool and summer programming especially for middle school youth.

Program Name: _____
Program Location: _____

Please fill out all parts of this form & return to school office.

A. Youth Information (Please complete every line below)

STUDENT ID # (If, MNPS Student) _____ Grade: 5 6 7 8 Gender: _____

Youth name on birth certificate: _____
FIRST LAST

Name you like to be called: _____ Youth Birthdate: ____/____/____

Street Address: _____ Zip code: _____

B. Family & Emergency Contact Info

Custodial Parent/Guardian:

Name: _____ Relationship: _____

Phone #: _____ Email Address: _____

Street Address: _____ Zip code: _____

Alternate Contact for Emergencies:

Name: _____

Relationship: _____ Home or Cell Phone #: _____



C. Medical Information (Please complete the lines below and include as much information as possible)

Medicines: YES NO

Allergies or Food Restrictions? YES NO

Physical restrictions: YES NO

Additional illnesses/conditions? YES NO

If you circled "YES" on any of the above, please give us details so we can care for your child properly:

Does your child have medical insurance? YES or NO (please circle)

If yes, please complete insurance information below; if no please list a preferred hospital:

Preferred hospital if your child needs medical care: _____

Primary Doctor: _____ Doctor Phone: _____

Health Insurance Company Name: _____ Policy #: _____

D. Transportation Info

The info below is required for ALL youth to participate in NAZA-funded summer activities. If this page is omitted your child will not be able to participate in NAZA activities.

Please list pick up contacts below; only those listed will be allowed to pick up youth:

Name: _____ Relationship: _____ Phone: _____

UNIFIED PARENT CONSENT FORM (General Permissions)

Child's Name: _____

Student Record Release Permission

Nashville After Zone Alliance (NAZA) partner agencies, receive information from Metro Nashville Public Schools (MNPS) about the students that are enrolled in NAZA-funded or affiliated programs. The programs utilize personally identifiable information (PII) from student's school records to plan and provide high quality after school programming for your student. Information that is deemed as part of the student's school record is listed below:

- First, Last, & Middle Name
- Preferred Name
- Gender
- Grade Level
- Student ID
- Address
- Phone Number
- English Learner Status
- IEP Status (Presence of an IEP, and dates that indicate if a new IEP is due)

Note: MNPS will not share any additional information about your child's IEP. The parent/guardian is the only person(s) allowed to disclose any additional information about the IEP.

- Daily Attendance record
- # of suspensions (in and out of school)
- Academic achievement data
 - State TCAP Assessment scores
 - MAP assessment scores
 - Class grades
- Access to devices (computer, tablet) and internet at home

The information will be treated as confidential in agreement with the Family Educational Rights and Privacy Act (FERPA), will not be released to any other parties that are neither associated nor affiliated with NAZA, and will be used for the sole purposes to continue providing high quality after school programming to your child. NAZA personnel and its partners will be properly trained to protect your student's Personally Identifiable Information (PII). Any PII that has been collected and maintained by NAZA partner agencies will be permanently destroyed at the end of the academic year.

Additional Permissions

I give my permission to the Nashville After Zone Alliance and its funded providers, unless otherwise noted in the space below:

- a. To have my child participate in NAZA-funded programs and activities at my child's school as well as other off-site locations throughout the NAZA system, as specified in this enrollment form, knowing that this might include special activities, such as off-site events, end-of-year celebrations, homework/academic help, and field trips, and realizing that some of these may take place outside of regular program hours.
- b. With the medical information provided in the program application in mind, to engage in all activities except as noted.
- c. To secure proper medical treatment for my child in the event of an emergency. If I or my emergency contact cannot be reached, I give permission for a physician to order routine tests and treatment for the health of my child. I give permission to a physician to secure treatment and/or hospitalize my child; after all emergency contact attempts have been made.
- d. To provide assistance in accessing devices and internet services when presented as a barrier for my child to participate in afterschool and summer programs.

- e. To use in media releases to benefit NAZA and its funded providers, photographs, creative work, quotes, videos, or other media which may include my child.

I, the undersigned, understand, acknowledge, and agree:

- That I have read and understand the information provided in the Parent Consent Form.
- That I will update any information I provided about my student in a timely fashion.
- That NAZA-funded and affiliated providers will request my child’s records that may contain personal information (share demographics, grades, assessment, attendance, behavior/suspensions, IEPs and information about access to technology and internet at home) for the sole purpose of helping my child succeed in school and beyond.
- I therefore waive, with respect to these disclosures, any duty of confidentiality arising from Federal or State requirements.
- That participation in NAZA-funded programs and providing information about my child may involve certain risks. I assume all of these risks.
- That NAZA-funded providers will make themselves available to children, parents, and school staff and any concerns they might have.
- That NAZA-funded providers will protect the safety, interests, and rights of all individuals in the program. Therefore, each program will provide a parent/youth handbook or other program-specific information, including behavior policies and grievance procedures.
- That my child may be asked to complete surveys regarding the program for evaluation purposes.
- That I will not seek to hold NAZA or its funded providers responsible for any losses or damages whatsoever which I or my child may incur in connection with NAZA or its funded providers.
- That all program staff are employed by NAZA-funded providers, who are responsible for the operations of the program and supervision of their personnel. NAZA takes no responsibility for these operations or supervision.

I, the parent or legal guardian, give consent for Metro Nashville Public Schools to share my child’s information, as described above, with NAZA staff and its funded and affiliated partners for the purpose of planning and providing high quality afterschool programming to my child. I fully release and discharge MNPS and its employees from any and all liabilities arising out of or in connection with the above described data sharing relative to NAZA and NAZA partners. I reserve the right to withdraw my consent at any time by submitting a written notice of withdrawal of consent to NAZA or its partner.

Signature Custodial Parent/Guardian Date

Signature of NAZA-funded or affiliated program staff Date



AMENDMENT NUMBER 1 TO CONTRACT NUMBER L-6631 BETWEEN THE METROPOLITAN
GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY AND CARNEGIE WRITERS

This Amendment is entered into on the day this document is filed with the Metropolitan Clerk's Office, by and between THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY (METRO) and CARNEGIE WRITERS.

WITNESSETH

WHEREAS, the parties desire to modify the terms and conditions and to add or delete certain other terms and conditions to their original agreement dated JUNE 17, 2025. Metro Contract numbered L-6631, hereinafter the "GRANT CONTRACT."

WHEREAS, the parties desire to increase funding to offer summer programming serving 20 youth living in J.C. Napier Apartments, for May - June 2026;

WHEREAS, the additional funds will cover the cost of general programming, including the salaries of Carnegie Writers youth development staff, among other expenses allowed by Metro;

WHEREAS, NAZA will appropriate the additional funds from its existing budget allocated in FY26 Metro budget ordinance and no new funding is requested from Metro, the parties hereby agree as set forth below:

This amendment affects the following changes to the contract:

1. Amend clause C.1. Contract Value to increase by \$24,000 for a revised contract total of \$96,400. The amended clause will read as follows:

"Maximum Liability. In no event will Metro's maximum liability under this Grant Contract exceed \$96,400.00 (20 slots for afterschool, 40 slots for summer (20 slots for MDHA property summer camp), and youth-led activities). The Grant Budget will constitute the maximum amount to be provided to the Recipient by Metro for all of the Recipient's obligations hereunder. The Grant Budget line items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Recipient".

Subject to modification and amendments as provided in section D.2 of this agreement, this amount will constitute the Grant Amount and the entire compensation to be provided to the Recipient by Metro."

2. This amendment replaces Annex 3 – Grant Budget with the revised Annex 3, attached hereto and incorporated herein.
3. This amendment replaces Annex 8 - Program Sites with the revised Annex 8, attached hereto and incorporated herein.

This amendment shall not be binding upon the parties until it has been signed by the Recipient and authorized representatives of the Metropolitan Government, approved by appropriate legislation of the Metropolitan Council, and filed in the office of the Metropolitan Clerk.

[BALANCE OF PAGE IS INTENTIONALLY LEFT BLANK]

**THE METROPOLITAN GOVERNMENT OF NASHVILLE
AND DAVIDSON COUNTY:**

APPROVED AS TO AVAILABILITY OF FUNDS:

Signed by:

Jenneen Reed/adm

7CFBD5AE69C94AC...
Director of Finance

APPROVED AS TO RISK AND INSURANCE:

Signed by:

Balogun Cobb

68804BF12FD741C...
Director of Insurance

APPROVED AS TO FORM AND LEGALITY:

DocuSigned by:

Macy Amos

122C5A9A0E944DA...
Metropolitan Attorney

FILED IN THE OFFICE OF THE CLERK:

Metropolitan Clerk

NASHVILLE PUBLIC LIBRARY

DocuSigned by:

Terril Luke

Library Director

RECIPIENT: CARNEGIE WRITERS

Authorized Officer:

Name (Print): Oluwakemi Jean Elufiede

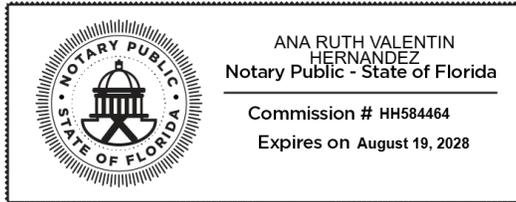
Signature: *Kemi Elufiede*

Title: Founder/President

Sworn to and subscribed to before me a Notary Public,
this 28th day of January, 2026

Notary Public

Ana R Valentin Hernandez



Notarized remotely online using communication technology via Proof.

My Commission expires _____ -

Metropolitan Government of Nashville and Davidson County/Nashville Public Library/ NAZA			
Funds For FY 2026 Program			
ORGANIZATION NAME	Carnegie Writers	CONTRACT # (Office Use):	L-6631
PROGRAM NAME	Teen Author Workshop	START DATE:	2-09-25
ADDRESS	1906 Glen Echo Road, 150026	END DATE:	8-05-25
CITY, STATE & ZIP	Nashville TN, 37215	CONTACT PERSON	Kemi Elufiede
FEDERAL ID # (EIN)	47-4792114	CONTACT TELEPHONE	(470) 289-6615
COST CATEGORIES	TOTAL BUDGET REQUEST	BUDGET EXPLANATION/DETAILS	OTHER FUNDING Funding amount from other sources invested in serving the same number of slots requested from NAZA
Grantor name			
After-School Programs			
After-school program starts 09/02/2025. Per slot rate for afterschool is \$1,335			
Salaries and Wages	25,356.00	Afterschool staffing includes one full-time Program Director (annual salary of \$50,000) and one part-time staff member paid \$20 per hour. The part-time staff member works 14 hours per week (3:00-6:00 p.m., Monday–Thursday) supporting afterschool program delivery, student supervision, and instructional support.	
Benefits and Taxes	875.00	Includes the employer portion of payroll taxes and a prorated SEP IRA employer contribution for the full-time Program Director supporting the Afterschool program. The SEP IRA contribution is provided after a 90-day employment period.	
Total Personnel	26,231.00		
Office Supplies	0.00	Estimated unit number and unit cost or % of total cost charged to this grant	
Communications	0.00	Estimated unit number and unit cost or % of total cost charged to this grant	
Postage and Shipping	0.00	Estimated unit number and unit cost or % of total cost charged to this grant	
Occupancy	0.00	Estimated unit number and unit cost or % of total cost charged to this grant	
Equipment Rental and Maintenance	0.00	Estimated unit number and unit cost or % of total cost charged to this grant	
Printing and Publications	0.00	Estimated unit number and unit cost or % of total cost charged to this grant	
Travel/Conferences & Meetings	0.00	Milage, parking and other travel unit cost and unit number	
Insurance	0.00	Unit cost or % of total cost charged to this grant	
Direct youth costs (learning supplies, learning software, programs, games, food,	0.00	Per youth average cost or cost per purchase type	
Transportation	0.00	Daily rate, number of days separated by afterschool and summer (if applicable)	
Field Trips	0.00	Per youth average cost or cost per trip and estimated number of youth participating	
Professional Fees/Enhancement Partners	594.00	Payroll processing services through Gusto allocated to the Afterschool program. Fees cover payroll administration, tax filings, and compliance for afterschool program staff.	
Other Non-Personnel	875.00	Includes \$500 for a youth-led project designed and implemented by program participants, as well as \$375 for other program-related materials, supplies, or administrative costs.	
Indirect Cost	0.00	Partners can choose to budget either separate line items above or request an indirect cost of up to 20% of their total budget. The indirect cost requests must be accompanied by agency's cost allocation plan that will be acceptable for NAZA in line with Metro Grants Manual.	
Total Non-personnel	875.00		
Afterschool sub-total	27,106.00		
Summer Programs			
Summer program funded in this cycle is July 1-31,2025 and June 1-30, 2026 Per slot rate for summer to be calculated at \$8 an hour per slot. Maximum cost per youth slot for summer program is \$320 per week for partners programming 5 days per week for 8 hours per day.			
Salaries and Wages	46,752.00	Covers wages for the full-time Program Director and four summer program staff members during the summer program period. The four summer staff members are paid \$20 per hour, with two staff assigned to each program site. Hourly wages support curriculum planning, instructional delivery, and student supervision.	
Benefits and Taxes	6,125.00	Includes the employer share of payroll taxes and monthly benefits for the full-time employee, including reimbursements toward health insurance, dental/vision, and SEP IRA contributions.	
Total Personnel	54,065.00		
Office Supplies	0.00	Estimated unit number and unit cost or % of total cost charged to this grant	
Communications	0.00	Estimated unit number and unit cost or % of total cost charged to this grant	
Postage and Shipping	0.00	Estimated unit number and unit cost or % of total cost charged to this grant	
Occupancy	0.00	Estimated unit number and unit cost or % of total cost charged to this grant	
Equipment Rental and Maintenance	0.00	Estimated unit number and unit cost or % of total cost charged to this grant	
Printing and Publications	0.00	Estimated unit number and unit cost or % of total cost charged to this grant	
Travel/Conferences & Meetings	0.00	Milage, parking and other travel unit cost and unit number	
Insurance	1,150.00	An annual insurance cost of \$1,150 is allocated to provide general liability insurance coverage for organizational operations supporting both the afterschool and summer programs. Coverage includes protection for staff, contracted instructors, volunteers, and youth participants during program activities, workshops, and events, helping ensure a safe and compliant program environment.	
Direct youth costs (learning supplies, learning software, programs, games, food, etc.)	0.00	Per youth average cost or cost per purchase type	
Field Trips	0.00	Per youth average cost or cost per trip and estimated number of youth participating	
Professional Fees/Enhancement partners	3,844.00	Covers contracted services for guest speakers, teaching artists, and literacy enrichment facilitators who provide specialized workshops and support aligned with the summer program's instructional goals, as well as payroll processing services through Gusto to support payroll administration, tax filings, and compliance for summer program staff.	
Other Non-Personnel	10,235.00	Covers costs for program materials, supplies, and resources used during the summer program, including curriculum tools, writing materials, printing, publications, contracted services, and staff training. These costs support literacy instruction, enrichment activities, professional development, and related administrative and operational needs at both program sites.	
Indirect Cost	0.00	Partners can choose to budget either separate line items above or request an indirect cost of up to 20% of their total budget. The indirect cost requests must be accompanied by agency's cost allocation plan that will be acceptable for NAZA in line with Metro Grants Manual.	
Total Non-personnel	14,635.00		
Summer sub-total	68,700.00		
TOTAL	95,400.00		
RECIPIENT	Kemi Elufiede		
AUTHORIZED	<i>Kemi Elufiede</i>		
TITLE	Founder/President		
DATE	01/13/2026		

RESPONSE #26318 SUBMITTED ON 12/16/2025 05:20:40 PM

NAZA Annex 8 - 2025-2026 Finalized Entries

Name of Organization **Carnegie Writers**

Programming Information

Days of Week of Afterschool Program **4 days per week**

Edit section title

Afterschool site plan **School Site**

Please check box if planning summer programming **X**

Afterschool Program Name **Teen Author Workshop**

Afterschool Programming

Name of School Site Location **Goodlettsville Middle School**

Address of School Program Site **300 S Main St, Goodlettsville, TN 37072**

School Partnership Level **Renewing Partnership**

Number of youths targeted for site **20**

Transportation needed? **Yes**

Summer Programming Information

Summer Program Name **Literacy Achievement Program**

Summer Programming Information

Edit section title

Name of Summer Site Location **JC Napier**

Summer Location address **648 Claiborne StNashville, TN 37210**

Number of summer youth targeted for site **20**

Edit section title

Name of Summer Site Location **Literacy Achievement Program**

Summer Location address **607 Larkin Springs Road, Madison, TN 37115**

Number of summer youth targeted for site **20**

Weeks of Programming **5 weeks**

Days per Week of Summer Program **5 days per week**

Hours per Day **7 hours**

Programming Time Frame **9:00 am - 4:00 pm**

Proposed months of Summer programming **Both**

Signature

Kemi Elufiede

Kemi Elufiede

Name

2025-12-16 23:20:59 (UTC)

Date

Grant contract between the Metropolitan Government of Nashville and Davidson County and **Carnegie Writers**, Contract # L-6631 July 1, 2025 – June 30, 2026

**GRANT CONTRACT
BETWEEN THE METROPOLITAN GOVERNMENT
OF NASHVILLE AND DAVIDSON COUNTY
AND
CARNegie WRITERS**

This Grant Contract issued and entered into by and between the Metropolitan Government of Nashville and Davidson County, Nashville Public Library ("Metro") on behalf of Nashville After Zone Alliance (NAZA), and **Carnegie Writers**, ("Recipient"), is for the provision of free and high-quality afterschool programs, as further defined in the "SCOPE OF PROGRAM". The Recipient's annual report and audit are incorporated herein by reference.

A. SCOPE OF PROGRAM:

A.1. Schedule and Content

NAZA-funded programs will align with the Metro Schools calendar and be available to youth Monday through Thursday during the fall semester (September 2 to December 12, 2025) and spring semester (January 7 to May 8, 2026), on days when MNPS is in session. Programs should run at least for 28 weeks. *NAZA-funded programs may choose to offer longer programs.*

Please note that NAZA-funded programs will not begin before Labor Day due to unavailability of MNPS transportation.

*NAZA-funded summer program with **Carnegie Writers** will occur between July 1-31, 2025 and/or June 1-30, 2026. (not applicable to organizations not providing summer programming)*

NAZA-funded activities should support youths' physical, social, emotional, cognitive and academic skills development, help them build purpose through learning, and have relevance to their real-life experiences. Throughout the program day, staff should intentionally infuse opportunities for youth to read, write, speak, and listen as well as allocate time for community building and reflection. When possible, programs should consider encouraging youth to be part of activity design or leading to enable them practice leadership skills. Each day should begin with check-in and snack/meals (when in person). Additional activities may be offered by the NAZA funded partner outside of this timeframe at the partner's expense, with no cost to youth and their families.

A typical program day should focus to creatively combine:

- School day supports (reading, homework, etc.)
- Enrichments (e.g. arts education; STEAM engineering challenges, service learning, etc.) reflecting youth voice and choice and have a learning focus, either provided by program staff or external enrichment partners.
- Focus on youth's skill building, in line with Nashville's Vision for Holistic Youth Development (curricula with activities will be available for individual skills).
- Other Experiences (e.g. physical activity, health and wellness, mental health, healthy eating activities, team games with rules, career exploration, field trips and other age-appropriate developmental activities.) that offer fun, support team and relationship building and foster holistic youth development.
- Youth-led activities or projects if the Recipient chose to apply and was awarded additional (up to \$1000) for youth-led projects. The Recipient must follow NAZA's Carnegie WritersYIA guidance

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for youth leadership along with other best practices and consult with NAZA team members (YIA Coordinator and/or Partnerships Manager) for the best results.

- NAZA funds should not in any shape or form be related to any religious content or affiliation. NAZA-funded programs should not proselytize during their regular programming time, nor should youth be accepted or denied based on their religious affiliation or commitment to engaging in any type of religious activities before or after NAZA programming time.
- While we encourage using various learning software and educational games to enhance youth learning, we strictly prohibit enabling access to any video games that include violence, shooting or other unwanted behaviors, especially those rated M for Mature, are of solely entertainment purposes during NAZA-funded time. Programming time should focus on young people's development.

Each after-school programming day should begin with check-in and a snack or meal. Additional activities may be offered by the funded partner outside of this timeframe at the partner's expense, with no cost to youth and their families.

The Recipient must ask parents and youth (who are not participating in sports) to commit to attend regularly, on an on-going basis when program is in session, for both fall and spring semesters. **Only youth who have returned a fully completed enrollment form may participate in NAZA-funded programs.**

Requirements for Programming

By initialing each item below, Recipient agrees to the following:

1. RE **Supervision:** Recipient commits to maintaining a staff: youth ratio not to exceed 1:15 at all times by establishing and maintaining a mechanism for substitutions. Youth will be supervised at all times by program staff.
2. RE **School Relationships:** Recipient will be actively involved in communicating and collaborating with schools to enhance youth learning. They will participate in planning meetings with school principals and staff, including Community Achieves staff to help meet school outcomes and to track youth progress. Program staff will also meet with principals and school staff when needed or possible to address strategies for program recruitment, retention, and attendance tracking.

Recipient will receive space approval from school administration for programming.

3. RE **Recruitment and Family Engagement:** Recipient is responsible for recruiting youth, leading program activities, and engaging in family outreach. Recipient will promote consistent participation/retention levels by contacting each family/youth before programming begins, whenever absences begin to develop a pattern, and to confirm an exit/withdrawal if appropriate. Recipient will serve at least 90% of the youth they projected to serve.

Youth with no afterschool options should be the first priority for enrollment in NAZA-funded programs. If spots are available, youth participating in school-sponsored athletics can choose to attend school athletics as a portion of their NAZA-funded program time if they can commit to partially (at least one hour per day) attend NAZA-funded programming and the program has more than one staff on site. Only students participating in at least one hour of programming can benefit from a snack/meal, learning time, and transportation home and counted towards the funded slots. Only youth who have returned a fully completed enrollment form, signed by parent/guardian, may participate.

- 4) RE **Attendance:** Recipient commits to maintain daily attendance, updating the NAZA attendance tracking tool (Salesforce) on a weekly basis (daily direct attendance taking in the Salesforce is strongly

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recommended); this requires a computer or any other device with internet access. Recipient staff will ensure that youth sign in with their given first and last name daily using the NAZA approved sign-in sheets to verify youth participation. The youth attendance reflected on the sign-in sheet/daily attendance log must match the attendance entered into the Salesforce platform.

Monthly attendance must be accurately updated in the Salesforce by the 2nd working day of each following month so that NAZA can report the attendance numbers to the Mayor's office accurately.

5) KE **Meals/Snacks:** Recipient is required to provide healthy, prepackaged snack or meal options to youth every day of programming.

6) KE **Experiential Activities:** Recipient is encouraged to engage external enrichment providers at least twice per semester to increase the diversity of appealing programming options for youth. Enrichment providers are individuals and organizations that offer enriching activities within the afterschool context. For example, they might include teaching artists, mentors, health educators, yoga and martial arts teachers, spoken word literacy teachers, or career exploration and life skills experts.

7) KE **System-Wide Meetings & Events:** Recipient is responsible for hosting at least 2 free, youth-led events during the 2025-2026 school year that 1) incorporate and highlight growth practices from Nashville's Vision for Holistic Youth Development and 2) that are open to the public to attend during the year, such as a fall and/or spring showcase, an open house, a visual or performing arts piece, a poetry reading or spoken word event, etc.

8) KE **Branding:** Recipient agrees to recognize NAZA as a funder by, displaying NAZA signs in program spaces, indicating NAZA is a funder on their website and adding NAZA's logo on their website, supporting NAZA through social media outlets, etc.

9) KE **Communication with NAZA:** Recipient will respond to requests from NAZA in a timely manner and provide requested documentation by the associated deadline. All staff changes must be communicated to the NAZA Operations Manager within 24 hours. *This includes staff leaving their positions: staff no longer with the program must be removed from the Salesforce platform by the NAZA Operations Manager in order to comply with FERPA guidelines.*

Any program experiencing challenges either with the host school or program site that threatens the continuity/further existence of the program, must immediately report the situation to NAZA and seek support in resolving the situation. A decision to close a program/site must be reported to NAZA immediately with documented reasons.

10) KE **Adding Staff to Data Management System:** Program staff without Salesforce authorization, such as site assistance, coordinators, etc. should have a contact page and included in the staff listing of NAZA's Data Management System, Salesforce.

11) KE **Partner Meetings:** Key staff and program directors from each NAZA-funded program site are expected to participate in the NAZA learning community by attending **Partner Meetings** four times during the school year. Meeting dates will be shared before the start of the school year.

12) KE **Professional Development:**

For each NAZA -funded partner, the program director and all frontline staff working with youth are required to attend or complete several trainings. Please see below:

Program Directors and Site Managers are required to attend the following:

- NAZA Essential Operations training
- Introduction to Positive Youth Development (PYD) training

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- At least two trainings on the Growth Practices.
- Program Quality Basics (PQA Basics) either in person or online (online version is available at the partner's expense if missed scheduled training offered by NAZA)
- Any training required by MNPS for staff working in school buildings will be made available to NAZA partner staff.

Note: Program Directors and Site Managers who have successfully completed PYD in the past are exempt from retaking. The NAZA Essential Operations training will be archived and accessible online, while Introduction to Positive Youth Development will be conducted multiple times annually. Returning Program Directors and Site Coordinators who have previously completed the PQA Basics or SEL PQA will only need to redo the training every 3 years. Choosing to take SEL PQA requires a prior completion of PQA Basics.

Program Directors and Site Managers strongly recommended trainings:

- Advanced Positive Youth Development
- Salesforce Student Management Systems
- Strategies for Employee Retention and Recruitment
- Any additional trainings offered to NAZA-funded partners supporting high-quality programming, as well as the achievement of their Program Improvement Plan. Returning site staff are encouraged to attend additional trainings that will support the program's continued quality improvement.
- Attend at least three professional development opportunities, in addition to other required trainings, either in-person or online, from the following: Weikart online trainings, Exploring Data Training, NAZA's Learning Management System (LMS), or NAZA Learn, Engage, Develop (L.E.D.) Conference.

For each NAZA -funded partner, front-line and part-time staff working with youth are required to attend or complete several trainings. Please see the following for requirements:

Front-line and Part-time staff are required to attend the following trainings:

- Essential Operations training (only topics labeled and related to front-line and part-time staff)
- Positive Youth Development (new staff and staff who have not completed this requirement).
- Two (2) trainings on the Growth Practices

Front-line and Part-time staff strongly recommended trainings:

- Advanced Positive Youth Development
- Salesforce Student Management Systems
- Strategies for Employee Retention and Recruitment
- Any additional trainings offered to NAZA-funded partners supporting high-quality programming, as well as the achievement of their Program Improvement Plan. Returning site staff are encouraged to attend additional trainings that will support the program's continued quality improvement.
- Attend at least three professional development opportunities, in addition to other required trainings, either in-person or online, from the following: Weikart online trainings, Exploring Data Training, NAZA's Learning Management System (LMS), or NAZA Learn, Engage, Develop (L.E.D.) Conference.

13) KE **Evaluation Tools:**

All program directors/managers and site coordinators of NAZA-funded programs will participate in the **Program Quality Improvement (PQI)** cycle. Self-assessments will be required for both fall and spring semesters. External assessments may be scheduled per need and availability of external assessors.

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The **Youth Program Quality Improvement (YPQI)** cycle is comprised of the following quality improvement activities, offered at no cost to Partners:

- a) **A baseline self-assessment** utilizing the Youth Program Quality Assessment (YPQA) or Social-Emotional Learning Program Quality Assessment (SEL PQA) tool. Program staff conduct pre-self-assessment of their program and enter results in YPQI's Scores Reporter.
 - b) Developing and uploading a **Program Improvement Plan** based on the results of all available YPQA or SELPQA assessment tools (i.e. self-assessments, external assessments, and Leading Indicator Survey results).
 - c) **A follow-up YPQA/SEL PQA self-assessment at the end of the school year**, also entered into Scores Reporter, and planning for the following fall semester based on the results of this assessment.
 - d) An external assessment will be conducted by assessors trained by Weikart Center every three years for returning partners unless otherwise requested. For new partners one external assessment will be conducted annually for the for the first three years.
 - e) The two assessments are reviewed to develop an understanding of how well the program is performing with regard to NAZA Quality Standards.
 - f) Additionally, NAZA-funded partners are required to administer YPQI's **Leading Indicators Survey, Youth** annually in the spring semester to youth enrolled at each site to capture youth experience with the program.
 - g) NAZA-funded partners are required to administer YPQI's as **Leading Indicators Survey, Staff** annually in the spring semester to capture the experiences of staff with the program.
 - h) NAZA-funded partners are also required to administer YPQI's **Leading Indicators Survey, Managers** annually in the spring semester to capture the experiences of administrators with the program.
 - i) NAZA-funded partners are also required to provide access to YPQI's **Leading Indicators Survey, Family** annually in the spring semester to attempt to capture the experiences of parents and guardians of youth in the program.
 - j) NAZA partners will have access to **students' school data** through the **data-sharing agreement** between NAZA/NPL and MNPS. Partners will be required to attend two trainings as soon as they become available on: 1) Responsible use of data, and 2) Understanding the academic data.
 - k) Partners will be required to sign the **data-sharing sub-agreement** (to be attached to the contract) of this document and adhere to all requirements under that document so that they can have access to student data.
- 14) KE **Youth Survey**: Recipient is required to administer a one-time **Leading Indicator Survey, Youth** to enrolled youth at each site in the spring semester.
- 15) KE **Staff Survey (Director/Manager and Staff)**: Recipient is required to administer a one-time **Leading Indicator Survey, Staff** by program staff the spring semester.

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16) 25 **Family Survey:** Recipient is required to provide families access to a one-time **Leading Indicator Survey, Family** by program administrators the spring semester.

17) 25 **Compliance with MNPS Requirements:** Programs offered at participating Metro schools will operate in full compliance with MNPS requirements, including covid-related procedures, liability insurance, criminal background checks, non-discrimination, ADA, and other related standard Metro requirements, confidentiality of student records per FERPA, operation as a non-profit, and transportation policies (as appropriate).

18) 25 **Youth in Action Project Funding (If applicable):** The Recipient is required to establish and attend scheduled meetings – in-person or virtual – with NAZA Youth In Action staff. The Recipient must create conditions for youth-led projects and activities and provide project details and photographic proof of such activities in the NAZA end of the year narrative report. The Recipient also understands if proof of a youth-led project is not provided, the allotted funding will be subtracted from the final funding disbursement.

Operational Policies:

The Recipient will operate in full compliance with the following policies and maintain relevant documentation to verify compliance with the policies. The Recipient agrees to:

- Maintain an active 501(c)(3) registration unless the applicant is a public entity.
- Maintain up-to-date certificates verifying the following insurance: commercial general liability, sexual/abuse/sexual harassment, automobile liability (if applicable) and professional liability insurance with limits not less than one million dollars each occurrence. The Recipient shall provide an updated certificate of insurance upon expiration of the current certificate.
- Nondiscrimination, which precludes Recipient from discriminating on the basis of race, religion, creed, gender, gender identity, sexual orientation, national origin, color, age, and/or disability in admission, access to, or operation of programs, services, or activities. Note that Metro does not discriminate on the basis of race, religion, creed, gender, gender identity, sexual orientation, national origin, color, age, and/or disability in admission to, access to, or operation of programs, services, or activities. Metro does not discriminate in hiring or employment practices.
- Follow MNPS operating procedures on verification of criminal background checks on all program staff and volunteers. On school grounds, the MNPS criminal background check contractor shall be used for employees. As long as there is no break in service with the agency, staff will not be required to be fingerprinted yearly. If there is any break in service at all, or if they must go through a rehiring process, they are required to complete a background check including fingerprinting.
- Ensure that all educational records created, disclosed or maintained pursuant to the terms of this contract are confidential and shall be created, disclosed and maintained pursuant to the provisions of the Family Educational Rights and Privacy Act (20 U.S.C.A. s #1232g), its regulations and Board of Education policy.
- Appropriately spend Metro dollars, document the spending, and follow Metro guidelines for allowable costs. Recipient is responsible for properly documenting the spending under their contracts, organizing the documentation separately by year, and storing that documentation for three years for auditing purposes. The documents must be readily available for a Metro Audit.
- Meet NAZA's Minimum Quality Standards (see Annex 4) and maintain relevant documentation to verify compliance with the policies.
- Meet the 2025-2026 Performance Indicators specific to the Recipient (see Annex 6).

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- **Maintain accurate youth enrollment forms (Annex 7) and ensure that all youth have enrollment forms signed before they accept a youth into their program.** Enrollment forms, as well as evidence to back up outputs and outcomes cited in narrative reports, must be maintained by the Recipient and stored for three years for auditing purposes. The documents must be readily available any time that the Metro requests them, including as part of an Audit.

Enrollment forms must be fully completed and accurate. Forms should include legitimate first and last names youth, their birthdates, student ID numbers, names of legal guardians and emergency contacts, and accurate addresses, phone numbers, e-mails and medical information (as needed) among other information pieces.

In summary, the Recipient will commit to the following:

1. Delivering quality afterschool (and summer, if chosen) programming for the fall and spring semesters in locations identified in Annex 8, aligned with MNPS scheduling;
2. Submitting daily attendance using the NAZA attendance tracking tool, keeping all data updated on a weekly basis, along with all supporting documentation. Ensure monthly attendance updates are in the system by the second working day of each month;
3. Serving at least 90 percent of the number of youth the Agency projected to serve for the 2025-2026 school year and summer, reflecting ongoing youth recruitment activities, engaging programming, and strong communications with the school community; and
4. Full implementation of program quality requirements, including administration of the youth survey.

Violation or breach of this scope may result in Corrective Action. Continued violation could result in termination of the contract.

A.2. The Recipient must spend these funds consistent with the Grant Budget, attached and incorporated herein as **Annex 3**. The Recipient must collect data to evaluate the effectiveness of their services and must provide those results to Metro upon request.

A.3. The Recipient will only utilize these funds for services the Recipient provides to **documented residents of Davidson County**. Documentation of residency may be established with a recent utility bill; voter's registration card; driver's license or other government issued-ID; current record from a school showing address; affidavit by landlord; or affidavit by a nonprofit treatment, shelter, half-way house, or homeless assistance entity located within Davidson County. The Recipient agrees that it will not use Metro funding for services to non-Davidson County residents.

A.4. Additionally, the Recipient must collect data on the primary county of residence of the clients it serves and provide that data to Metro upon request.

B. GRANT CONTRACT TERM:

B.1. **Grant Contract Term.** The term of this Grant will be twelve (12) months, commencing on July 1, 2025, and ending on June 30, 2026. Metro will have no obligation for services rendered by the Recipient that are not performed within this term.

B.2. **Grant Extension.** This grant may be extended by 12 months, not to exceed 60 months (with 12-month terms each time upon annual approval/availability of NAZA funds). To be considered for extension, the Recipient must meet the following conditions:

- NAZA- funded partner for 5 years with no contract disruption or corrective action plan within the past 12 months;

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- Exhibit low risk on Metro Risk Assessment tool,
- Present annual audit covering the past 12 months, as of April 20 of the current year
- Pass annual compliance checks,
- Meet performance indicators set in the contract.

Upon meeting all of the criteria above a grant contract extension may be offered annually through a contract amendment process.

C. PAYMENT TERMS AND CONDITIONS:

C.1. **Maximum Liability.** In no event will Metro's maximum liability under this Grant Contract exceed **\$72,400 (20 slots for afterschool, 20 slots for summer, and youth led activities)**. The Grant Budget will constitute the maximum amount to be provided to the Recipient by Metro for all of the Recipient's obligations hereunder. The Grant Budget line items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Recipient.

Subject to modification and amendments as provided in section D.2 of this agreement, this amount will constitute the Grant Amount and the entire compensation to be provided to the Recipient by Metro.

C.2. **Use of Funds.** NAZA funds may be used for educational purposes only; organizations funded by NAZA must not promote religious practices nor proselytize during programming time. Such activities may be offered by funded partners outside of their NAZA-funded program time. However, MNPS transportation and other NAZA resources will not be available, and youth who do not wish to participate must not be penalized in any way.

C.3. **Payment Methodology.** The Recipient will only be compensated for actual costs based upon the Grant Budget and reconciliation reports, not to exceed the maximum liability established in Section C.1.

The Recipient can expect to receive three payments during the contracted year. Each payment will be received no later than 30 days from the invoice date of the finalized and NAZA approved statement.

The Recipient must provide accurate and timely recording of programming sessions and student attendance in the NAZA Data Management System, Salesforce, before the second and third payments are processed. Daily student sign-in sheets (paper and digital) must be maintained as backup documentation to support the entries.

The first invoice may include up to 50% of the total awarded amount as an advance request to enable programs to procure necessary supplies for beneficiary youth and hire qualified staff to enable proper programming from the beginning of the year.

The first invoice will be processed after the contract is filed with Metro Clerk and within 30 days from the date of the finalized and approved invoice receipt by NAZA.

The second invoice of up to 40% of the total awarded amount will be processed as the second advance for the Spring semester and may be reduced based on the actual expenditure of the program from the first two quarters. The invoice must be submitted by January 15th along with the second scheduled expenditure report.

The third and final invoice of up to 10% of the total awarded amount is a reimbursement based on annual reconciled expenses and will be processed upon the receipt of the year-end narrative and

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expenditure reports due July 10th, 2026 This final payment will equal the total actual spending for the contract year and cannot exceed the approved awarded amount. **Any invoice for 2025-2026 year not received by the deadline date will not be processed and all remaining grant funds will expire.**

Same invoicing terms apply to organizations receiving funds for summer only.

All actually reported expenditures must have backup documentation filed at the recipient organization for Metro Audit (See Metro Non-profit Grants Manual for details on backup documentation)

If the contract is terminated earlier or any funds remain unspent based on the reports, the unspent amount will be returned to Metro.

The Recipient must send all invoices to:

Nashville After Zone Alliance
615 Church St,
Nashville, TN 37219
or email to Teriz.Fahmy@nashville.gov

C.4. Reporting

Expenditure Report. All Recipients will submit quarterly expenditure reports. Report templates will be provided by NAZA.

All grantees must submit expenditure reports four times a year to reconcile grant receipts with grant revenues. NAZA will monitor fund recipients for compliance with reporting requirements. Failure to comply with the reporting requirements would constitute a violation of the grant contract. The expenditure reports format is shown on Annex 2 attached to this contract. The quarterly expenditure reports are due on the October 15, 2025, January 20, and April 15, and July 10, 2026.

The exception are the organizations receiving summer funds only. Those partners will submit reports from quarters one and four if programming both in July 2025 and June 2026. No expenses will be allowed for quarters two and three.

In addition to the report, the Recipient may receive a request to provide backup financial documentation such as general ledger, payroll information, and other documents supporting expenses from NAZA team for financial monitoring purposes.

Said report must be in form and substance acceptable to Metro and must be prepared by a Certified Public Accounting Firm or the Chief Financial Officer of the Recipient Organization.

Program/narrative Report

All grantees must submit narrative report once a year to explain how the grant has been used on behalf of the citizens of Davidson County. The report is due on July 10, 2026.

Failure to comply with the program reporting requirements would constitute a violation of the grant contract. NAZA will provide the template during the year.

C.5. **Payment of Invoice.** The payment of any invoice by Metro will not prejudice Metro's right to object to the invoice or any other related matter. Any payment by Metro will neither be construed as acceptance of any part of the work or service provided nor as an approval of any of the costs included therein.

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- C.6. **Unallowable Costs.** The Recipient's invoice may be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs. Utilization of Metro funding for services to non-Davidson County residents is not allowed.
- C.7. **Deductions.** Metro reserves the right to adjust any amounts which are or become due and payable to the Recipient by Metro under this or any Contract by deducting any amounts which are or become due and payable to Metro by the Recipient under this or any Contract.
- C.8. **Travel Compensation.** Payment to the Recipient for travel, meals, or lodging is subject to amounts and limitations specified in Metro's Travel Regulations and subject to the Grant Budget.
- C.9. **Electronic Payment.** Metro requires as a condition of this contract that the Recipient have on file with Metro a completed and signed "ACH Form for Electronic Payment". If Recipient has not previously submitted the form to Metro or if Recipient's information has changed, Recipient will have thirty (30) days to complete, sign, and return the form. Thereafter, all payments to the Recipient, under this or any other contract the Recipient has with Metro, must be made electronically.
- D. **STANDARD TERMS AND CONDITIONS:**
- D.1. **Required Approvals.** Metro is not bound by this Grant Contract until it is approved by the appropriate Metro representatives as indicated on the signature page of this Grant.
- D.1.1. Grantee is not entitled to payment under this grant contract until grantee provides an updated audit. The date of issue for the audit must be after June 16, 2024. Grantee must provide the updated audit to Metro by August 18, 2025, or this contract is void. Metro will not incur any liability for services rendered by grantee or payment to the grantee until an updated audit is received and accepted by Metro.
- D.2. **Modification and Amendment.** This Grant Contract may be modified only by a written amendment that has been approved in accordance with all Metro procedures and by appropriate legislation of the Metropolitan Council.
- D.3. **Termination for Cause.** Metro shall have the right to terminate this Grant Contract immediately if Metro determines that Recipient, its employees or principals have engaged in conduct or violated any federal, state or local laws which affect the ability of Recipient to effectively provide services under this Grant Contract. Should the Recipient fail to properly perform its obligations under this Grant Contract or if the Recipient violates any terms of this Grant Contract, Metro will have the right to immediately terminate the Grant Contract and the Recipient must return to Metro any and all grant monies for services or programs under the grant not performed as of the termination date. The Recipient must also return to Metro any and all funds expended for purposes contrary to the terms of the Grant Contract. Such termination will not relieve the Recipient of any liability to Metro for damages sustained by virtue of any breach by the Recipient.
- D.4. **Termination—Notice.** Metro may terminate this Grant Contract without cause for any reason. Said termination shall not be deemed a Breach of Contract by the Recipient. Metro shall give the Recipient at least thirty (30) days written notice before the effective termination date.
- D.5. **Termination –Funding.** This Grant Contract is subject to the appropriation and availability of local, State and/or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, Metro shall have the right to terminate this Grant Contract immediately upon written notice to the Recipient. Upon receipt of the written notice, the Recipient shall cease all work associated with this Grant Contract on or before the effective termination date specified in the

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- written notice. Should such an event occur, the Recipient shall be entitled to compensation for all satisfactory and authorized services completed as of the effective termination date. The Recipient shall be responsible for repayment of any funds already received in excess of satisfactory and authorized services completed as of the effective termination date.
- D.6. **Subcontracting.** The Recipient may not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of Metro. Notwithstanding any use of approved subcontractors, the Recipient will be considered the prime Recipient and will be responsible for all work performed.
- D.7. **Conflicts of Interest.** The Recipient warrants that no part of the total Grant Amount will be paid directly or indirectly to an employee or official of Metro as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Recipient in connection with any work completed or performed relative to this Grant Contract.
- D.8. **Nondiscrimination.** The Recipient hereby agrees, warrants, and assures that no person will be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Recipient on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification which is in violation of applicable laws. The Recipient must, upon request, show proof of such nondiscrimination and must post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.9. **Records.** The Recipient must maintain documentation for all charges to Metro under this Grant Contract. The books, records, and documents of the Recipient, insofar as they relate to work performed or money received under this Grant Contract, must be maintained for a period of three (3) full years from the date of the final payment or until the Recipient engages a licensed independent public accountant to perform an audit of its activities. The books, records, and documents of the Recipient insofar as they relate to work performed or money received under this Grant Contract are subject to audit at any reasonable time and upon reasonable notice by Metro or its duly appointed representatives. Records must be maintained in accordance with the standards outlined in the Non-Profit Grants Manual. The financial statements must be prepared in accordance with generally accepted accounting principles.
- D.10. **Monitoring.** The Recipient's activities conducted and records maintained pursuant to this Grant Contract are subject to monitoring and evaluation by The Metropolitan Office of Financial Accountability or Metro's duly appointed representatives. The Recipient must make all audit, accounting, or financial records, notes, and other documents pertinent to this grant available for review by the Metropolitan Office of Financial Accountability, Internal Audit or Metro's representatives, upon request, during normal working hours.
- D.11. **Narrative Reporting.** The Recipient must submit a Year-End Program Report, to be received by July 10th. Said report shall detail the outcome of the activities funded under this Grant Contract.
- D.12. **Financial Reporting.** The Recipient must submit quarterly expenditure report for the 2025-2026 programming year to reconcile grant receipts with grant revenues. Reports must be received no later than October 15, January 20, April 15 and July 10 of FY '26 (July 1, 2025 – June 30, 2026).
- D.13. **Strict Performance.** Failure by Metro to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this agreement is not a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Grant Contract is considered to be waived, modified, or deleted except by a written amendment by the appropriate parties as indicated on the signature page of this Grant.

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D.14. Insurance. The Recipient agrees to carry adequate public liability and other appropriate forms of insurance, and to pay all applicable taxes incident to this Grant Contract. **All types of insurances below are required.**

D.14.1 Proof of Insurance

During the term of this Contract, for any and all awards, CONTRACTOR shall, at its sole expense, obtain and maintain in full force and effect for the duration of this Contract, including any extension, the types and amounts of insurance identified below by a checked box. Proof of insurance shall be required naming METRO as additional insured and identifying the Purchase Order on the Acord document.

D.14.2 General Liability Insurance

In the amount of one million (\$1,000,000.00) dollars

D.14.3 Automobile Liability Insurance

In the amount of one million (\$1,000,000.00) dollars (if vendor will be making on-site deliveries)

D.14.4 Worker's Compensation Insurance

With statutory limits required by the State of Tennessee or other applicable laws and Employer's Liability Insurance with limits of no less than one hundred thousand (\$100,000.00) dollars, as required by the laws of Tennessee (Not required for companies with fewer than five (5) employees).

D.14.5 Sexual Molestation and Abuse Insurance

In the amount of one million (\$1,000,000.00) dollars.

D.14.6 Such insurance shall:

Contain or be endorsed to contain a provision that includes METRO as additional insureds with respect to liability arising out of work or operations performed by or on behalf of the CONTRACTOR including materials, parts, or equipment furnished in connection with such work or operations. The coverage shall contain no special limitations on the scope of its protection afforded to the above-listed insureds.

For any claims related to this agreement, CONTRACTOR'S insurance coverage shall be primary insurance as respects METRO, its officers, officials, employees, and volunteers. Any insurance or self-insurance programs covering METRO, its officials, officers, employees, and volunteers shall be excess of CONTRACTOR'S insurance and shall not contribute with it.

Automotive Liability Insurance including vehicles owned, hired, and non-owned. Said insurance shall include coverage for loading and unloading hazards. Insurance shall contain or be endorsed to contain a provision that includes METRO, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of automobiles owned, leased, hired, or borrowed by or on behalf of CONTRACTOR.

Worker's Compensation (if applicable), CONTRACTOR shall maintain workers' compensation insurance with statutory limits as required by the State of Tennessee or other applicable laws and employers' liability insurance. CONTRACTOR shall require each of its subcontractors to provide Workers' Compensation for all of the latter's employees to be engaged in such work unless such employees are covered by CONTRACTOR'S workers' compensation insurance coverage.

D.14.7

Prior to commencement of services, CONTRACTOR shall furnish METRO with original certificates and amendatory endorsements affecting coverage required by this section and provide that such insurance shall not be cancelled, allowed to expire, or be materially reduced in coverage except on 30 days' prior written notice to:

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DEPARTMENT OF LAW
INSURANCE AND RISK MANAGEMENT
METROPOLITAN COURTHOUSE, SUITE 108
PO BOX 196300
NASHVILLE, TN 37219-6300

Provide certified copies of endorsements and policies if requested by METRO in lieu of or in addition to certificates of insurance.

Replace certificates, policies, and/or endorsements for any such insurance expiring prior to completion of services. Maintain such insurance from the time services commence until services are completed and attach the certificates of insurance in the METRO system. Failure to maintain or renew coverage or to provide evidence of renewal may be treated by METRO as a material breach of contract.

Place such insurance with insurer licensed to business in Tennessee and having A.M. Best Company ratings of no less than A-. Modification of this standard may be considered upon appeal to the METRO Director of Risk Management Services.

Require all subcontractors to maintain during the term of the agreement Commercial General Liability insurance, Business Automobile Liability insurance, and Worker's Compensation/Employers Liability insurance (unless subcontractor's employees are covered by CONTRACTOR'S insurance) in the same manner as specified for CONTRACTOR. CONTRACTOR shall file subcontractor's certificates of insurance in METRO's system.

Any deductibles and/or self-insured retentions greater than \$10,000.00 must be disclosed to and approved by METRO prior to the commencement of services.

If the CONTRACTOR has or obtains primary or excess policy(ies), there shall be no gap between the limits of the primary policy and the deductible features of the excess policies.

D.15. **Metro Liability.** Metro will have no liability except as specifically provided in this Grant Contract.

D.16. **Independent Contractor.** Nothing herein will in any way be construed or intended to create a partnership or joint venture between the Recipient and Metro or to create the relationship of principal and agent between or among the Recipient and Metro. The Recipient must not hold itself out in a manner contrary to the terms of this paragraph. Metro will not become liable for any representation, act, or omission of any other party contrary to the terms of this paragraph.

D.17. **Indemnification and Hold Harmless.**

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

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

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

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

- D.18. **Force Majeure.** "Force Majeure Event" means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the party. Except as provided in this Section, any failure or delay by a party in the performance of its obligations under this Grant Contract arising from a Force Majeure Event is not a breach under this Grant Contract. The non-performing party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the party continues to use diligent, good faith efforts to resume performance without delay. Recipient will promptly notify Metro within forty-eight (48) hours of any delay caused by a Force Majeure Event and will describe in reasonable detail the nature of the Force Majeure Event.
- D.19. **State, Local and Federal Compliance.** The Recipient agrees to comply with all applicable federal, state and local laws and regulations in the performance of this Grant Contract. Metro shall have the right to terminate this Grant Contract at any time for failure of Recipient to comply with applicable federal, state or local laws in connection with the performance of services under this Grant Contract.
- D.20. **Governing Law and Venue.** The validity, construction and effect of this Grant Contract and any and all extensions and/or modifications thereof will be governed by and construed in accordance with the laws of the State of Tennessee. The venue for legal action concerning this Grant Contract will be in the courts of Davidson County, Tennessee.
- D.21. **Completeness.** This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions of the parties' agreement. This Grant Contract supersedes any and all prior understandings, representations, negotiations, and agreements between the parties relating hereto, whether written or oral.
- D.22. **Headings.** Section headings are for reference purposes only and will not be construed as part of this Grant Contract.
- D.23. **Metro Interest in Equipment.** The Recipient will take legal title to all equipment and to all motor vehicles, hereinafter referred to as "equipment," purchased totally or in part with funds provided under this Grant Contract, subject to Metro's equitable interest therein, to the extent of its *pro rata* share, based upon Metro's contribution to the purchase price. "Equipment" is defined as an article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds \$5,000.00.

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

- D.24. **Assignment—Consent Required.** The provisions of this contract will inure to the benefit of and will be binding upon the respective successors and assignees of the parties hereto. Except for the rights of money due to Recipient under this contract, neither this contract nor any of the rights and obligations of Recipient hereunder may be assigned or transferred in whole or in part without the prior written consent of Metro. Any such assignment or transfer will not release Recipient from its obligations hereunder. Notice of assignment of any rights to money due to Recipient under this Contract must be sent to the attention of the Metro Department of Finance.

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- D.25. **Gratuities and Kickbacks.** It will be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparations of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore. It will be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or a person associated therewith, as an inducement for the award of a subcontract or order. Breach of the provisions of this paragraph is, in addition to a breach of this contract, a breach of ethical standards which may result in civil or criminal sanction and/or debarment or suspension from participation in Metropolitan Government contracts.
- D.26. **Communications and Contacts.** All instructions, notices, consents, demands, or other communications from the Recipient required or contemplated by this Grant Contract must be in writing and must be made by facsimile transmission, or by first class mail, addressed to the respective party at the appropriate facsimile number or address as set forth below or to such other party, facsimile number, or address as may be hereafter specified by written notice.

Metro

For contract-related matters:
 Nashville Public Library
 NAZA Communications Manager
 615 Church Street
 Nashville, TN 37219
 (615) 862-5894

For inquiries regarding invoices:
 Nashville Public Library
 NAZA Procurement Officer
 615 Church Street
 Nashville, TN 37219
 615-862-5800 ext. 73731

Recipient

Kemi Elufiede, Founder and President
 Carnegie Writers
 1906 Glen Echo Road, 150026
 Nashville, TN, 37215
 1-800-794-8115 ext. 501

- D.27. **Lobbying.** The Recipient certifies, to the best of its knowledge and belief, that:
 - a. No federally appropriated funds have been paid or will be paid, by or on behalf of the Recipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, and entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
 - b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a

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Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this grant, loan, or cooperative agreement, the Recipient must complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

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

D.28. Certification Regarding Debarment and Convictions.

- a. Recipient certifies that Recipient, and its current and future principals:
 - i. are not presently debarred, suspended, or proposed for debarment from participation in any federal or state grant program;
 - i. have not within a three (3) year period preceding this Grant Contract been convicted of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) grant;
 - ii. have not within a three (3) year period preceding this Grant Contract been convicted of embezzlement, obstruction of justice, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and
 - iii. are not presently indicted or otherwise criminally charged by a government entity (federal, state, or local) with commission of any of the offenses detailed in sections D.25(a)(ii) and D.25(a)(iii) of this certification.
- b. Recipient shall provide immediate written notice to Metro if at any time Recipient learns that there was an earlier failure to disclose information or that due to changed circumstances, its principals fall under any of the prohibitions of Section D.25(a).

D.29. Effective Date. This contract will not be binding upon the parties until it has been signed first by the Recipient and then by the authorized representatives of the Metropolitan Government and has been filed in the office of the Metropolitan Clerk. When it has been so signed and filed, this contract will be effective as of the date first written above.

Annexes

The following annexes constitute part of this contract:

- | | |
|---|---|
| <u>Annex 1</u> – Metro Invoice Template | <u>Annex 5</u> – Partner Data-Sharing Sub-Agreement |
| <u>Annex 2</u> – Expenditure Report Template | <u>Annex 6</u> – Performance Indicators |
| <u>Annex 3</u> – Budget | <u>Annex 7</u> – Enrollment forms |
| <u>Annex 4</u> – Minimum Standards for NAZA funding | <u>Annex 8</u> – Program site/s |

Grant contract between the Metropolitan Government of Nashville and Davidson County and **Carnegie**
Writers, Contract # L-6631 July 1, 2025 – June 30, 2026

(THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK.)

Grant contract between the Metropolitan Government of Nashville and Davidson County and **Carnegie Writers**, Contract # L-6631 July 1, 2025 – June 30, 2026

THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY:

APPROVED AS TO AVAILABILITY OF FUNDS:

Signed by:

Jennifer Reed/MJW

Director of Finance

RECIPIENT: Carnegie Writers

By (Signature): *Kemi Elufiede*

Authorized Officer Name:

Title: President

Sworn to and subscribed to before me a Notary Public, this 10th day of June, 2025

Notary Public

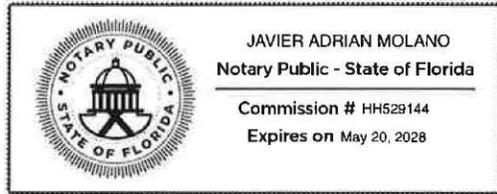
Javier Adrian Molano

APPROVED AS TO RISK AND INSURANCE:

DocuSigned by:

Balogun Cobb

Director of Insurance



Notarized remotely online using communication technology via Proof.

APPROVED AS TO FORM AND LEGALITY:

DocuSigned by:

Jesse Ortiz-Morales

Metropolitan Attorney

FILED IN THE OFFICE OF THE CLERK:

Austin Kyle
Metropolitan Clerk

My Commission expires 05/20/2028

NASHVILLE PUBLIC LIBRARY

DocuSigned by:

Terni Luke

Library Director

Metropolitan Government of Nashville and Davidson County/Nashville Public Library/ NAZA				
Funds For FY 2026 Program				
ORGANIZATION NAME	Carnegie Writers	CONTRACT # (Office Use):		
PROGRAM NAME	Teen Author Workshop	START DATE:	2-Sep-25	
ADDRESS	1906 Glen Echo Road, 150026	END DATE:	12-Dec-25	
CITY, STATE & ZIP	Nashville, TN, 37215	CONTACT PERSON	Kemi Elufiede	
FEDERAL ID # (EIN)	47-4792114	CONTACT TELEPHONE	(470) 289-6615	
COST CATEGORIES	TOTAL BUDGET REQUEST	BUDGET EXPLANATION/DETAILS		OTHER FUNDING Funding amount from other sources invested in serving the same number of slots requested from NAZA
Grantor name				
After-School Programs		After-school program starts 09/03/2024 Per slot rate for afterschool is \$1,355		
Salaries and Wages	25,350.00	One full-time Program Director is funded at a prorated amount of \$16,040 for the after-school period. One part-time Literacy Facilitator is funded at 14 hours per week for 32 weeks at \$20/hour, totaling \$8,960. Payroll processing costs of \$350 are also included under this category.		
Benefits and Taxes	250.00	A pension contribution of \$250 is allocated under benefits and taxes to support the full-time Program Director's retirement benefits during the after-school program period.		
Total Personnel Expenses	25,600.00			
Office Supplies	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		
Communications	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		
Postage and Shipping	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		
Occupancy	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		
Equipment Rental and Maintenance	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		
Printing and Publications	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		
Travel/Conferences & Meetings	0.00	Milage, parking and other travel unit cost and unit number		
Insurance	0.00			
Direct youth costs (learning supplies, learning software, programs, games, food, etc.)	0.00	Per youth average cost or cost per purchase type		
Transportation	0.00	Daily rate, number of days separated by afterschool and summer (if applicable)		
Field Trips	0.00	Per youth average cost or cost per trip and estimated number of youth participating		
Professional Fees/Enhancement partners	0.00	Any contracted services, including external enhancement partners- cost per contract or per		
Other Non-Personnel	2,000.00	This allocation supports \$500 for youth-led projects and \$1,500 for staff training, professional development, showcase events, and program materials to enhance student engagement and instructional quality during the after-school program.		
Indirect Cost	0.00	Partners can choose to budget either separate line items above or request an indirect cost of up to 20% of their total budget. The Indirect cost requests must be accompanied by agency's cost allocation plan that will be acceptable for NAZA in line with Metro Grants Manual.		
Total Non-personnel	2,000.00			
Afterschool sub-total	27,600.00			
Summer Programs		Summer program funded in this cycle is July 1-31,2025 and June 1- 30, 2026 Per slot rate for summer to be calculated at \$8 an hour per slot. Maximum cost per youth slot for summer program is \$320 per week for partners programming 5 days per week for 8 hours per day.		
Salaries and Wages	37,250.00	One full-time Program Director is funded at a prorated amount of \$34,000 for the summer period. One part-time Literacy Facilitator is funded at 20 hours per week for 7 weeks at \$20/hour, totaling \$2,800. Payroll processing costs of \$450 are also included under this category.		
Benefits and Taxes	650.00			
Total Personnel Expenses	37,250.00			
Office Supplies	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		
Communications	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		
Postage and Shipping	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		
Occupancy	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		
Equipment Rental and Maintenance	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		
Printing and Publications	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		
Travel/Conferences & Meetings	0.00	Milage, parking and other travel unit cost and unit number		
Insurance	1,800.00	An annual insurance cost of \$1,800 is allocated to provide general liability coverage that supports both the after-school and summer programs, ensuring a safe environment for staff and youth participants.		
Direct youth costs (learning supplies, learning software, programs, games, food, etc.)	0.00	Per youth average cost or cost per purchase type		
Field Trips	0.00	Per youth average cost or cost per trip and estimated number of youth participating		
Professional Fees/Enhancement partners	0.00	Any contracted services, including external enhancement partners- cost per contract or per hour/class		
Other Non-Personnel	5,750.00	This allocation supports staff training, professional development, program materials, publications, and guest speakers during the summer program to enhance instructional quality, student engagement, and the celebration of youth work.		
Indirect Cost	0.00	Partners can choose to budget either separate line items above or request an indirect cost of up to 20% of their total budget. The Indirect cost requests must be accompanied by agency's cost allocation plan that will be acceptable for NAZA in line with Metro Grants Manual.		
Total Non-personnel	7,550.00			
Summer sub-total	44,800.00			
TOTAL	72,400.00			
RECIPIENT	Kemi Elufiede			
AUTHORIZED SIGNATURE:	<i>Kemi Elufiede</i>			
TITLE	President and Founder			
DATE	5/15/2025			

RESPONSE #22333 SUBMITTED ON 05/19/2025 09:43:08 AM

NAZA Annex 8 - 2025-2026 Finalized Entries

Name of Organization **Carnegie Writers**

Programming Information

Days of Week of Afterschool Program **4 days per week**

Edit section title

Afterschool site plan **School Site**

Please check box if planning summer programming **X**

Afterschool Program Name **Teen Author Workshop**

Afterschool Programming

Name of School Site Location **Goodlettsville Middle School**

Address of School Program Site **300 S Main St, Goodlettsville, TN 37072**

School Partnership Level **Renewing Partnership**

Number of youths targeted for site **20**

Transportation needed? **Yes**

Summer Programming Information

Summer Program Name **Literacy Achievement Program**

Summer Programming Information

Edit section title



Name of Summer Site Location **Liberty Collegiate Academy**

Summer Location address **3515 Gallatin Pike, Nashville, TN 37216**

Number of summer youth targeted for site **20**

Weeks of Programming **7 weeks**

Days per Week of Summer Program **5 days per week**

Hours per Day **7 hours**

Programming Time Frame **9:00 am - 4:00 pm**

Proposed months of Summer programming **June 2026**

Signature

Kemi Elufiede

Kemi Elufiede

Name

2025-05-19 14:43:29 (UTC)

Date





METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

Department of Finance
700 President Ronald Reagan Way, STE 201
Nashville, Tennessee 37210

**Metropolitan Government of Nashville and Davidson County
Recipient of Metro Grant Funding
Non-Profit Grants Manual Receipt Acknowledgement**

Recipient Name:

As a condition of receipt of this funding, the recipient acknowledges the following:

- Receipt of the Non-Profit Grants Manual, updated February 2, 2023, issued by the Division of Grants and Accountability. Electronic version can be located at the following: [Non-Profit Grant Resources](#)
- The recipient has read, understands and hereby affirms that the agency will adhere to the requirements and expectations outlined within the Non-Profit Grants Manual.
- The recipient understands that if the organization has any questions regarding the Non-Profit Grants Manual or its content, they will consult with the Metro department that awarded their grant.

**Note to Organizations: Please read the Non-Profits Grants Manual carefully to ensure that you understand the requirements and expectations before signing this document.*

Signature of Authorized Representative: Kemi Elufiede

Name: Kemi Elufiede

Title: Founder and President

Agency Name: Carnegie Writers

Date: 4/15/2025

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: DEC 02 2015

CARNEGIE WRITERS
P O BOX 150026
NASHVILLE, TN 37215-0026

Employer Identification Number:
47-4792114
DLN:
26053731003245
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
March 12, 2015
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

CARNEGIE WRITERS

Sincerely,

A handwritten signature in black ink, appearing to read "J. Cooper", written in a cursive style.

Jeffrey I. Cooper
Director, Exempt Organizations
Rulings and Agreements



B0068-0045 03/12/2015 5:38 PM Received by Tennessee Secretary of State Tre Hargett

CHARTER NONPROFIT CORPORATION (ss-4418)



Division of Business Services
Tre Hargett, Secretary of State
State of Tennessee
312 Rosa L. Parks AVE, 6th FL
Nashville, TN 37243-1102
(615) 741-2286

Filing Fee: \$100

For Office Use Only

Control # 000792009
FILED: Mar 12, 2015 5:38PM

Tre Hargett,
Secretary of State

The name of the corporation is: Carnegie Writers

10. The complete mailing address of the entity (if different from the principal office) is:

1003 GLASTONBURY RD
NASHVILLE, TN 37217-5036

11. List the name and complete address of each incorporator:

Title	Name	Business Address	City, State, Zip
	Oluwakemi J Elufiede	1003 GLASTONBURY ROAD	NASHVILLE, TN 37217

12. School Organization: (required if the additional designation of "School Organization - Exempt" is entered in section 3.)

- I certify that pursuant to T.C.A. §49-2-611, this nonprofit corporation is exempt from the \$100 filing fee required by T.C.A. §48-51-303(a)(1).
- This nonprofit corporation is a "school support organization" as defined in T.C.A. §49-2-603(4)(A).
- This nonprofit corporation is an educational institution as defined in T.C.A. §48-101-502(b).

13. Insert here the provisions regarding the distribution of assets upon dissolution:

In the event of dissolution of the Corporation, the residual assets of the Corporation (after all creditors of the Corporation have been paid), shall be distributed to the members prorated in accordance with their respective membership interests.

14. Other Provisions:

(Note: Pursuant to T.C.A. §10-7-503 all information on this form is public record.)

Mar 12, 2015 5:38PM

Signature Date

Electronic

Incorporator's Signature

Oluwakemi J Elufiede

Incorporator's Name (printed or typed)

Tennessee Secretary of State
Tre Hargett



Division of Business and Charitable Organizations
312 Rosa L. Parks Avenue, 6th Floor
Nashville, Tennessee 37243-1102
tncab.tnsos.gov/portal/

July 21, 2025

Dr. KEMI ELUFIEDE
1906 GLEN ECHO RD UNIT 150026
NASHVILLE, TN 37215-2961 USA

RE: Registration to Solicit Funds for Charitable Purposes

Organization Name: CARNEGIE WRITERS

CO Number: CO51762

Expiration Date: 06/30/2026

Dear Dr. KEMI ELUFIEDE :

Pursuant to the Tennessee Charitable Solicitations Act, T.C.A. § 48-101-501, *et seq.* the Tennessee Secretary of State has reviewed your application and is pleased to announce your organization's registration to solicit contributions has been **approved**.

The organization must maintain statutory compliance by submitting a renewal application and required fees on an annual basis. At that time you may be required to submit tax filings, financial statements, proof of IRS status, and other documents related to your organization and its fundraising activities. You can find additional information and submit additional filings online at <https://sos.tn.gov/charities>. The "CO" Number listed above will serve as your organization's charitable registration number and should be used when submitting any charitable filings or correspondence.

Please also be advised that if the organization's application or other provided information includes false, misleading or deceptive statements, appropriate action will be taken. Pursuant to the Tennessee Charitable Solicitations Act, a civil penalty of up to five thousand dollars (\$5,000.00) may be assessed for any violation.

Thank you for registering your organization and please do not hesitate to contact us with any questions.

Sincerely,

A handwritten signature in black ink that reads "Tre Hargett".

Tre Hargett
Secretary of State

Tracking Number
2024105676

Application for Initial Registration of a Charitable Organization

Division of Business and Charitable Organizations

Department of State

State of Tennessee

312 Rosa L. Parks Avenue, 6th Floor

Nashville, Tennessee 37243

Phone: 615-741-2555

Fax: 615-253-5173

sos.tn.gov/charities

CO Number: CO51762
Filed: 03/20/2024 10:24 AM
Tre Hargett
Secretary of State



Tre Hargett
Secretary of State

Organization Information

Legal Name of the Charitable Organization: CARNEGIE WRITERS

Legal entity type of the Organization: Corporation

Business Services Control Number: 792009

Fiscal Year Ending Month: December

FEIN: 47-4792114

When and where was the organization legally established

Date: 03/12/2015

Country: USA

City/State: NASHVILLE, TN

County: Davidson

Principal Office Address

1003 GLASTONBURY ROAD
NASHVILLE, TN 37217, USA

Mailing Address of the Organization

1906 GLEN ECHO RD UNIT 150026
NASHVILLE, TN 37215-2961, USA

Contact Information for the Charitable Organization

Contact Name: Dr. KEMI ELUFIEDE

Telephone Number: (800) 794-8115

Email: kemi.elufiede@carnegiewriter.org

Website: www.carnegiewriter.org

Do you solicit contributions or operate under any other name(s)?

Yes No

Has the organization registered in any other state(s)?

Yes No

Does the charity have other offices, chapters, branches or affiliates?

Yes No

The category that best describes your organization

B - Educational Institutions & Related Activities

The charitable purpose of the organization

Carnegie Writers, Inc. (CW) is a community-based 501(c)(3) non-profit organization dedicated to serving a diverse group of individuals. It draws inspiration from The Carnegie Writers' Group, which was established in August 2013. CW's mission focuses on encouraging children, adolescents, and adults by offering positive and productive support in writing and literacy education, tailored to their personal goals. The organization's vision is to advance education, foster collaboration, stimulate creativity, and provide comprehensive resources for writing and literacy instruction.

Tax & Financial Information

Tax Exemption Status: Tax-exempt

501(c) Exemption Type: 501(C)(3)

IRS Determination Effective Date: 05/15/2018

Has the organizations tax-exempt status ever been revoked by the Internal Revenue Service?

Yes No

Date Revoked: May 2018

Has the organization been in operation for a complete fiscal year?

Yes No

Last Fiscal Year Start: January 2023

Last Fiscal Year End: December 2023

Type of 990 Tax Form Filed: 990-N (ePostcard)

Gross Revenue

Direct and Indirect Public Contributions	\$ 15,906.63
Government Grants	\$ 1,200.00
Special Events and Activities	\$ 0.00
Membership Dues	\$ 0.00
Other Revenue	\$ 0.00
Total Revenue	\$ 17,106.63

Expenses

Total Program Expenses	\$ 9,606.78
Management and General Expenses	\$ 0.00
Fundraising Expenses	\$ 0.00
Other Expenses	\$ 0.00
Total Expenses	\$ 9,606.78
Excess/Deficit For the Year (Total Revenue - Total Expenses)	\$ 7,499.85

Solicitation Information

Have you been enjoined by any court from soliciting contributions?

Yes No

Does your organization contract with or otherwise engage the services of any outside fundraising professional (such as a "professional fund-raiser," "paid solicitor," "fund raising counsel," or "commercial co-venturer")?

Yes No

Officer Information

List each officer, director, and trustee (at least 2 officers are required, and you must list officers who have or share the following titles: "Chief Financial Officer", "Custodian of Contributions", "Custodian of Final Distributions")

Dr. KEMI ELUFIEDE
1906 GLEN ECHO ROAD, `50026
NASHVILLE, TN 37215, USA
Title(s): Custodian of Contributions

FRANK SCHIEBER
1906 GLEN ECHO ROAD, 150026
NASHVILLE, TN 37215, USA
Title(s): Vice President

ALANNAH FERRIS
1906 GLEN ECHO ROAD, 150026
NASHVILLE, TN 37215, USA
Title(s): Secretary

MELONNIE HICKS
1906 GLEN ECHO ROAD, 150026
NASHVILLE, TN 37215, USA
Title(s): Custodian of Final Distributions

CARISSA BARKER-STUCKY
1906 GLEN ECHO ROAD, 150026
NASHVILLE, TN 37215, USA
Title(s): Director

Has any officer, director, manager, operator, or principal of the organization been the subject of an injunction, judgement, or administrative order or been convicted of a felony?

Yes No

Signature

I certify that this is my signature and I have the authority to submit this registration form on behalf of the organization and that I have examined this registration form, including accompanying documents, and to the best of my knowledge and belief, the form and each document are true, correct, and complete.

Signed Electronically: Kemi Elufiede

Date: 03/20/2024

Title: President

I certify that this is my signature and I have the authority to submit this registration form on behalf of the organization and that I have examined this registration form, including accompanying documents, and to the best of my knowledge and belief, the form and each document are true, correct, and complete.

Signed Electronically: Frank Schieber

Date: 03/20/2024

Title: Vice President



Tre Hargett
Secretary of State

Division of Business and Charitable Organizations

Department of State

State of Tennessee
312 Rosa L. Parks Avenue, 6th Floor
Nashville, Tennessee 37243
Phone: 615-741-2555
Fax: 615-253-5173
sos.tn.gov/charities

Date:

Invoice:

Customer Information

Dr. KEMI ELUFIEDE
CARNEGIE WRITERS
1906 GLEN ECHO RD UNIT 150026
NASHVILLE, TN 37215-2961 , USA

Tracking Number	Description	Amount Paid
Payment Details		
	Fee Total:	\$ 0.00
	Payment Total:	\$ 0.00
	Amount Due:	\$ 0.00
	Refunded Amount:	\$ 0.00
Payment Method		
	Payment Type:	

THE CARNEGIE WRITERS, INC.
FINANCIAL STATEMENTS
YEARS ENDED DECEMBER 31, 2024 AND 2023

INTERNALLY PREPARED BY: DANIELLE WHITE
JANUARY 20, 2025

THE CARNEGIE WRITERS, INC.

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Statements of activities	2
Statements of cash flows	3

THE CARNEGIE WRITERS, INC.

STATEMENTS OF FINANCIAL POSITION

YEARS ENDED DECEMBER 31, 2024 AND 2023

ASSETS

	<u>2024</u>	<u>2023</u>
CURRENT ASSETS		
Cash and cash equivalents	\$ 4,768	\$ 520
Certificates of deposit		
Total current assets	<u>4,768</u>	<u>520</u>
FIXED ASSETS		
Property and equipment		
Less accumulated depreciation		
Net property and equipment		
Total assets	<u>\$ 4,768</u>	<u>\$ 520</u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES		
Accrued expenses	\$ _____	\$ _____
Payroll liabilities		
Total current liabilities		
LONG TERM LIABILITY		
Total long term liability		
Total liabilities		
NET ASSETS		
Without donor restrictions		
Undesignated	<u>4,768</u>	<u>520</u>
Total net assets	<u>4,768</u>	<u>520</u>
Total liabilities and net assets	<u>\$ 4,768</u>	<u>\$ 520</u>

THE CARNEGIE WRITERS, INC.

STATEMENTS OF ACTIVITIES

YEARS ENDED DECEMBER 31, 2024 AND 2023

	<u>2024</u>	<u>2023</u>
PUBLIC SUPPORT AND REVENUES		
Contributed Income		
Donations	\$ 11,816	\$ 16,418
Contracts	2,325	
Grants	19,070	
Total Public Support and Revenues	<u>33,211</u>	<u>16,418</u>
EXPENSES		
Program Services	3,428	
Management and General	25,535	16,231
Fundraising		876
Total Expenses	<u>28,964</u>	<u>17,107</u>
Change in net assets	4,248	(689)
NET ASSETS, BEGINNING OF YEAR	<u>520</u>	<u>1,209</u>
NET ASSETS, END OF YEAR	<u>\$ 4,768</u>	<u>\$ 520</u>

THE CARNEGIE WRITERS, INC.

STATEMENTS OF CASH FLOWS

YEARS ENDED DECEMBER 31, 2024 AND 2023

	<u>2024</u>	<u>2023</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 4,248	\$ (689)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation		
(Increase) decrease in operating assets:		
Accounts receivable		
Increase (decrease) in operating liabilities:		
Accounts payable		
Accrued expenses		
Net cash provided by operating activities	<u>4,248</u>	<u>(689)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Investment in certificates of deposit		
Purchases of fixed assets		
Net cash used by investing activities		
Net increase in cash and cash equivalents	4,248	(689)
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>520</u>	<u>1,209</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u>\$ 4,768</u>	<u>\$ 520</u>

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY
INVOICE FOR PAYMENT**

Mail or submit via email to: Nashville After Zone Alliance at NPL attn: Teriz Fahmy
615 Church Street
Nashville, TN 37219
Teriz.Fahmy@Nashville.gov

ORGANIZATION NAME		INVOICE DATE:			
PROGRAM NAME		FOR THE PERIOD(S):			
ADDRESS		CONTRACT PERIOD			
CITY, STATE & ZIP		CONTRACT #:			L-
FEDERAL ID # (EIN)		CONTACT PERSON			
		TELEPHONE # :			
		EMAIL ADDRESS:			

COST CATEGORIES	TOTAL APPROVED BUDGET (note: any changes to the contract Spending Plan must be first approved by Grantor)	Invoice 1 (Up to 50%)	Invoice 2 (Up to 40%)	Invoice 3 (Up to 10%)	COMMENTS
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	
Benefits and Taxes	\$ -	\$ -	\$ -	\$ -	
Total Personnel Expenses	\$ -	\$ -	\$ -	\$ -	
Office Supplies	\$ -	\$ -	\$ -	\$ -	
Communications	\$ -	\$ -	\$ -	\$ -	
Postage and Shipping	\$ -	\$ -	\$ -	\$ -	
Occupancy	\$ -	\$ -	\$ -	\$ -	
Equipment Rental and Maintenance	\$ -	\$ -	\$ -	\$ -	
Printing and Publications	\$ -	\$ -	\$ -	\$ -	
Travel/Conferences & Meetings	\$ -	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	\$ -	
Direct youth costs (learning supplies, learning software, programs, games, food, etc.)	\$ -	\$ -	\$ -	\$ -	
Afterschool/Summer Transportation					
Field Trips	\$ -	\$ -	\$ -	\$ -	
Professional Fees/Enhancement partners	\$ -	\$ -	\$ -	\$ -	
Other Non-Personnel	\$ -	\$ -	\$ -	\$ -	
Indirect Cost	\$ -	\$ -	\$ -	\$ -	
Total Non-personnel	\$ -	\$ -	\$ -	\$ -	
Grand total	\$ -	\$ -	\$ -	\$ -	
Total %		#DIV/0!	#DIV/0!	#DIV/0!	

I certify to the best of my knowledge and belief that that above is correct and the amount invoiced is in accordance with the contract conditions and that payment is due and has not been previously paid.

RECIPIENT'S AUTHORIZED SIGNATURE

Name Title Date



Annex 4: Minimum Standards for NAZA-Funded Partners in 2025-2026

Minimum Organizational Standards

	Standard
1.	Smoking and drug/alcohol use are not allowed on program premises and in programming space.
2.	Policies and protocols are in place so that staff/volunteer verbal and physical interactions with youth are appropriate. For example, staff/volunteers may not be alone with a youth they meet in the program outside of programming time.
3.	If the program provides transportation, there are established policies to transport youth safely, including maintaining and complying with the requirements of auto liability insurance, in compliance with MNPS transportation policies, if appropriate.
4.	There is an emergency management plan in place including procedures for fire drills and natural or other disasters; all staff, youth, and their families are familiar with it. School-based programs reflect the MNPS plan.
5.	Families are informed of procedures related to potential health risks/hazards and to program closure.
6.	Policies are in place to ensure that youth allergies and food restrictions are taken into consideration in food preparation and service.
7.	Procedures are in place for dealing with sick or injured youth during programming time.
8.	Policies allow family members to visit anytime during program hours and engage the staff in private conversation, as appropriate, after program hours.
9.	There is an established program protocol for dealing with disciplinary offenses.
10.	Policies and procedures support regular, positive and respectful communications with families of participating youth.
11.	Staff and volunteers are familiar with their position and responsibilities prior to working with youth and their families
12.	Written job descriptions, work schedules, and employee timesheets are on file.
13.	Program managers assess performance and satisfaction among staff and volunteers, identify needs and facilitate improvement where necessary.

Minimum Operational and Safety Standards

	Standard
14.	At least one person with a current first aid certificate, including CPR, is present at all times.
15.	Staff and volunteers aged 18 and above have undergone a thorough screening and background check. High school volunteers have direct supervision.
16.	Staff have been provided information on how to report any concerns related to child abuse or neglect.



The following will be reviewed *during site visits and compliance checks throughout the year.*

	Standard
17.	There are no observable safety or health hazards in the program space.
18.	Emergency information on each youth is on file and accessible.
19.	A first aid kit (including basic medical supplies, such as bandages, ointments, etc., to deal with minor cuts, bruises, scrapes, and burns) is readily available.
20.	Program space has adequate security in place.
21.	Staff knows where youth are and what they are doing at all times.
22.	Drinking water is readily available at all times.
23.	The administration ensures that staff keep accurate records of enrollment, attendance and any student disciplinary offenses.
24.	The administration pursues partnerships which enrich their NAZA-funded programming and utilize existing community resources, such as enrichment partners.
25.	Each site completes a fire and emergency drill during the fall and spring semester of their NAZA-funded program.

Minimum Content and Quality Standards

	Standard
26.	Youth have opportunities to learn through project-based or experiential and real-world contexts.
27.	Each program site completes their fall and spring YPQA self-assessment, participates in an improvement plan meeting, and submits an improvement plan on the Weikart Scores Reporter. The site staff have ongoing communication with their paired YPQA Fellow.

Minimum Professional Development Standards

	Standard
28.	<p>Staff and volunteers receive relevant and appropriate training and attend ongoing professional development activities that support their own growth and build more effective program practice.</p> <ul style="list-style-type: none"> • <i>Site coordinators and program administrators</i> must complete YPQA Basics (once) and Intro to PYD (every three years). • NAZA Essential Operations training, which includes Salesforce attendance training, meal review and other logistics, will be conducted once a year for new and returning staff. • All frontline staff must complete Intro to PYD and the NAZA Essential Operations training. • All program staff with access to student school data must take a training on Responsible Use of Data, when offered by NAZA/MNPS.



Minimum Financial Standards

	Standard
1.	Submit required invoices on designated due dates. Invoices will reflect the payment method of 50%, 40%, and 10%
2.	Present quarterly expenditure report at designated due dates. If applicable, provide financial documents, such as, such as general ledger, payroll information, and anything else that may support expenses.
3.	Formally request budget revision if line item exceeds 10% of the allotted budget amount.



MNPS/NAZA MOU ATTACHMENT B:

DATA EXCHANGE AND CONFIDENTIALITY SUB-AGREEMENT BETWEEN NASHVILLE PUBLIC LIBRARY ON BEHALF OF NAZA AND YOUTH DEVELOPMENT AGENCIES

This sub-agreement is a subsidiary document to the Data Exchange and Confidentiality Agreement (Attachment A of the MNPS-NPL MOU) effective between Nashville Public Library on behalf of NAZA and NAME OF THE AGENCY. Individual school principals acknowledge this document as the basis of data-sharing with community youth development agencies. This sub-agreement specifies the responsibilities of NAZA and MNPS in enabling access to data-sharing as well as the responsibilities of youth development agencies in using the obtained student data in a responsible way in compliance with MNPS policies and FERPA regulations.

This document details the types of data that youth development agencies will have access to as well as specifies the allowable use of student data accessible to youth development agencies.

Annexed to this document is Attachment BI, the parent consent form that is a required condition for obtaining student school data through NAZA. All agencies accessing student records under MNPS/NPL-NAZA data-sharing agreement must use the annexed form without changes.

Annexed to this document (Attachment B2) is a document explaining FERPA regulations that the providers must refer to when using student data shared with them.

NAZA responsibilities

To enable access to MNPS student data NAZA:

- 1) Facilitates relationship with the central Data Management Office at MNPS to ensure documents allowing data-sharing are up-to-date.
- 2) Coordinates with Community Achieves leadership at MNPS to ensure NAZA funded and affiliated partners are invited to Community Achieves partner meetings at schools, are able to access data through CA Coordinators (where possible).
- 3) Offers program providers unified student attendance management system (in Salesforce) to track program enrollment and attendance including by type of activity and focus on certain skills/growth practices.
- 4) Supports the training needed for its partners to consistently learn about unpacking student's education data (from schools) as well as understanding the responsible use of data.
- 5) Shares the data from its unified system with MNPS to match student records and receive reports from **MNPS**.



Data sent data sent from NAZA to MNPS

- Program information and student program enrollment data sent from NAZA to MNPS
 - o Program name
 - o Session name
 - o School ID
 - o School name
 - o Student number
 - o Student start date
 - o Student end date
 - o Types of activities students engaged in
 - o Growth practices focused per program

MNPS Responsibilities

MNPS acknowledges the importance of high quality out-of-school time programs that support school success for many students. NAZA - funded and affiliated partners provide youth development programming aimed at their holistic learning and development. As part of that, partners design certain activities to support youth's academic learning, through homework help, academic enrichments as well as SEL skill building to support their continuous attendance and engagement in their schools.

In support of that, MNPS, through individual schools designated staff member and/or Community Achieves staff and upon receiving student rosters from the programs along with a proof of parent permission for each student, may provide data from the MNPS student information system and the MNPS data warehouse to include data elements identified below:

Elements sent from MNPS to NAZA

- Student identifiers
 - o School ID
 - o School name
 - o Student number
 - o Last name
 - o First name
 - o Middle name
 - o Preferred name
 - o Birthdate
 - o Gender
 - o Grade level
 - o Address
 - o Phone number

Data shared with NAZA through MNPS reporting (aggregate and student identifiable)

- Attendance
 - o Unexcused and tardy counts
 - o Chronically absent students
 - o Quarterly attendance rates by grade level
- Discipline
 - o Students with 5+ ISS days
 - o Students with 5+ OSS days
 - o Expelled students
 - o Remanded students
 - o Top 10 offenses year to date



- Enrollment
 - o # Entries distribution
- At-risk flags
- IEP data
 - o Days until IEP eligibility reevaluation
 - o Days until new IEP
- Demographics (subgroups summary)
 - o Ethnicity
 - o Gender
 - o Grade level
 - o SWD - Students with disabilities
 - o ED - Economically disadvantaged
 - o ELL- English Language Learners
 - o LEP - Limited English Proficiency
- Grades
 - o Quarterly percentage of students having at least 1 failing course grade
- Assessments (subject to change)
 - o State summative assessment/TCAP(if administered)
 - o Interim benchmark assessment/MAP
 - o Universal Screener/FAST
 - o WIDA ACCESS for English Learners

Partner Responsibilities

- 1) NAZA partner agencies may seek and receive quarterly school-level data for students who are active in their programs.
- 2) Agencies must ensure parent consent forms (Attachment BI) are signed and uploaded in the NAZA data-management system before they can request data from schools on those youth.
- 3) Agencies must have the school principal initial this agreement in the beginning of each school year to acknowledge the legal basis of the student data sharing before agencies can request individual student data from schools.
- 4) Partners share active student rosters or individual names of students with the schools to request student data.
- 5) When requesting data on active students from schools the agencies must attach an indication generated through the NAZA data system that the parent permission has been granted for every student that they are requesting data for.
- 6) Agencies must ensure the confidentiality of the student individual data, must not report individual data and should use only aggregate data (that suppresses small counts that could identify a student) for reporting or fundraising purposes.
- 7) Partners can use individual student data to:
 - a. Design activities that best support the needs of the enrolled students;



- b. Continuously improve the quality of the programs to meet student needs;
 - c. Focus on skills and practices that help student's learning and development;
 - d. Facilitate discussions with team or other partners who provide services to the student;
 - e. Evaluate programs;
 - f. Comply with funding requirements; compliance
- 8) For any additional uses of data outside of the stated scope, agencies must request a separate permission from MNPS through NAZA.
- 9) Partners should destroy the individual student data immediately after the program attendee exists the program or the program term is over.

Mandatory training

All NAZA partner agencies having access to students' school data must complete the following trainings:

- 1) **Responsible use of data-** which will cover the FERPA regulations, the terms of receiving, storing and destruction of the sensitive student data, as well as requirements and restrictions around reporting of that data. The training will also provide information on required parent permission forms, as well as measures to be taken to avoid any data breach or publication of individual student data.
- 2) **Understanding education data-** this training will help NAZA partner agencies to understand student data that they receive from schools. The aim is to help partners make meaningful use of school data by understanding how to interpret each data set, especially related to academic achievement (test scores, etc.)

Nashville Public Library/NAZA authorized staff Date

Signature of NAZA-funded or affiliated program staff Date

Acknowledged by School Principal Date

5. PERFORMANCE MEASURES

NAZA will track the following performance indicators throughout each contract year. Partners will be required to report on these indicators in their annual reports.

Organizational-level Performance Indicators

NAZA-Established Afterschool Programming Indicators	
1.	NAZA-funded organization will serve at least 90% of the # of youth that it commits to serve in its NAZA proposal.
2.	Of the # of youth projected to be served in NAZA-funded organization’s afterschool program, at least 40% will be retained for 60 days or more during the program year.
3.	NAZA-funded organization will follow the YPQI protocols and procedures in a timely manner.
4.	NAZA-funded organization will use the YPQI pre-assessment data to improve programming for spring.
5.	A percentage of youth enrolled in NAZA-funded organization’s NAZA-funded program will complete a youth-level survey at a rate comparable to NAZA-wide average attendance rates. For reference, the attendance rate for the 2022-2023 school year was 60.8%.

NAZA-Established Summer Programming Indicators	
1.	NAZA-funded organization will serve at least 90% of the # of youth that it commits to serve in its NAZA contract.
2.	Of the # of youth contracted to be served in NAZA-funded organization’s summer program, at least 40% of the youth must be retained for at least 50% of the scheduled programming days.
3.	A percentage of youth enrolled in NAZA-funded organization’s NAZA-funded program will complete a youth-level survey at a rate comparable to NAZA-wide average attendance rates. For reference, the attendance rate for Summer 2024 was 84%.

Youth-Level Afterschool Programming Outcomes

NAZA-Established Afterschool Programming Outcomes	
1.	On the youth-level survey, NAZA-funded organization will score an aggregate average (combined across all of its sites) of at least 85% on the youth-level survey—demonstrating that youth respondents report an overall positive experience in their program.
2.	On the youth-level survey, 85% of NAZA-funded organization’s respondent youth will receiving satisfactory support in areas of their academic development (i.e., <i>Homework Completion</i> and <i>Homework Support</i> , <i>Academic Success</i> , <i>School Connection</i> , <i>Satisfaction</i> , and <i>Engagement</i>) —demonstrating that youth respondents are engaging in activities that enhance their academic skills and committed to learning as a result of participating in their program.
3.	On the youth-level survey, 85% of NAZA-funded organization’s respondent youth will report positive social experiences (i.e., <i>Teamwork</i> , <i>Confidence/ Self-Esteem</i> , <i>DEI- Affirmation</i> , <i>Peer Relationships</i> , <i>Emotion Knowledge</i> , <i>Emotion Management</i> , <i>Emotion Expression</i> , <i>Positive Adult Interactions</i> , and <i>Youth Voice/ Empathy</i>) — demonstrating that youth respondents are experiencing positive relationships in their program.
4.	On the youth-level survey, 85% of NAZA-funded organization’s respondent youth will report satisfactory support in the development of social emotional learning and general life skills (i.e. <i>Work Habits</i> , <i>Initiative</i> , <i>Problem Solving/ Persistence</i> , <i>New Experiences</i> , <i>Peer Interactions</i> , <i>Cultural Connections</i> , <i>Emotion Coaching</i> , <i>Skill-building</i> , <i>Real World Connections</i> , <i>Race Conversations</i> , and <i>Encouragement</i>) — demonstrating that youth gain fundamental skills as a result of participating in their program.
5.	85% of respondent youth in NAZA-funded organization’s afterschool program will report receiving satisfactory support in developing leadership skills (i.e., <i>Youth Voice</i> and <i>Sense of Belonging</i>) — demonstrating that youth are empowered in their afterschool activities.



YOUTH ENROLLMENT FORM

Afterschool Programming Period:

Fall Semester: September 2 to December 12, 2025

Spring Semester: January 7 to May 8, 2025

(TYPE and Underline Full Name of Organization) is a NAZA- funded organization offering afterschool programming **free of charge** to youth and parents. This programming cannot **offer a “drop-in option”** and parents and youth must commit to regular attendance for at least one semester.

The Nashville After Zone Alliance (NAZA), is a city-wide out-of-school time partnership between Nashville Public Library, MNPS, Mayor’s Office and non-profit providers working together and committed to high quality afterschool programming especially for middle school youth.

Program Name: _____
School Name: _____

Please fill out all parts of this form & return to school office.

A. Youth Information (Please complete every line below)

STUDENT ID # _____ **Grade:** 5 6 7 8 **Gender:** _____

Youth name as found on birth certificate: _____
FIRST LAST

Name you like to be called: _____ **Youth Birthdate:** ____/____/____

Street Address: _____ **Zip code:** _____

B. Family & Emergency Contact Info

Custodial Parent/Guardian:

Name: _____ **Relationship:** _____

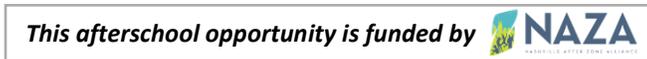
Phone #: _____ **Email Address:** _____

Street Address: _____ **Zip code:** _____

Alternate Contact for Emergencies:

Name: _____

Relationship: _____ **Home or Cell Phone #:** _____



C. Medical Information (Please complete the lines below and include as much information as possible)

Medicines: YES NO Allergies or Food Restrictions? YES NO

Physical restrictions: YES NO Additional illnesses/conditions? YES NO

If you circled "YES" on any of the above, please give us details so we can care for your child properly:

Does your child have medical insurance? YES or NO (please circle)

If yes, please complete insurance information below; if no please list a preferred hospital:

Preferred hospital if your child needs medical care: _____

Primary Doctor: _____ Doctor Phone: _____

Health Insurance Company Name: _____ Policy #: _____

D. Transportation

(The info below is required for ALL youth to participate in NAZA-funded activities AND ride the MNPS late bus home. If this page is omitted your child will not be able to participate in NAZA activities)

Please circle **Yes** or **No** for **EACH** statement below and **complete the entire form** for your child to participate in NAZA-funded activities and for arrangements of evening transportation, including riding a MNPS late bus home:

Yes No My child rides the school bus to school in the morning.

Yes No I want my child to ride the school bus home from the NAZA-funded afterschool program.

***NOTE: If your child is not eligible to ride the morning bus, they will not be able to ride the bus home.**

Yes No I or someone I authorize will pick my child up from the NAZA-funded afterschool program each day.

Please list pick up contacts below; only those listed will be allowed to pick up youth

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

METROPOLITAN NASHVILLE PUBLIC SCHOOLS
2025-2026 NAZA TRANSPORTATION PERMISSION SLIP

The following Permission Slip must be completed and signed by a parent or guardian and returned to the school principal before a Metro School Bus can transport your child to participate in extended day programs at school. The school will forward a copy of this form to the MNPS Dept. of Transportation. The Department of Transportation will need three (3) school days to process this request prior to your child receiving extended day transportation services. **The address must match what the school has on file and your student must be zoned to this school for us to assign them to an evening bus.**

(PLEASE PRINT IF WE CAN'T READ IT WE CAN'T ASSIGN YOUR STUDENT)

Student First Name _____ Last _____ ID# _____

Student's Address _____ Zipcode _____

Is this a new home address (moved in last 6 mos.)? **YES** **NO**

Parent/Guardian's Name _____

Home Phone _____ Emergency Phone _____

SCHOOL STUDENT IS TRANSPORTED FROM: _____ School

Program: (X) NAZA Academic and Other Enrichment

My student has permission to ride a Metropolitan Nashville Public Schools School Bus from school to my **student's regular bus stop** to participate in extended school day activities. I understand that my student may be en-route on the school bus in excess of one (1) hour. I understand that transportation services may not be provided for my student if we reside in a parent responsibility zone. I further understand that services will not be provided on early release school days, snow days, or any other day school is not in session. My student and I understand that this service is a **privilege**, and further understand that bus service will be discontinued should the student misbehave or violate school system's safety rules. My student and I have read the attached Bus Rider Rules and agree to abide by them.

Parent/GuardiansSignature _____ Date: _____

NOTE: The school will fax this form to the Transportation office at **(615)256-4490**. The school will keep the original form for their files.

UNIFIED PARENT CONSENT FORM

Student Record Release Permission

Nashville After Zone Alliance (NAZA) partner agencies, receive information from Metro Nashville Public Schools (MNPS) about the students that are enrolled in NAZA-funded or affiliated programs. The programs utilize personally identifiable information (PII) from student’s school records to plan and provide high quality after school programming for your student. Information that is deemed as part of the student’s school record is listed below:

- | | | |
|------------------|------------------|--|
| ● School ID | ● Middle name | ● Address |
| ● School name | ● Preferred name | ● Phone number |
| ● Student number | ● Birthdate | ● IEP Status (Presence of an IEP, and dates that indicate if a new IEP is due) |
| ● Last name | ● Gender | |
| ● First name | ● Grade level | |

Note: MNPS will not share any additional information about your child’s IEP. The parent/guardian is the only person(s) allowed to disclose any additional information about the IEP.

- Daily Attendance record
- Number of suspensions (in and out of school)
- Academic achievement data, such as:
 - State summative assessment/TCAP(if administered)
 - Interim benchmark assessment/MAP
 - College and career readiness assessments
 - WIDA ACCESS for English Learners
 - Class grades
- Access to devices (computer, tablet) and internet at home

The information will be treated as confidential in agreement with the Family Educational Rights and Privacy Act (FERPA), will not be released to any other parties that are neither associated nor affiliated with NAZA, and will be used for the sole purposes to continue providing high quality after school programming to your child. NAZA personnel and its partners will be properly trained to protect your student’s Personally Identifiable Information (PII). Any PII that has been collected and maintained by NAZA partner agencies will be permanently destroyed at the end of the academic year.

I give my permission to the Nashville After Zone Alliance and its funded providers, unless otherwise noted in the space below:

- a. To have my child participate in NAZA-funded programs and activities at my child’s school as well as other off-site locations throughout the NAZA system, as specified in this enrollment form, knowing that this might include special activities, such as off-site events, end-of-year celebrations, homework/academic help, and field trips, and realizing that some of these may take place outside of regular program hours.
- b. With the medical information provided in the program application in mind, to engage in all activities except as noted.
- c. To secure proper medical treatment for my child in the event of an emergency. If I or my emergency contact cannot be reached, I give permission for a physician to order routine tests and treatment for the health of my child. I give permission to a physician to secure treatment and/or hospitalize my child; after all emergency contact attempts have been made.
- d. To provide assistance in accessing devices and internet services when presented as a barrier for my child to participate in afterschool and summer programs.
- e. To use in media releases to benefit NAZA and its funded providers, photographs, creative work, quotes, videos, or other media which may include my child.

I, the undersigned, understand, acknowledge, and agree:

- That I have read and understand the information provided in the Parent Consent Form.
- That I will update any information I provided about my student in a timely fashion.
- That NAZA-funded and affiliated providers will request my child’s records that may contain personal information (share demographics, grades, assessment, attendance, behavior/suspensions, IEPs and information about access to technology and internet at home) for the sole purpose of helping my child succeed in school and beyond.
- I therefore waive, with respect to these disclosures, any duty of confidentiality arising from Federal or State requirements.
- That participation in NAZA-funded programs and providing information about my child may involve certain risks. I assume all of these risks.
- That NAZA-funded providers will make themselves available to children, parents, and school staff and any concerns they might have.
- That NAZA-funded providers will protect the safety, interests, and rights of all individuals in the program. Therefore, each program will provide a parent/youth handbook or other program-specific information, including behavior policies and grievance procedures.
- That my child may be asked to complete surveys regarding the program for evaluation purposes.
- That I will not seek to hold NAZA or its funded providers responsible for any losses or damages whatsoever which I or my child may incur in connection with NAZA or its funded providers.
- That all program staff are employed by NAZA-funded providers, who are responsible for the operations of the program and supervision of their personnel. NAZA takes no responsibility for these operations or supervision.

I, the parent or legal guardian, give consent for Metro Nashville Public Schools to share my child’s information, as described above, with NAZA staff and its funded and affiliated partners for the purpose of planning and providing high quality afterschool programming to my child. I fully release and discharge MNPS and its employees from any and all liabilities arising out of or in connection with the above described data sharing relative to NAZA and NAZA partners. I reserve the right to withdraw my consent at any time by submitting a written notice of withdrawal of consent to NAZA or its partner.

Signature Custodial Parent/Guardian

Date

Signature of NAZA-funded or affiliated program staff

Date



SUMMER YOUTH ENROLLMENT FORM

Summer Programming Period:

Start Date: _____

End Date: _____

(TYPE and Underline Full Name of Organization) is a NAZA- funded organization offering summer programming **free of charge** to youth and parents. This programming cannot **offer a “drop-in option”** and parents and youth must commit to regular attendance.

The Nashville After Zone Alliance (NAZA), is a city-wide out-of-school time partnership between Nashville Public Library, MNPS, Mayor’s Office and non-profit providers working together and committed to high quality afterschool and summer programming especially for middle school youth.

Program Name: _____
Program Location: _____

Please fill out all parts of this form & return to school office.

A. Youth Information (Please complete every line below)

STUDENT ID # (If, MNPS Student) _____ Grade: 5 6 7 8 Gender: _____

Youth name on birth certificate: _____
FIRST LAST

Name you like to be called: _____ Youth Birthdate: ____/____/____

Street Address: _____ Zip code: _____

B. Family & Emergency Contact Info

Custodial Parent/Guardian:

Name: _____ Relationship: _____

Phone #: _____ Email Address: _____

Street Address: _____ Zip code: _____

Alternate Contact for Emergencies:

Name: _____

Relationship: _____ Home or Cell Phone #: _____



C. Medical Information (Please complete the lines below and include as much information as possible)

Medicines: YES NO

Allergies or Food Restrictions? YES NO

Physical restrictions: YES NO

Additional illnesses/conditions? YES NO

If you circled "YES" on any of the above, please give us details so we can care for your child properly:

Does your child have medical insurance? YES or NO (please circle)

If yes, please complete insurance information below; if no please list a preferred hospital:

Preferred hospital if your child needs medical care: _____

Primary Doctor: _____ Doctor Phone: _____

Health Insurance Company Name: _____ Policy #: _____

D. Transportation Info

The info below is required for ALL youth to participate in NAZA-funded summer activities. If this page is omitted your child will not be able to participate in NAZA activities.

Please list pick up contacts below; only those listed will be allowed to pick up youth:

Name: _____ Relationship: _____ Phone: _____

UNIFIED PARENT CONSENT FORM (General Permissions)

Child's Name: _____

Student Record Release Permission

Nashville After Zone Alliance (NAZA) partner agencies, receive information from Metro Nashville Public Schools (MNPS) about the students that are enrolled in NAZA-funded or affiliated programs. The programs utilize personally identifiable information (PII) from student's school records to plan and provide high quality after school programming for your student. Information that is deemed as part of the student's school record is listed below:

- | | | |
|------------------------------|----------------|--|
| ● First, Last, & Middle Name | ● Student ID | ● English Learner Status |
| ● Preferred Name | ● Address | ● IEP Status (Presence of an IEP, and dates that indicate if a new IEP is due) |
| ● Gender | ● Phone Number | |
| ● Grade Level | | |

Note: MNPS will not share any additional information about your child's IEP. The parent/guardian is the only person(s) allowed to disclose any additional information about the IEP.

- Daily Attendance record
- # of suspensions (in and out of school)
- Academic achievement data
 - State TCAP Assessment scores
 - MAP assessment scores
 - Class grades
- Access to devices (computer, tablet) and internet at home

The information will be treated as confidential in agreement with the Family Educational Rights and Privacy Act (FERPA), will not be released to any other parties that are neither associated nor affiliated with NAZA, and will be used for the sole purposes to continue providing high quality after school programming to your child. NAZA personnel and its partners will be properly trained to protect your student's Personally Identifiable Information (PII). Any PII that has been collected and maintained by NAZA partner agencies will be permanently destroyed at the end of the academic year.

Additional Permissions

I give my permission to the Nashville After Zone Alliance and its funded providers, unless otherwise noted in the space below:

- a. To have my child participate in NAZA-funded programs and activities at my child's school as well as other off-site locations throughout the NAZA system, as specified in this enrollment form, knowing that this might include special activities, such as off-site events, end-of-year celebrations, homework/academic help, and field trips, and realizing that some of these may take place outside of regular program hours.
- b. With the medical information provided in the program application in mind, to engage in all activities except as noted.
- c. To secure proper medical treatment for my child in the event of an emergency. If I or my emergency contact cannot be reached, I give permission for a physician to order routine tests and treatment for the health of my child. I give permission to a physician to secure treatment and/or hospitalize my child; after all emergency contact attempts have been made.
- d. To provide assistance in accessing devices and internet services when presented as a barrier for my child to participate in afterschool and summer programs.

- e. To use in media releases to benefit NAZA and its funded providers, photographs, creative work, quotes, videos, or other media which may include my child.

I, the undersigned, understand, acknowledge, and agree:

- That I have read and understand the information provided in the Parent Consent Form.
- That I will update any information I provided about my student in a timely fashion.
- That NAZA-funded and affiliated providers will request my child’s records that may contain personal information (share demographics, grades, assessment, attendance, behavior/suspensions, IEPs and information about access to technology and internet at home) for the sole purpose of helping my child succeed in school and beyond.
- I therefore waive, with respect to these disclosures, any duty of confidentiality arising from Federal or State requirements.
- That participation in NAZA-funded programs and providing information about my child may involve certain risks. I assume all of these risks.
- That NAZA-funded providers will make themselves available to children, parents, and school staff and any concerns they might have.
- That NAZA-funded providers will protect the safety, interests, and rights of all individuals in the program. Therefore, each program will provide a parent/youth handbook or other program-specific information, including behavior policies and grievance procedures.
- That my child may be asked to complete surveys regarding the program for evaluation purposes.
- That I will not seek to hold NAZA or its funded providers responsible for any losses or damages whatsoever which I or my child may incur in connection with NAZA or its funded providers.
- That all program staff are employed by NAZA-funded providers, who are responsible for the operations of the program and supervision of their personnel. NAZA takes no responsibility for these operations or supervision.

I, the parent or legal guardian, give consent for Metro Nashville Public Schools to share my child’s information, as described above, with NAZA staff and its funded and affiliated partners for the purpose of planning and providing high quality afterschool programming to my child. I fully release and discharge MNPS and its employees from any and all liabilities arising out of or in connection with the above described data sharing relative to NAZA and NAZA partners. I reserve the right to withdraw my consent at any time by submitting a written notice of withdrawal of consent to NAZA or its partner.

Signature Custodial Parent/Guardian Date

Signature of NAZA-funded or affiliated program staff Date



AMENDMENT NUMBER 1 TO CONTRACT NUMBER L-6642 BETWEEN THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY AND ROCKLIFE YOUTH

This Amendment is entered into on the day this document is filed with the Metropolitan Clerk's Office, by and between THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY (METRO) and ROCKLIFE YOUTH.

WITNESSETH

WHEREAS, the parties desire to modify the terms and conditions and to add or delete certain other terms and conditions to their original agreement dated JUNE 17, 2025. Metro Contract numbered L-6642, hereinafter the "GRANT CONTRACT."

WHEREAS, the parties desire to increase funding to offer summer programming serving 40 youth living in Preston Taylor Homes, for June 2026;

WHEREAS, the additional funds will cover the cost of general programming including the salaries of Rocklife Youth staff and contractors among other expenses allowed by Metro;

WHEREAS, NAZA will appropriate the additional funds from its existing budget allocated in FY26 Metro budget ordinance and no new funding is requested from Metro, the parties hereby agree as set forth below:

This amendment affects the following changes to the contract:

1. Amend clause C.1. Contract Value to increase by \$30,720 for a revised contract total of \$433,745. The amended clause will read as follows:

"Maximum Liability. In no event will Metro's maximum liability under this Grant Contract exceed \$433,745.00 (155 slots for afterschool, 115 slots for summer (40 slots for the MDHA property summer camp) and youth-led activities). The Grant Budget will constitute the maximum amount to be provided to the Recipient by Metro for all of the Recipient's obligations hereunder. The Grant Budget line items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Recipient".

Subject to modification and amendments as provided in section D.2 of this agreement, this amount will constitute the Grant Amount and the entire compensation to be provided to the Recipient by Metro."

2. This amendment replaces Annex 3 – Grant Budget with the revised Annex 3, attached hereto and incorporated herein.

3. This amendment replaces Annex 8 - Program Sites with the revised Annex 8, attached hereto and incorporated herein.

This amendment shall not be binding upon the parties until it has been signed by the Recipient and authorized representatives of the Metropolitan Government, approved by appropriate legislation of the Metropolitan Council, and filed in the office of the Metropolitan Clerk.

[BALANCE OF PAGE IS INTENTIONALLY LEFT BLANK]

**THE METROPOLITAN GOVERNMENT OF NASHVILLE
AND DAVIDSON COUNTY:**

APPROVED AS TO AVAILABILITY OF FUNDS:

Signed by:

Jenneen Reed/ADM
7CFBD5AE69C94AC...
Director of Finance

APPROVED AS TO RISK AND INSURANCE:

Signed by:

Balogun Cobb
68804BF12FD741C...
Director of Insurance

APPROVED AS TO FORM AND LEGALITY:

DocuSigned by:

Macy Amos
122C5A9A0E944DA...
Metropolitan Attorney

FILED IN THE OFFICE OF THE CLERK:

Metropolitan Clerk

NASHVILLE PUBLIC LIBRARY

DocuSigned by:

Terri Luke
EE49BFD9F034BF...
Library Director

RECIPIENT: ROCKLIFE YOUTH

Authorized Officer:

Name (Print): Caleb Ragan

Signature: [Handwritten Signature]

Title: Executive Director

Sworn to and subscribed to before me a Notary Public,
this 31 day of January, 2024

Notary Public

Barbara Hefflin



My Commission expires 03/20/2028.

Metropolitan Government of Nashville and Davidson County/Nashville Public Library/ NAZA				
Funds For FY 2026 Program				
ORGANIZATION NAME	Rocklife Youth	CONTRACT # (Office Use):		
PROGRAM NAME	Rocklife Youth	START DATE: July 1, 2025		
ADDRESS	1304 Dickerson Pike	END DATE: June 20,2026		
CITY, STATE & ZIP	Goodlettsville TN 37072	CONTACT PERSON Caleb Rogan		
FEDERAL ID # (EIN)	99-0711828	CONTACT TELEPHONE	(615) 243-7355	
COST CATEGORIES	TOTAL BUDGET REQUEST	BUDGET EXPLANATION/DETAILS		OTHER FUNDING Funding amount from other sources invested in serving the same number of slots requested from NAZA
Grantor name				
After-School Programs		After-school program starts 09/03/2024 Per slot rate for afterschool is \$1,355		
Salaries and Wages	95,000.00	\$25,840 is allocated to the Executive Director for oversight of the 28-week program. \$7,560 is allocated to the Operations Manager, who works 2 hours per day at \$27/hour. The remaining \$61,600 funds 11 program workers at \$20/hour for 10 hours per week. This structure prioritizes fair staff pay while maintaining program leadership within budget.		\$5,000 / CFMT
Benefits and Taxes	12,938.00	allocated for taxes and healthcare benefits, including employer payroll taxes (FICA, FUTA, SUTA) and a modest healthcare allowance. (majority of staff will be 10-99 workers).		
Total Personnel Expenses	107,938.00			
Office Supplies				
Postage and Shipping	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		
Communications	3,500.00	includes a company cellphone plan, internet services, and other communication tools essential for program coordination and staff connectivity.		
Occupancy	1,700.00	allocated for rental occupancy, covering shared facility usage, utilities, and space-related costs necessary for program operations.		
Equipment Rental and Maintenance	1,500.00	\$2,000 is allocated for equipment and rental, including temporary rental of technology or furniture needed for program delivery.		
Printing and Publications	500.00	Social media and printed ads for program recruitment.		
Travel/Conferences & Meetings	5,000.00	allocated for travel and conferences, covering staff transportation, lodging, meals, and registration fees for professional development, trainings.		
Insurance	600.00	insurance and liability for program		
Direct youth costs (learning supplies, learning software, programs, games, food, etc.)	66,000.00	Includes curriculum supplies for literacy, math, and STEM activities; licenses for educational software and digital learning tools; and costs for enrichment programming such as art, dance, music, and theater workshops. Funds also support the purchase of board games, sports equipment, and outdoor recreation materials to enhance physical activity at afterschool site. A significant portion is allocated to providing daily meals and snacks for approximately 150 children over 28 weeks, ensuring all participants receive consistent, nutritious food during program hours.		\$3,000 / Dollar general
Transportation	0.00	Daily rate, number of days separated by afterschool and summer (if applicable)		
Field Trips	0.00	Per youth average cost or cost per trip and estimated number of youth participating		
Professional Fees/Enhancement partners	24,000.00	enhancement partners, supporting 80–120 sessions at \$200–\$300 per session for specialized enrichment in arts, fitness, and mentoring.		
Other Non-Personnel	0.00	Anything else that is part of programming cost but is not listed		
Indirect Cost	0.00	Partners can choose to budget either separate line items above or request an indirect cost of up to 20% of their total budget. The Indirect cost requests must be accompanied by agency's cost allocation plan that will be acceptable for NAZA in line with Metro Grants Manual.		
Total Non-personnel	102,800.00			
Afterschool sub-total	210,738.00			
Summer Programs		Summer program funded in this cycle is July 1-31,2025 and June 1- 30, 2026 Per slot rate for summer to be calculated at \$8 an hour per slot. Maximum cost per youth slot for summer program is \$320 per week for partners programming 5 days per week for 8 hours per day.		
Salaries and Wages	101,000.00	The Executive Director receives a flat salary of \$35,000. Two Assistant Directors work approximately 6 hours per day at \$25/hour for the duration of the program, totaling \$12,000. The remaining \$34,000 funds six staff members working approximately 7 hours per day at \$20/hour.		\$12,000 / Power Youth
Benefits and Taxes	2,000.00	allocated for payroll taxes and basic benefits, including FICA, FUTA, SUTA, and a small healthcare allowance for summer staff (majority of staff will be 10-99 workers).		
Total Personnel Expenses	103,000.00			
Office Supplies	1,500.00	\$1,500 is allocated for printers, including printing materials, pens, paper, folders, binders, and other administrative essentials.		
Communications	600.00	includes a company cellphone plan, internet services, and other communication tools essential for program coordination and staff connectivity.		
Postage and Shipping		Estimated unit number and unit cost or % of total cost charged to this grant		
Occupancy	2,400.00	allocated for rental occupancy, covering shared facility usage, utilities, and space-related costs necessary for program operations.		
Equipment Rental and Maintenance	3,000.00	allocated for equipment and rental, including temporary rental of technology or furniture needed for program delivery.		
Printing and Publications	600.00	Social media and printed ads for program recruitment.		
Travel/Conferences & Meetings	22,287.00	allocated for youth transportation, travel and conferences, covering staff transportation, lodging, meals, and field trip travel, trainings.		
Insurance	2,720.00	insurance and liability for program		
Direct youth costs (learning supplies, learning software, programs, games, food, etc.)	55,500.00	Includes curriculum supplies for literacy, math, and STEM activities; licenses for educational software and digital learning tools; and costs for enrichment programming such as art, dance, music, and theater workshops. Funds also support the purchase of board games, sports equipment, and outdoor recreation materials to enhance physical activity at summer site. A significant portion is allocated to providing daily meals and snacks for approximately 75 children over 8 weeks, ensuring all participants receive consistent, nutritious food during program hours.		\$20,000 / MDHA
Field Trips	29,000.00	allocated for 12 summer field trips, averaging \$2,000 each to cover entry fees, meals, and supervision costs.		
Professional Fees/Enhancement partners	2,400.00	allocated for enhancement partners, funding approximately 80–120 sessions at \$200–\$300 per session for specialized enrichment in arts, STEM, fitness, and mentoring.		
Other Non-Personnel	0.00			
Indirect Cost	0.00	Partners can choose to budget either separate line items above or request an indirect cost of up to 20% of their total budget. The Indirect cost requests must be accompanied by agency's cost allocation plan that will be acceptable for NAZA in line with Metro Grants Manual.		
Total Non-personnel	120,007.00			
Summer sub-total	223,007.00			
TOTAL	433,745.00			
RECIPIENT	Caleb Rogan			
AUTHORIZED SIGNATURE:				
TITLE	Executive Director			
DATE	1/22/2026			

RESPONSE #26325 SUBMITTED ON 12/17/2025 04:17:51 PM

NAZA Annex 8 - 2025-2026 Finalized Entries

Name of Organization **Rocklife Youth**

Programming Information

Days of Week of Afterschool Program **5 days per week**

Edit section title

Afterschool site plan **School Site**

Please check box if planning summer programming **X**

Afterschool Program Name **N/A**

Afterschool Programming

Name of School Site Location **Strive Collegiate Academy**

Address of School Program Site **3055 Lebanon Pike Hermitage TN 37213**

School Partnership Level **Renewing Partnership**

Number of youths targeted for site **10**

Transportation needed? **No**

Afterschool Programming

Name of School Site Location **KIPP Academy Nashville**

Address of School Program Site **123 Douglas Ave Nashville TN 37207**

School Partnership Level **Renewing Partnership**

Number of youths targeted for site **50**

Transportation needed? **No**

Afterschool Programming

Name of School Site Location **KIPP Antioch**

Address of School Program Site **3661 Murfreesboro Pike Anitoch TN 37013**

School Partnership Level **Renewing Partnership**

Number of youths targeted for site **30**

Transportation needed? **No**

Afterschool Programming

Name of School Site Location **KIPP College Prep**

Address of School Program Site **3410 Knights Dr Nashville tn 37207**

School Partnership Level **Renewing Partnership**

Number of youths targeted for site **15**

Transportation needed? **No**

Afterschool Programming

Name of School Site Location **Johnson ALC**

Address of School Program Site **1200 2nd Ave Nashville TN 37210**

School Partnership Level **Renewing Partnership**

Number of youths targeted for site **25**

Transportation needed? **No**

Afterschool Programming

Name of School Site Location **W.A. Bass**

Address of School Program Site **5200 Delaware Ave Nashville TN 37209**

School Partnership Level **Renewing Partnership**

Number of youths targeted for site **25**

Transportation needed? **No**

Summer Programming Information

Summer Program Name **Rocklife Youth Summer Camp**

Summer Programming Information

Edit section title

Name of Summer Site Location **Preston Taylor**

Summer Location address **3900 Clifton Ave., Nashville, TN 37209**

Number of summer youth targeted for site **40**

Edit section title

Name of Summer Site Location **Strive Collegiate Academy**

Summer Location address **3055 Lebanon Pike Hermitage Tn 37213**

Number of summer youth targeted for site **75**

Weeks of Programming **8 weeks**

Days per Week of Summer Program **5 days per week**

Hours per Day **8 hours**

Programming Time Frame **8:00am-4:00pm**

Proposed months of Summer programming **Both**

Signature

Caleb Rogan

Caleb Rogan

Name

2025-12-17 22:18:17 (UTC)

Date

Grant contract between the Metropolitan Government of Nashville and Davidson County and **Rocklife Youth**, Contract # L-6642 July 1, 2025 – June 30, 2026

**GRANT CONTRACT
BETWEEN THE METROPOLITAN GOVERNMENT
OF NASHVILLE AND DAVIDSON COUNTY
AND
ROCKLIFE YOUTH**

This Grant Contract issued and entered into by and between the Metropolitan Government of Nashville and Davidson County, Nashville Public Library ("Metro") on behalf of Nashville After Zone Alliance (NAZA), and **Rocklife Youth**, ("Recipient"), is for the provision of free and high-quality afterschool programs, as further defined in the "SCOPE OF PROGRAM". The Recipient's annual report and audit are incorporated herein by reference.

A. SCOPE OF PROGRAM:

A.1. Schedule and Content

NAZA-funded programs will align with the Metro Schools calendar and be available to youth Monday through Thursday during the fall semester (September 2 to December 12, 2025) and spring semester (January 7 to May 8, 2026), on days when MNPS is in session. Programs should run at least for 28 weeks. *NAZA-funded programs may choose to offer longer programs.*

Please note that NAZA-funded programs will not begin before Labor Day due to unavailability of MNPS transportation.

*NAZA-funded summer program with **Rocklife Youth** will occur between July 1-31, 2025 and/or June 1-30, 2026. (not applicable to organizations not providing summer programming)*

NAZA-funded activities should support youths' physical, social, emotional, cognitive and academic skills development, help them build purpose through learning, and have relevance to their real-life experiences. Throughout the program day, staff should intentionally infuse opportunities for youth to read, write, speak, and listen as well as allocate time for community building and reflection. When possible, programs should consider encouraging youth to be part of activity design or leading to enable them practice leadership skills. Each day should begin with check-in and snack/meals (when in person). Additional activities may be offered by the NAZA funded partner outside of this timeframe at the partner's expense, with no cost to youth and their families.

A typical program day should focus to creatively combine:

- School day supports (reading, homework, etc.)
- Enrichments (e.g. arts education; STEAM engineering challenges, service learning, etc.) reflecting youth voice and choice and have a learning focus, either provided by program staff or external enrichment partners.
- Focus on youth's skill building, in line with Nashville's Vision for Holistic Youth Development (curricula with activities will be available for individual skills).
- Other Experiences (e.g. physical activity, health and wellness, mental health, healthy eating activities, team games with rules, career exploration, field trips and other age-appropriate developmental activities.) that offer fun, support team and relationship building and foster holistic youth development.
- Youth-led activities or projects if the Recipient chose to apply and was awarded additional (up to \$1000) for youth-led projects. The Recipient must follow NAZA's Rocklife Youth YIA guidance for

Grant contract between the Metropolitan Government of Nashville and Davidson County and **Rocklife Youth**, Contract # L-66642 July 1, 2025 – June 30, 2026

youth leadership along with other best practices and consult with NAZA team members (YIA Coordinator and/or Partnerships Manager) for the best results.

- NAZA funds should not in any shape or form be related to any religious content or affiliation. NAZA-funded programs should not proselytize during their regular programming time, nor should youth be accepted or denied based on their religious affiliation or commitment to engaging in any type of religious activities before or after NAZA programming time.
- While we encourage using various learning software and educational games to enhance youth learning, we strictly prohibit enabling access to any video games that include violence, shooting or other unwanted behaviors, especially those rated M for Mature, are of solely entertainment purposes during NAZA-funded time. Programming time should focus on young people's development.

Each after-school programming day should begin with check-in and a snack or meal. Additional activities may be offered by the funded partner outside of this timeframe at the partner's expense, with no cost to youth and their families.

The Recipient must ask parents and youth (who are not participating in sports) to commit to attend regularly, on an on-going basis when program is in session, for both fall and spring semesters. **Only youth who have returned a fully completed enrollment form may participate in NAZA-funded programs.**

B. SCOPE OF PROGRAM

The Recipient will expand youth development opportunities, during regular and after school hours, for youth ages 13 - 18 attending Johnson and W. A. Bass Learning Centers. The programs will focus on building positive youth development skills and consider interests of young people to assist the transition to zone schools to prevent ALC recidivism, help build positive character, narrow the learning gap and connect youth to college and career opportunities.

The grant contract will support a program for the 2025-2026 school year with the Recipient committing to prioritizing 9th and 10th grade students in:

1. Designing a mentorship structure with a plan of action for each individual student enrolled;
2. Meeting each student between two to four hours per week. (At least one hour at school site; one hour off-site);
3. Assigning one adult to coach and mentor four young people individually;
4. Connect with and involve families in the creation of student individual plans;
5. Providing continued mentorship when student returns to zone school;
6. As needed, collaborating with the Metro Nashville Juvenile Justice Center.

B.1. Schedule and Content

Services for youth attending Johnson and W. A. Bass Learning Center

The recipient will provide at least one mentor per three to five students, a group of youth offering positive peer-to-peer connections and influence, and monthly group outings. The Recipient will create individually specific short- and long-term goals tailored by both mentor and mentee that could be utilized throughout their high school journey.

The Recipient will coach students on positive engagement with peers and school staff and maintain consistent contact with all stakeholders to ensure students are engaging in constructive and productive behaviors. As needed, the Recipient will set up mediation meetings to facilitate restorative justice and accountability procedures for all parties, along with teaching youth to advocate their wants and needs in a

Grant contract between the Metropolitan Government of Nashville and Davidson County and **Rocklife Youth**, Contract # L-6642 July 1, 2025 – June 30, 2026

positive manner. Additionally, the Recipient will provide youth activities to support and encourage self-confidence, respect, the sense of belonging, and purpose.

Among these afterschool programming activities, conversations related to gang and gun-violence, along with other prevention education and Nashville's Vision for Holistic Youth Development will be included in the core framework of the Recipient's afterschool curriculum (see Appendix 1 for more details).

Requirements for Programming

By initialing each item below, Recipient agrees to the following:

1. OR **Supervision:** Recipient commits to maintaining a staff: youth ratio not to exceed 1:15 at all times by establishing and maintaining a mechanism for substitutions. Youth will be supervised at all times by program staff.
2. OR **School Relationships:** Recipient will be actively involved in communicating and collaborating with schools to enhance youth learning. They will participate in planning meetings with school principals and staff, including Community Achieves staff to help meet school outcomes and to track youth progress. Program staff will also meet with principals and school staff when needed or possible to address strategies for program recruitment, retention, and attendance tracking.

Recipient will receive space approval from school administration for programming.

3. OR **Recruitment and Family Engagement:** Recipient is responsible for recruiting youth, leading program activities, and engaging in family outreach. Recipient will promote consistent participation/retention levels by contacting each family/youth before programming begins, whenever absences begin to develop a pattern, and to confirm an exit/withdrawal if appropriate. Recipient will serve at least 90% of the youth they projected to serve.

Youth with no afterschool options should be the first priority for enrollment in NAZA-funded programs. If spots are available, youth participating in school-sponsored athletics can choose to attend school athletics as a portion of their NAZA-funded program time if they can commit to partially (at least one hour per day) attend NAZA-funded programming and the program has more than one staff on site. Only students participating in at least one hour of programming can benefit from a snack/meal, learning time, and transportation home and counted towards the funded slots. Only youth who have returned a fully completed enrollment form, signed by parent/guardian, may participate.

- 4) OR **Attendance:** Recipient commits to maintain daily attendance, updating the NAZA attendance tracking tool (Salesforce) on a weekly basis (daily direct attendance taking in the Salesforce is strongly recommended); this requires a computer or any other device with internet access. Recipient staff will ensure that youth sign in with their given first and last name daily using the NAZA approved sign-in sheets to verify youth participation. The youth attendance reflected on the sign-in sheet/daily attendance log must match the attendance entered into the Salesforce platform.

Monthly attendance must be accurately updated in the Salesforce by the 2nd working day of each following month so that NAZA can report the attendance numbers to the Mayor's office accurately.

- 5) OR **Meals/Snacks:** Recipient is required to provide healthy, prepackaged snack or meal options to youth every day of programming.
- 6) OR **Experiential Activities:** Recipient is encouraged to engage external enrichment providers at least twice per semester to increase the diversity of appealing programming options for youth. Enrichment providers are individuals and organizations that offer enriching activities within the afterschool context. For

Grant contract between the Metropolitan Government of Nashville and Davidson County and **Rocklife Youth**, Contract # L-6642 July 1, 2025 – June 30, 2026

example, they might include teaching artists, mentors, health educators, yoga and martial arts teachers, spoken word literacy teachers, or career exploration and life skills experts.

7) OR **System-Wide Meetings & Events:** Recipient is responsible for hosting at least 2 free, youth-led events during the 2025-2026 school year that 1) incorporate and highlight growth practices from Nashville's Vision for Holistic Youth Development and 2) that are open to the public to attend during the year, such as a fall and/or spring showcase, an open house, a visual or performing arts piece, a poetry reading or spoken word event, etc.

8) OR **Branding:** Recipient agrees to recognize NAZA as a funder by, displaying NAZA signs in program spaces, indicating NAZA is a funder on their website and adding NAZA's logo on their website, supporting NAZA through social media outlets, etc.

9) OR **Communication with NAZA:** Recipient will respond to requests from NAZA in a timely manner and provide requested documentation by the associated deadline. All staff changes must be communicated to the NAZA Operations Manager within 24 hours. *This includes staff leaving their positions: staff no longer with the program must be removed from the Salesforce platform by the NAZA Operations Manager in order to comply with FERPA guidelines.*

Any program experiencing challenges either with the host school or program site that threatens the continuity/further existence of the program, must immediately report the situation to NAZA and seek support in resolving the situation. A decision to close a program/site must be reported to NAZA immediately with documented reasons.

10) OR **Adding Staff to Data Management System:** Program staff without Salesforce authorization, such as site assistance, coordinators, etc. should have a contact page and included in the staff listing of NAZA's Data Management System, Salesforce.

11) OR **Partner Meetings:** Key staff and program directors from each NAZA-funded program site are expected to participate in the NAZA learning community by attending **Partner Meetings** four times during the school year. Meeting dates will be shared before the start of the school year.

12) OR **Professional Development:**

For each NAZA -funded partner, the program director and all frontline staff working with youth are required to attend or complete several trainings. Please see below:

Program Directors and Site Managers are required to attend the following:

- NAZA Essential Operations training
- Introduction to Positive Youth Development (PYD) training
- At least two trainings on the Growth Practices.
- Program Quality Basics (PQA Basics) either in person or online (online version is available at the partner's expense if missed scheduled training offered by NAZA)
- Any training required by MNPS for staff working in school buildings will be made available to NAZA partner staff.

Note: Program Directors and Site Managers who have successfully completed PYD in the past are exempt from retaking. The NAZA Essential Operations training will be archived and accessible online, while Introduction to Positive Youth Development will be conducted multiple times annually. Returning Program Directors and Site Coordinators who have previously completed the PQA Basics or SEL PQA will only need to redo the training every 3 years. Choosing to take SEL PQA requires a prior completion of PQA Basics.

Program Directors and Site Managers strongly recommended trainings:

Grant contract between the Metropolitan Government of Nashville and Davidson County and **Rocklife Youth**, Contract #L-6642 July 1, 2025 – June 30, 2026

- Advanced Positive Youth Development
- Salesforce Student Management Systems
- Strategies for Employee Retention and Recruitment
- Any additional trainings offered to NAZA-funded partners supporting high-quality programming, as well as the achievement of their Program Improvement Plan. Returning site staff are encouraged to attend additional trainings that will support the program's continued quality improvement.
- Attend at least three professional development opportunities, in addition to other required trainings, either in-person or online, from the following: Weikart online trainings, Exploring Data Training, NAZA's Learning Management System (LMS), or NAZA Learn, Engage, Develop (L.E.D.) Conference.

For each NAZA -funded partner, front-line and part-time staff working with youth are required to attend or complete several trainings. Please see the following for requirements:

Front-line and Part-time staff are required to attend the following trainings:

- Essential Operations training (only topics labeled and related to front-line and part-time staff)
- Positive Youth Development (new staff and staff who have not completed this requirement).
- Two (2) trainings on the Growth Practices

Front-line and Part-time staff strongly recommended trainings:

- Advanced Positive Youth Development
- Salesforce Student Management Systems
- Strategies for Employee Retention and Recruitment
- Any additional trainings offered to NAZA-funded partners supporting high-quality programming, as well as the achievement of their Program Improvement Plan. Returning site staff are encouraged to attend additional trainings that will support the program's continued quality improvement.
- Attend at least three professional development opportunities, in addition to other required trainings, either in-person or online, from the following: Weikart online trainings, Exploring Data Training, NAZA's Learning Management System (LMS), or NAZA Learn, Engage, Develop (L.E.D.) Conference.

13) OR **Evaluation Tools:**

All program directors/managers and site coordinators of NAZA-funded programs will participate in the **Program Quality Improvement (PQI)** cycle. Self-assessments will be required for both fall and spring semesters. External assessments may be scheduled per need and availability of external assessors.

The **Youth Program Quality Improvement (YPQI)** cycle is comprised of the following quality improvement activities, offered at no cost to Partners:

- A baseline self-assessment** utilizing the Youth Program Quality Assessment (YPQA) or Social-Emotional Learning Program Quality Assessment (SEL PQA) tool. Program staff conduct pre-self-assessment of their program and enter results in YPQI's Scores Reporter.
- Developing and uploading a **Program Improvement Plan** based on the results of all available YPQA or SELPQA assessment tools (i.e. self-assessments, external assessments, and Leading Indicator Survey results).
- A follow-up YPQA/SEL PQA self-assessment at the end of the school year**, also entered into Scores Reporter, and planning for the following fall semester based on the results of this assessment.

Grant contract between the Metropolitan Government of Nashville and Davidson County and **Rocklife Youth**, Contract # L-6642 July 1, 2025 – June 30, 2026

- d) An external assessment will be conducted by assessors trained by Weikart Center every three years for returning partners unless otherwise requested. For new partners one external assessment will be conducted annually for the for the first three years.
 - e) The two assessments are reviewed to develop an understanding of how well the program is performing with regard to NAZA Quality Standards.
 - f) Additionally, NAZA-funded partners are required to administer YPQI's **Leading Indicators Survey, Youth** annually in the spring semester to youth enrolled at each site to capture youth experience with the program.
 - g) NAZA-funded partners are required to administer YPQI's as **Leading Indicators Survey, Staff** annually in the spring semester to capture the experiences of staff with the program.
 - h) NAZA-funded partners are also required to administer YPQI's **Leading Indicators Survey, Managers** annually in the spring semester to capture the experiences of administrators with the program.
 - i) NAZA-funded partners are also required to provide access to YPQI's **Leading Indicators Survey, Family** annually in the spring semester to attempt to capture the experiences of parents and guardians of youth in the program.
 - j) NAZA partners will have access to **students' school data** through the **data-sharing agreement** between NAZA/NPL and MNPS. Partners will be required to attend two trainings as soon as they become available on: 1) Responsible use of data, and 2) Understanding the academic data.
 - k) Partners will be required to sign the **data-sharing sub-agreement** (to be attached to the contract) of this document and adhere to all requirements under that document so that they can have access to student data.
- 14) OK **Youth Survey:** Recipient is required to administer a one-time **Leading Indicator Survey, Youth** to enrolled youth at each site in the spring semester.
- 15) OK **Staff Survey (Director/Manager and Staff):** Recipient is required to administer a one-time **Leading Indicator Survey, Staff** by program staff the spring semester.
- 16) OK **Family Survey:** Recipient is required to provide families access to a one-time **Leading Indicator Survey, Family** by program administrators the spring semester.
- 17) OK **Compliance with MNPS Requirements:** Programs offered at participating Metro schools will operate in full compliance with MNPS requirements, including covid-related procedures, liability insurance, criminal background checks, non-discrimination, ADA, and other related standard Metro requirements, confidentiality of student records per FERPA, operation as a non-profit, and transportation policies (as appropriate).
- 18) OK **Youth in Action Project Funding (If applicable):** The Recipient is required to establish and attend scheduled meetings – in-person or virtual – with NAZA Youth In Action staff. The Recipient must create conditions for youth-led projects and activities and provide project details and photographic proof of such activities in the NAZA end of the year narrative report. The Recipient also understands if proof of a youth-led project is not provided, the allotted funding will be subtracted from the final funding disbursement.

Operational Policies:

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The Recipient will operate in full compliance with the following policies and maintain relevant documentation to verify compliance with the policies. The Recipient agrees to:

- Maintain an active 501(c)(3) registration unless the applicant is a public entity.
- Maintain up-to-date certificates verifying the following insurance: commercial general liability, sexual/abuse/sexual harassment, automobile liability (if applicable) and professional liability insurance with limits not less than one million dollars each occurrence. The Recipient shall provide an updated certificate of insurance upon expiration of the current certificate.
- Nondiscrimination, which precludes Recipient from discriminating on the basis of race, religion, creed, gender, gender identity, sexual orientation, national origin, color, age, and/or disability in admission, access to, or operation of programs, services, or activities. Note that Metro does not discriminate on the basis of race, religion, creed, gender, gender identity, sexual orientation, national origin, color, age, and/or disability in admission to, access to, or operation of programs, services, or activities. Metro does not discriminate in hiring or employment practices.
- Follow MNPS operating procedures on verification of criminal background checks on all program staff and volunteers. On school grounds, the MNPS criminal background check contractor shall be used for employees. As long as there is no break in service with the agency, staff will not be required to be fingerprinted yearly. If there is any break in service at all, or if they must go through a rehiring process, they are required to complete a background check including fingerprinting.
- Ensure that all educational records created, disclosed or maintained pursuant to the terms of this contract are confidential and shall be created, disclosed and maintained pursuant to the provisions of the Family Educational Rights and Privacy Act (20 U.S.C.A. s #1232g), its regulations and Board of Education policy.
- Appropriately spend Metro dollars, document the spending, and follow Metro guidelines for allowable costs. Recipient is responsible for properly documenting the spending under their contracts, organizing the documentation separately by year, and storing that documentation for three years for auditing purposes. The documents must be readily available for a Metro Audit.
- Meet NAZA's Minimum Quality Standards (**see Annex 4**) and maintain relevant documentation to verify compliance with the policies.
- Meet the 2025-2026 Performance Indicators specific to the Recipient (**see Annex 6**).
- **Maintain accurate youth enrollment forms (Annex 7) and ensure that all youth have enrollment forms signed before they accept a youth into their program.** Enrollment forms, as well as evidence to back up outputs and outcomes cited in narrative reports, must be maintained by the Recipient and stored for three years for auditing purposes. The documents must be readily available any time that the Metro requests them, including as part of an Audit.

Enrollment forms must be fully completed and accurate. Forms should include legitimate first and last names youth, their birthdates, student ID numbers, names of legal guardians and emergency contacts, and accurate addresses, phone numbers, e-mails and medical information (as needed) among other information pieces.

In summary, the Recipient will commit to the following:

1. Delivering quality afterschool (and summer, if chosen) programming for the fall and spring semesters in locations identified in Annex 8, aligned with MNPS scheduling;

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2. Submitting daily attendance using the NAZA attendance tracking tool, keeping all data updated on a weekly basis, along with all supporting documentation. Ensure monthly attendance updates are in the system by the second working day of each month;
3. Serving at least 90 percent of the number of youth the Agency projected to serve for the 2025-2026 school year and summer, reflecting ongoing youth recruitment activities, engaging programming, and strong communications with the school community; and
4. Full implementation of program quality requirements, including administration of the youth survey.

Violation or breach of this scope may result in Corrective Action. Continued violation could result in termination of the contract.

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

B. GRANT CONTRACT TERM:

- B.1. **Grant Contract Term.** The term of this Grant will be twelve (12) months, commencing on July 1, 2025, and ending on June 30, 2026. Metro will have no obligation for services rendered by the Recipient that are not performed within this term.
- B.2. **Grant Extension.** This grant may be extended by 12 months, not to exceed 60 months (with 12-month terms each time upon annual approval/availability of NAZA funds). To be considered for extension, the Recipient must meet the following conditions:
 - NAZA- funded partner for 5 years with no contract disruption or corrective action plan within the past 12 months;
 - Exhibit low risk on Metro Risk Assessment tool,
 - Present annual audit covering the past 12 months, as of April 20 of the current year
 - Pass annual compliance checks,
 - Meet performance indicators set in the contract.

Upon meeting all of the criteria above a grant contract extension may be offered annually through a contract amendment process.

C. PAYMENT TERMS AND CONDITIONS:

- C.1. **Maximum Liability.** In no event will Metro's maximum liability under this Grant Contract exceed **\$403,025** (155 slots for afterschool, 75 slots for summer, and youth-led activities). The Grant Budget will constitute the maximum amount to be provided to the Recipient by Metro for all of the Recipient's obligations hereunder. The Grant Budget line items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Recipient.

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Subject to modification and amendments as provided in section D.2 of this agreement, this amount will constitute the Grant Amount and the entire compensation to be provided to the Recipient by Metro.

- C.2. **Use of Funds.** NAZA funds may be used for educational purposes only; organizations funded by NAZA must not promote religious practices nor proselytize during programming time. Such activities may be offered by funded partners outside of their NAZA-funded program time. However, MNPS transportation and other NAZA resources will not be available, and youth who do not wish to participate must not be penalized in any way.
- C.3. **Payment Methodology.** The Recipient will only be compensated for actual costs based upon the Grant Budget and reconciliation reports, not to exceed the maximum liability established in Section C.1.

The Recipient can expect to receive three payments during the contracted year. Each payment will be received no later than 30 days from the invoice date of the finalized and NAZA approved statement.

The Recipient must provide accurate and timely recording of programming sessions and student attendance in the NAZA Data Management System, Salesforce, before the second and third payments are processed. Daily student sign-in sheets (paper and digital) must be maintained as backup documentation to support the entries.

The first invoice may include up to 50% of the total awarded amount as an advance request to enable programs to procure necessary supplies for beneficiary youth and hire qualified staff to enable proper programming from the beginning of the year.

The first invoice will be processed after the contract is filed with Metro Clerk and within 30 days from the date of the finalized and approved invoice receipt by NAZA.

The second invoice of up to 40% of the total awarded amount will be processed as the second advance for the Spring semester and may be reduced based on the actual expenditure of the program from the first two quarters. The invoice must be submitted by January 15th along with the second scheduled expenditure report.

The third and final invoice of up to 10% of the total awarded amount is a reimbursement based on annual reconciled expenses and will be processed upon the receipt of the year-end narrative and expenditure reports due July 10th, 2026 This final payment will equal the total actual spending for the contract year and cannot exceed the approved awarded amount. **Any invoice for 2025-2026 year not received by the deadline date will not be processed and all remaining grant funds will expire.**

Same invoicing terms apply to organizations receiving funds for summer only.

All actually reported expenditures must have backup documentation filed at the recipient organization for Metro Audit (See Metro Non-profit Grants Manual for details on backup documentation)

If the contract is terminated earlier or any funds remain unspent based on the reports, the unspent amount will be returned to Metro.

The Recipient must send all invoices to:

Nashville After Zone Alliance
615 Church St,
Nashville, TN 37219

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or email to Teriz.Fahmy@nashville.gov

C.4. Reporting

Expenditure Report. All Recipients will submit quarterly expenditure reports. Report templates will be provided by NAZA.

All grantees must submit expenditure reports four times a year to reconcile grant receipts with grant revenues. NAZA will monitor fund recipients for compliance with reporting requirements. Failure to comply with the reporting requirements would constitute a violation of the grant contract.

The expenditure reports format is shown on Annex 2 attached to this contract. The quarterly expenditure reports are due on the October 15, 2025, January 20, and April 15, and July 10, 2026.

The exception are the organizations receiving summer funds only. Those partners will submit reports from quarters one and four if programming both in July 2025 and June 2026. No expenses will be allowed for quarters two and three.

In addition to the report, the Recipient may receive a request to provide backup financial documentation such as general ledger, payroll information, and other documents supporting expenses from NAZA team for financial monitoring purposes.

Said report must be in form and substance acceptable to Metro and must be prepared by a Certified Public Accounting Firm or the Chief Financial Officer of the Recipient Organization.

Program/narrative Report

All grantees must submit narrative report once a year to explain how the grant has been used on behalf of the citizens of Davidson County. The report is due on July 10, 2026.

Failure to comply with the program reporting requirements would constitute a violation of the grant contract. NAZA will provide the template during the year.

- C.5. **Payment of Invoice.** The payment of any invoice by Metro will not prejudice Metro's right to object to the invoice or any other related matter. Any payment by Metro will neither be construed as acceptance of any part of the work or service provided nor as an approval of any of the costs included therein.
- C.6. **Unallowable Costs.** The Recipient's invoice may be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs. Utilization of Metro funding for services to non-Davidson County residents is not allowed.
- C.7. **Deductions.** Metro reserves the right to adjust any amounts which are or become due and payable to the Recipient by Metro under this or any Contract by deducting any amounts which are or become due and payable to Metro by the Recipient under this or any Contract.
- C.8. **Travel Compensation.** Payment to the Recipient for travel, meals, or lodging is subject to amounts and limitations specified in Metro's Travel Regulations and subject to the Grant Budget.
- C.9. **Electronic Payment.** Metro requires as a condition of this contract that the Recipient have on file with Metro a completed and signed "ACH Form for Electronic Payment". If Recipient has not previously submitted the form to Metro or if Recipient's information has changed, Recipient will have thirty (30) days to complete, sign, and return the form. Thereafter, all payments to the Recipient, under this or any other contract the Recipient has with Metro, must be made electronically.

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D. **STANDARD TERMS AND CONDITIONS:**

- D.1. **Required Approvals.** Metro is not bound by this Grant Contract until it is approved by the appropriate Metro representatives as indicated on the signature page of this Grant.
- D.2. **Modification and Amendment.** This Grant Contract may be modified only by a written amendment that has been approved in accordance with all Metro procedures and by appropriate legislation of the Metropolitan Council.
- D.3. **Termination for Cause.** Metro shall have the right to terminate this Grant Contract immediately if Metro determines that Recipient, its employees or principals have engaged in conduct or violated any federal, state or local laws which affect the ability of Recipient to effectively provide services under this Grant Contract. Should the Recipient fail to properly perform its obligations under this Grant Contract or if the Recipient violates any terms of this Grant Contract, Metro will have the right to immediately terminate the Grant Contract and the Recipient must return to Metro any and all grant monies for services or programs under the grant not performed as of the termination date. The Recipient must also return to Metro any and all funds expended for purposes contrary to the terms of the Grant Contract. Such termination will not relieve the Recipient of any liability to Metro for damages sustained by virtue of any breach by the Recipient.
- D.4. **Termination—Notice.** Metro may terminate this Grant Contract without cause for any reason. Said termination shall not be deemed a Breach of Contract by the Recipient. Metro shall give the Recipient at least thirty (30) days written notice before the effective termination date.
- D.5. **Termination –Funding.** This Grant Contract is subject to the appropriation and availability of local, State and/or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, Metro shall have the right to terminate this Grant Contract immediately upon written notice to the Recipient. Upon receipt of the written notice, the Recipient shall cease all work associated with this Grant Contract on or before the effective termination date specified in the written notice. Should such an event occur, the Recipient shall be entitled to compensation for all satisfactory and authorized services completed as of the effective termination date. The Recipient shall be responsible for repayment of any funds already received in excess of satisfactory and authorized services completed as of the effective termination date.
- D.6. **Subcontracting.** The Recipient may not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of Metro. Notwithstanding any use of approved subcontractors, the Recipient will be considered the prime Recipient and will be responsible for all work performed.
- D.7. **Conflicts of Interest.** The Recipient warrants that no part of the total Grant Amount will be paid directly or indirectly to an employee or official of Metro as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Recipient in connection with any work completed or performed relative to this Grant Contract.
- D.8. **Nondiscrimination.** The Recipient hereby agrees, warrants, and assures that no person will be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Recipient on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification which is in violation of applicable laws. The Recipient must, upon request, show proof of such nondiscrimination and must post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.9. **Records.** The Recipient must maintain documentation for all charges to Metro under this Grant Contract. The books, records, and documents of the Recipient, insofar as they relate to work performed or money received under this Grant Contract, must be maintained for a period of three

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(3) full years from the date of the final payment or until the Recipient engages a licensed independent public accountant to perform an audit of its activities. The books, records, and documents of the Recipient insofar as they relate to work performed or money received under this Grant Contract are subject to audit at any reasonable time and upon reasonable notice by Metro or its duly appointed representatives. Records must be maintained in accordance with the standards outlined in the Non-Profit Grants Manual. The financial statements must be prepared in accordance with generally accepted accounting principles.

- D.10. **Monitoring.** The Recipient's activities conducted and records maintained pursuant to this Grant Contract are subject to monitoring and evaluation by The Metropolitan Office of Financial Accountability or Metro's duly appointed representatives. The Recipient must make all audit, accounting, or financial records, notes, and other documents pertinent to this grant available for review by the Metropolitan Office of Financial Accountability, Internal Audit or Metro's representatives, upon request, during normal working hours.
- D.11. **Narrative Reporting.** The Recipient must submit a Year-End Program Report, to be received by July 10th. Said report shall detail the outcome of the activities funded under this Grant Contract.
- D.12. **Financial Reporting.** The Recipient must submit quarterly expenditure report for the 2025-2026 programming year to reconcile grant receipts with grant revenues. Reports must be received no later than October 15, January 20, April 15 and July 10 of FY '26 (July 1, 2025 – June 30, 2026).
- D.13. **Strict Performance.** Failure by Metro to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this agreement is not a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Grant Contract is considered to be waived, modified, or deleted except by a written amendment by the appropriate parties as indicated on the signature page of this Grant.
- D.14. **Insurance.** The Recipient agrees to carry adequate public liability and other appropriate forms of insurance, and to pay all applicable taxes incident to this Grant Contract. **All types of insurances below are required.**

D.14.1 Proof of Insurance

During the term of this Contract, for any and all awards, CONTRACTOR shall, at its sole expense, obtain and maintain in full force and effect for the duration of this Contract, including any extension, the types and amounts of insurance identified below by a checked box. Proof of insurance shall be required naming METRO as additional insured and identifying the Purchase Order on the Acord document.

D.14.2 General Liability Insurance

In the amount of one million (\$1,000,000.00) dollars

D.14.3 Automobile Liability Insurance

In the amount of one million (\$1,000,000.00) dollars (if vendor will be making on-site deliveries)

D.14.4 Worker's Compensation Insurance

With statutory limits required by the State of Tennessee or other applicable laws and Employer's Liability Insurance with limits of no less than one hundred thousand (\$100,000.00) dollars, as required by the laws of Tennessee (Not required for companies with fewer than five (5) employees).

D.14.5 Sexual Molestation and Abuse Insurance

In the amount of one million (\$1,000,000.00) dollars.

D.14.6 Such insurance shall:

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Contain or be endorsed to contain a provision that includes METRO as additional insureds with respect to liability arising out of work or operations performed by or on behalf of the CONTRACTOR including materials, parts, or equipment furnished in connection with such work or operations. The coverage shall contain no special limitations on the scope of its protection afforded to the above-listed insureds.

For any claims related to this agreement, CONTRACTOR'S insurance coverage shall be primary insurance as respects METRO, its officers, officials, employees, and volunteers. Any insurance or self-insurance programs covering METRO, its officials, officers, employees, and volunteers shall be excess of CONTRACTOR'S insurance and shall not contribute with it.

Automotive Liability Insurance including vehicles owned, hired, and non-owned. Said insurance shall include coverage for loading and unloading hazards. Insurance shall contain or be endorsed to contain a provision that includes METRO, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of automobiles owned, leased, hired, or borrowed by or on behalf of CONTRACTOR.

Worker's Compensation (if applicable), CONTRACTOR shall maintain workers' compensation insurance with statutory limits as required by the State of Tennessee or other applicable laws and employers' liability insurance. CONTRACTOR shall require each of its subcontractors to provide Workers' Compensation for all of the latter's employees to be engaged in such work unless such employees are covered by CONTRACTOR'S workers' compensation insurance coverage.

D.14.7

Prior to commencement of services, CONTRACTOR shall furnish METRO with original certificates and amendatory endorsements affecting coverage required by this section and provide that such insurance shall not be cancelled, allowed to expire, or be materially reduced in coverage except on 30 days' prior written notice to:

DEPARTMENT OF LAW
INSURANCE AND RISK MANAGEMENT
METROPOLITAN COURTHOUSE, SUITE 108
PO BOX 196300
NASHVILLE, TN 37219-6300

Provide certified copies of endorsements and policies if requested by METRO in lieu of or in addition to certificates of insurance.

Replace certificates, policies, and/or endorsements for any such insurance expiring prior to completion of services. Maintain such insurance from the time services commence until services are completed and attach the certificates of insurance in the METRO system. Failure to maintain or renew coverage or to provide evidence of renewal may be treated by METRO as a material breach of contract.

Place such insurance with insurer licensed to business in Tennessee and having A.M. Best Company ratings of no less than A-. Modification of this standard may be considered upon appeal to the METRO Director of Risk Management Services.

Require all subcontractors to maintain during the term of the agreement Commercial General Liability insurance, Business Automobile Liability insurance, and Worker's Compensation/Employers Liability insurance (unless subcontractor's employees are covered by CONTRACTOR'S insurance) in the same manner as specified for CONTRACTOR. CONTRACTOR shall file subcontractor's certificates of insurance in METRO's system.

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Any deductibles and/or self-insured retentions greater than \$10,000.00 must be disclosed to and approved by METRO prior to the commencement of services.

If the CONTRACTOR has or obtains primary or excess policy(ies), there shall be no gap between the limits of the primary policy and the deductible features of the excess policies.

- D.15. **Metro Liability.** Metro will have no liability except as specifically provided in this Grant Contract.
- D.16. **Independent Contractor.** Nothing herein will in any way be construed or intended to create a partnership or joint venture between the Recipient and Metro or to create the relationship of principal and agent between or among the Recipient and Metro. The Recipient must not hold itself out in a manner contrary to the terms of this paragraph. Metro will not become liable for any representation, act, or omission of any other party contrary to the terms of this paragraph.
- D.17. **Indemnification and Hold Harmless.**
- (a) Recipient agrees to indemnify, defend, and hold harmless Metro, its officers, agents and employees from any claims, damages, penalties, costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of Recipient, its officers, employees and/or agents, including its sub or independent contractors, in connection with the performance of the contract, and any claims, damages, penalties, costs and attorney fees arising from any failure of Recipient, its officers, employees and/or agents, including its sub or independent contractors, to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.
 - (b) Metro will not indemnify, defend or hold harmless in any fashion the Recipient from any claims, regardless of any language in any attachment or other document that the Recipient may provide.
 - (c) Recipient will pay Metro any expenses incurred as a result of Recipient's failure to fulfill any obligation in a professional and timely manner under this Contract.
 - (d) Recipient's duties under this section will survive the termination or expiration of the grant.
- D.18. **Force Majeure.** "Force Majeure Event" means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the party. Except as provided in this Section, any failure or delay by a party in the performance of its obligations under this Grant Contract arising from a Force Majeure Event is not a breach under this Grant Contract. The non-performing party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the party continues to use diligent, good faith efforts to resume performance without delay. Recipient will promptly notify Metro within forty-eight (48) hours of any delay caused by a Force Majeure Event and will describe in reasonable detail the nature of the Force Majeure Event.
- D.19. **State, Local and Federal Compliance.** The Recipient agrees to comply with all applicable federal, state and local laws and regulations in the performance of this Grant Contract. Metro shall have the right to terminate this Grant Contract at any time for failure of Recipient to comply with applicable federal, state or local laws in connection with the performance of services under this Grant Contract.
- D.20. **Governing Law and Venue.** The validity, construction and effect of this Grant Contract and any and all extensions and/or modifications thereof will be governed by and construed in accordance with the laws of the State of Tennessee. The venue for legal action concerning this Grant Contract will be in the courts of Davidson County, Tennessee.

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- D.21. **Completeness.** This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions of the parties' agreement. This Grant Contract supersedes any and all prior understandings, representations, negotiations, and agreements between the parties relating hereto, whether written or oral.
- D.22. **Headings.** Section headings are for reference purposes only and will not be construed as part of this Grant Contract.
- D.23. **Metro Interest in Equipment.** The Recipient will take legal title to all equipment and to all motor vehicles, hereinafter referred to as "equipment," purchased totally or in part with funds provided under this Grant Contract, subject to Metro's equitable interest therein, to the extent of its *pro rata* share, based upon Metro's contribution to the purchase price. "Equipment" is defined as an article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds \$5,000.00.

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

- D.24. **Assignment—Consent Required.** The provisions of this contract will inure to the benefit of and will be binding upon the respective successors and assignees of the parties hereto. Except for the rights of money due to Recipient under this contract, neither this contract nor any of the rights and obligations of Recipient hereunder may be assigned or transferred in whole or in part without the prior written consent of Metro. Any such assignment or transfer will not release Recipient from its obligations hereunder. Notice of assignment of any rights to money due to Recipient under this Contract must be sent to the attention of the Metro Department of Finance.
- D.25. **Gratuities and Kickbacks.** It will be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparations of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore. It will be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or a person associated therewith, as an inducement for the award of a subcontract or order. Breach of the provisions of this paragraph is, in addition to a breach of this contract, a breach of ethical standards which may result in civil or criminal sanction and/or debarment or suspension from participation in Metropolitan Government contracts.
- D.26. **Communications and Contacts.** All instructions, notices, consents, demands, or other communications from the Recipient required or contemplated by this Grant Contract must be in writing and must be made by facsimile transmission, or by first class mail, addressed to the respective party at the appropriate facsimile number or address as set forth below or to such other party, facsimile number, or address as may be hereafter specified by written notice.

Metro

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For contract-related matters:
Nashville Public Library
NAZA Communications Manager
615 Church Street
Nashville, TN 37219
(615) 862-5894

For inquiries regarding invoices:
Nashville Public Library
NAZA Procurement Officer
615 Church Street
Nashville, TN 37219
615-862-5800 ext. 73731

Recipient

Caleb Rogan, Executive Director
Rocklife Youth
1304 Dickerson Pike
Goodlettsville, TN 37072
615-243-7355

D.27. **Lobbying.** The Recipient certifies, to the best of its knowledge and belief, that:

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

D.28. **Certification Regarding Debarment and Convictions.**

- a. Recipient certifies that Recipient, and its current and future principals:
 - i. are not presently debarred, suspended, or proposed for debarment from participation in any federal or state grant program;
 - i. have not within a three (3) year period preceding this Grant Contract been convicted of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) grant;

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- ii. have not within a three (3) year period preceding this Grant Contract been convicted of embezzlement, obstruction of justice, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and
 - iii. are not presently indicted or otherwise criminally charged by a government entity (federal, state, or local) with commission of any of the offenses detailed in sections D.25(a)(ii) and D.25(a)(iii) of this certification.
- b. Recipient shall provide immediate written notice to Metro if at any time Recipient learns that there was an earlier failure to disclose information or that due to changed circumstances, its principals fall under any of the prohibitions of Section D.25(a).
- D.29. **Effective Date.** This contract will not be binding upon the parties until it has been signed first by the Recipient and then by the authorized representatives of the Metropolitan Government and has been filed in the office of the Metropolitan Clerk. When it has been so signed and filed, this contract will be effective as of the date first written above.

Annexes

The following annexes constitute part of this contract:

Annex 1 – Metro Invoice Template

Annex 5 – Partner Data-Sharing Sub-Agreement

Annex 2 – Expenditure Report Template

Annex 6 – Performance Indicators

Annex 3 – Budget

Annex 7 – Enrollment forms

Annex 4 – Minimum Standards for NAZA funding

Annex 8 – Program site/s

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Grant contract between the Metropolitan Government of Nashville and Davidson County and Rocklife Youth, Contract # L-6642 July 1, 2025 – June 30, 2026

THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY:

APPROVED AS TO AVAILABILITY OF FUNDS:

Signed by: Jessica Reed
Director of Finance 62377A2A8742469...

APPROVED AS TO RISK AND INSURANCE:

DocuSigned by: Balagan Cobb
Director of Insurance 68804BF12FD741C

APPROVED AS TO FORM AND LEGALITY:

DocuSigned by: Tessa O'Leary-Murphy
Metropolitan Attorney 96888C4C0...

FILED IN THE OFFICE OF THE CLERK:

Austin Kyle
Metropolitan Clerk

NASHVILLE PUBLIC LIBRARY

DocuSigned by: Terri Luke
Library Director 65498F0F9F0940F...

RECIPIENT: Rocklife Youth

By (Signature): Caleb Rogan

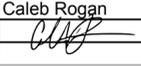
Authorized Officer Name: Caleb Rogan
Title: Executive Director

Sworn to and subscribed to before me a Notary Public, this 14th day of May, 2025

Notary Public
Judy C Maguire



My Commission expires May 03, 2027

Metropolitan Government of Nashville and Davidson County/Nashville Public Library/ NAZA					
Funds For FY 2026 Program					
ORGANIZATION NAME	Rocklife Youth	CONTRACT # (Office Use):			
PROGRAM NAME	Rocklife Youth	START DATE: July 1, 2025			
ADDRESS	1304 Dickerson Pike	END DATE: June 20,2026			
CITY, STATE & ZIP	Goodlettsville TN 37072	CONTACT PERSON Caleb Rogan			
FEDERAL ID # (EIN)	99-0711828	CONTACT TELEPHONE	(615) 243-7355		
COST CATEGORIES	TOTAL BUDGET REQUEST	BUDGET EXPLANATION/DETAILS		OTHER FUNDING Funding amount from other sources invested in serving the same number of slots requested from NAZA	Grantor name
After-School Programs		After-school program starts 09/03/2024 Per slot rate for afterschool is \$1,355			
Salaries and Wages	95,000.00	\$25,840 is allocated to the Executive Director for oversight of the 28-week program. \$7,560 is allocated to the Operations Manager, who works 2 hours per day at \$27/hour. The remaining \$61,600 funds 11 program workers at \$20/hour for 10 hours per week. This structure prioritizes fair staff pay while maintaining program leadership within budget.		\$5,000 / CFMT	
Benefits and Taxes	12,938.00	allocated for taxes and healthcare benefits, including employer payroll taxes (FICA, FUTA, SUTA) and a modest healthcare allowance. (majority of staff will be 10-99 workers).			
Total Personnel Expenses	107,938.00				
Office Supplies					
Postage and Shipping	0.00	Estimated unit number and unit cost or % of total cost charged to this grant			
Communications	3,500.00	includes a company cellphone plan, internet services, and other communication tools essential for program coordination and staff connectivity.			
Occupancy	1,700.00	allocated for rental occupancy, covering shared facility usage, utilities, and space-related costs necessary for program operations.			
Equipment Rental and Maintenance	1,500.00	\$2,000 is allocated for equipment and rental, including temporary rental of technology or furniture needed for program delivery.			
Printing and Publications	500.00	Social media and printed ads for program recruitment.			
Travel/Conferences & Meetings	5,000.00	allocated for travel and conferences, covering staff transportation, lodging, meals, and registration fees for professional development, trainings.			
Insurance	600.00	insurance and liability for program			
Direct youth costs (learning supplies, learning software, programs, games, food, etc.)	66,000.00	Includes curriculum supplies for literacy, math, and STEM activities; licenses for educational software and digital learning tools; and costs for enrichment programming such as art, dance, music, and theater workshops. Funds also support the purchase of board games, sports equipment, and outdoor recreation materials to enhance physical activity at afterschool site. A significant portion is allocated to providing daily meals and snacks for approximately 150 children over 28 weeks, ensuring all participants receive consistent, nutritious food during program hours.		\$3,000 / Dollar general	
Transportation	0.00	Daily rate, number of days separated by afterschool and summer (if applicable)			
Field Trips	0.00	Per youth average cost or cost per trip and estimated number of youth participating			
Professional Fees/Enhancement partners	24,000.00	enhancement partners, supporting 80–120 sessions at \$200–\$300 per session for specialized enrichment in arts, fitness, and mentoring.			
Other Non-Personnel	0.00	Anything else that is part of programming cost but is not listed			
Indirect Cost	0.00	Partners can choose to budget either separate line items above or request an indirect cost of up to 20% of their total budget. The Indirect cost requests must be accompanied by agency's cost allocation plan that will be acceptable for NAZA in line with Metro Grants Manual.			
Total Non-personnel	102,800.00				
Afterschool sub-total	210,738.00				
Summer Programs		Summer program funded in this cycle is July 1-31,2025 and June 1- 30, 2026 Per slot rate for summer to be calculated at \$8 an hour per slot. Maximum cost per youth slot for summer program is \$320 per week for partners programming 5 days per week for 8 hours per day.			
Salaries and Wages	81,000.00	The Executive Director receives a flat salary of \$35,000. Two Assistant Directors work approximately 6 hours per day at \$25/hour for the duration of the program, totaling \$12,000. The remaining \$34,000 funds six staff members working approximately 7 hours per day at \$20/hour.		\$12,000 / Power Youth	
Benefits and Taxes	2,000.00	allocated for payroll taxes and basic benefits, including FICA, FUTA, SUTA, and a small healthcare allowance for summer staff (majority of staff will be 10-99 workers).			
Total Personnel Expenses	83,000.00				
Office Supplies	1,500.00	\$1,500 is allocated for printers, including printing materials, pens, paper, folders, binders, and other administrative essentials.			
Communications	600.00	includes a company cellphone plan, internet services, and other communication tools essential for program coordination and staff connectivity.			
Postage and Shipping		Estimated unit number and unit cost or % of total cost charged to this grant			
Occupancy	2,400.00	allocated for rental occupancy, covering shared facility usage, utilities, and space-related costs necessary for program operations.			
Equipment Rental and Maintenance	3,000.00	allocated for equipment and rental, including temporary rental of technology or furniture needed for program delivery.			
Printing and Publications	600.00	Social media and printed ads for program recruitment.			
Travel/Conferences & Meetings	22,287.00	allocated for youth transportation, travel and conferences, covering staff transportation, lodging, meals, and field trip travel, trainings.			
Insurance	2,000.00	insurance and liability for program			
Direct youth costs (learning supplies, learning software, programs, games, food, etc.)	50,500.00	Includes curriculum supplies for literacy, math, and STEM activities; licenses for educational software and digital learning tools; and costs for enrichment programming such as art, dance, music, and theater workshops. Funds also support the purchase of board games, sports equipment, and outdoor recreation materials to enhance physical activity at summer site. A significant portion is allocated to providing daily meals and snacks for approximately 75 children over 8 weeks, ensuring all participants receive consistent, nutritious food during program hours.		\$20,000 / MDHA	
Field Trips	24,000.00	allocated for 12 summer field trips, averaging \$2,000 each to cover entry fees, meals, and supervision costs.			
Professional Fees/Enhancement partners	2,400.00	allocated for enhancement partners, funding approximately 80–120 sessions at \$200–\$300 per session for specialized enrichment in arts, STEM, fitness, and mentoring.			
Other Non-Personnel	0.00				
Indirect Cost	0.00	Partners can choose to budget either separate line items above or request an indirect cost of up to 20% of their total budget. The Indirect cost requests must be accompanied by agency's cost allocation plan that will be acceptable for NAZA in line with Metro Grants Manual.			
Total Non-personnel	109,287.00				
Summer sub-total	192,287.00				
TOTAL	403,025.00				
RECIPIENT	Caleb Rogan				
AUTHORIZED SIGNATURE:					
TITLE	Executive Director				
DATE	5/15/2025				

Your filter options have been applied.

RESPONSE #22332 SUBMITTED ON 05/19/2025 09:23:37 AM

NAZA Annex 8 - 2025-2026 Finalized Entries

Name of Organization **Rocklife Youth**

Programming Information

Days of Week of Afterschool Program **5 days per week**

Edit section title

Afterschool site plan **Community Site,School Site**

Please check box if planning summer programming **X**

Afterschool Program Name **Rocklife Youth**

Afterschool Programming

Name of School Site Location **Johnson ALC**

Address of School Program Site **1200 2nd Ave S Nashville TN 37210**

School Partnership Level **Renewing Partnership**

Number of youths targeted for site **24**

Transportation needed? **No**

Afterschool Programming

Name of School Site Location **W.A. Bass Learning Center**



Address of School Program Site	5200 Delaware Ave Nashville TN 37209
School Partnership Level	Renewing Partnership
Number of youths targeted for site	24
Transportation needed?	No

Afterschool Programming

Name of School Site Location	KIPP Academy Nashville
Address of School Program Site	123 Douglas Ave Nashville TN 37207
School Partnership Level	Renewing Partnership
Number of youths targeted for site	45
Transportation needed?	No

Afterschool Programming

Name of School Site Location	Strive Collegiate Academy
Address of School Program Site	3055 Lebanon Pike Hermitage TN 37214
School Partnership Level	Renewing Partnership
Number of youths targeted for site	24
Transportation needed?	No

Afterschool Programming

Name of School Site Location	KIPP College Prep Nashville
Address of School Program Site	3410 Knight Dr Nashville TN 37189
School Partnership Level	Renewing Partnership
Number of youths targeted for site	24
Transportation needed?	No



Afterschool Programming

Name of School Site Location	KIPP College Prep Antioch
Address of School Program Site	3661 Murfreesbro Pike Antich TN 37013
School Partnership Level	Renewing Partnership
Number of youths targeted for site	24
Transportation needed?	No

Afterschool Programming

Name of School Site Location	DuPont Tyler
Address of School Program Site	413 Tyler Dr Hermitage TN 37076
School Partnership Level	Renewing Partnership
Number of youths targeted for site	24
Transportation needed?	No

Afterschool Programming

Name of Community Site Location	Church On The Rock
Address of Community Program Site	1304 Dickerson Pike Goodlettsville TN 37072

For Community Sites Only

Target School for Community Site	Nashville Classical Charter School
Number of youths targeted for site	14
3rd Party Transportation needed?	No

Summer Programming Information

Summer Program Name	Rocklife Summer Camp
---------------------	-----------------------------

Summer Programming Information



Edit section title

Name of Summer Site Location	Strive Collegiate Academy
Summer Location address	3055 Lebanon Pike Hermitage TN 37214
Number of summer youth targeted for site	75
Weeks of Programming	8 weeks
Days per Week of Summer Program	5 days per week
Hours per Day	8 hours
Programming Time Frame	8AM-4PM
Proposed months of Summer programming	Both

Signature



Caleb Rogan

Name

2025-05-19 14:23:57 (UTC)

Date





METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

DEPARTMENT OF FINANCE
700 2ND AVENUE SOUTH, SUITE 201
NASHVILLE, TENNESSEE 37210

**Metropolitan Government of Nashville and Davidson County
Recipient of Direct Appropriation
Certifications of Assurance**

Recipient Name

As a condition of receipt of this funding, the Recipient assures that it will comply fully with the provisions of the following laws.

- The Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. Section 12116;
- Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, and national origin;
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

CERTIFICATION REGARDING LOBBYING - Certification for Contracts, Grants, Loans, and Cooperative Agreements

By accepting this funding, the signee hereby certifies, to the best of his or her knowledge and belief, that:

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

Signature of Authorized Representative: _____

Name: Caleb Rogan

Title: Executive Director

Agency Name: Rocklife Youth

Date: 4/18/2025



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

ROCKLIFE YOUTH
1304 DICKERSON PIKE
GOODLETTSVILLE, TN 37072

Date:
10/31/2024

Employer ID number:
99-0711828

Person to contact:
Name: Sairah Sajid
ID number: 5433247
Telephone: 877-829-5500

Accounting period ending:
June 30

Public charity status:
170(b)(1)(A)(vi)

Form 990 / 990-EZ / 990-N required:
Yes

Effective date of exemption:
December 13, 2023

Contribution deductibility:
Yes

Addendum applies:
No

DLN:
26053419005674

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

A handwritten signature in cursive script that reads "Stephen A. Martin".

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Karen Johnson Davidson County
Batch# 1081678 CHARTER
12/13/2023 04:10:30 PM 3 pgs
Fees: \$7.00 Taxes: \$0.00
20231213-0096397



ARTICLES OF ORGANIZATION
OF
ROCKLIFE YOUTH LLC

The undersigned natural person, acting as an organizer of **Rocklife Youth LLC** (the "**Nonprofit LLC**"), a nonprofit single member limited liability company organized under the Tennessee Revised Nonprofit Limited Liability Company Act, Tennessee Code Section 48-101-801, et seq. (the "**Act**"), hereby adopts the following Articles of Organization:

1. The name of the Nonprofit LLC is "**Rocklife Youth LLC.**"
2. (a) The complete address of the Nonprofit LLC's initial registered office in Davidson County, Tennessee is 1304 Dickerson Pike, Goodlettsville, TN 37072.

(b) The name of the Nonprofit LLC's initial registered agent to be located at such office is Rocklife Youth LLC.
3. The street address of the Nonprofit LLC's principal executive office in Davidson County, Tennessee is 1304 Dickerson Pike, Goodlettsville, TN 37072. The email address for the Nonprofit LLC is calebrogan@gmail.com.
4. The sole member of the Nonprofit LLC is Church on the Rock of Nashville, TN Inc., a Tennessee nonprofit corporation.
5. The Nonprofit LLC is organized and operated exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
6. The Nonprofit LLC will be member-managed.
7. Any Member of this Nonprofit LLC shall be a Section 501(c)(3) of the Internal Revenue Code organization or governmental unit under Section 170(c)(1) of the Internal Revenue Code or wholly owned instrumentalities of such governmental units. Further, if at any time, or from time to time, should a Member fail to meet such qualifications, such Member's membership rights shall be suspended until such time at the Member properly qualifies.
8. The membership interests of the Nonprofit LLC are not freely transferable. No assignment or other transfer of a Member's membership interest, or any part thereof, shall be effective unless as required under these Articles and the written operating agreement such transferee qualifies as a Member and such assignment or transfer has received the necessary prior written approval.
9. Any operating agreement, or other document serving in lieu and stead of an

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ARTICLES OF ORGANIZATION
OF
ROCKLIFE YOUTH LLC

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7. Any Member of this Nonprofit LLC shall be a Section 501(c)(3) of the Internal Revenue Code organization or governmental unit under Section 170(c)(1) of the Internal Revenue Code or wholly owned instrumentalities of such governmental units. Further, if at any time, or from time to time, should a Member fail to meet such qualifications, such Member’s membership rights shall be suspended until such time at the Member properly qualifies.
8. The membership interests of the Nonprofit LLC are not freely transferable. No assignment or other transfer of a Member’s membership interest, or any part thereof, shall be effective unless as required under these Articles and the written operating agreement such transferee qualifies as a Member and such assignment or transfer has received the necessary prior written approval.
9. Any operating agreement, or other document serving in lieu and stead of an

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operating agreement as to this Nonprofit LLC, shall be in writing and shall be executed by the sole Member of the Nonprofit LLC. There shall be only one operating agreement at any time. Any new Member shall be bound by the written operating agreement of the Nonprofit LLC then in effect whether or not such new Member executes such operating agreement.

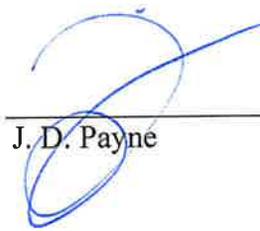
10. To the extent it does not conflict with the Act, any judgment creditor or other person or entity seeking to execute upon, or otherwise in any way seize, transfer, sell or encumber any Membership Interest of any Member or any holder of Financial Rights shall be specifically limited to the rights as so provided in Tennessee Code Annotated Section 48-249-509.

11. The liability of a Member or a Member as an Officer for breach of fiduciary duty shall be limited to the fullest extent permitted by the Act.

12. Any Officer or Member of the Nonprofit LLC shall be indemnified and held harmless by the Nonprofit LLC to the full extent permitted by the Act.

13. Upon the time of dissolution of the Corporation, assets shall be distributed by the Board of Directors, after paying or making provisions for the payment of all debts, obligations, liabilities, costs and expenses of the Corporation, for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of competent jurisdiction of the county in which the principal office of the Corporation is then located, exclusively for such purposes, or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Dated: December 13, 2023

ORGANIZER:  _____
J. D. Payne

Sylvia Johnson, Certified Public Accountant

862 Rodney Dr
Nashville, TN 37205

Independent Auditor's Report

March 9, 2025

To the Management of
Rocklife Youth LLC

Opinion

I have audited the accompanying financial statements of Rocklife Youth LLC (a nonprofit organization), which comprise the statement of financial position as of December 31, 2024, and the related statements of activities and cash flow for the year then ended and the related notes to the financial statements.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Rocklife Youth LLC as of December 31, 2024, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

I conducted my audit in accordance with auditing standards generally accepted in the United States of America. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am required to be independent of Rocklife Youth LLC and to meet my other ethical responsibilities in accordance with the relevant ethical requirements relating to my audit. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Rocklife Youth LLC's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, I:

- Exercise professional judgment and maintain professional skepticism throughout the audit.

Sylvia Johnson, Certified Public Accountant

862 Rodney Dr
Nashville, TN 37205

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Rocklife Youth LLC's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in my judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Rocklife Youth LLC's ability to continue as a going concern for a reasonable period of time.

I am required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that I identified during the audit.



Sylvia Johnson
Certified Public Accountant

Rocklife Youth LLC
Statement of Financial Position
December 31, 2024

ASSETS	
Current Assets	
Total Cash and Cash Equivalents	\$ 80,617
Total Accounts Receivable	-
Total Current Assets	<u>80,617</u>
Fixed Assets	
Total Fixed Assets	-
Accumulated Depreciation	-
Total Fixed Assets	<u>-</u>
TOTAL ASSETS	<u><u>\$ 80,617</u></u>
LIABILITIES & EQUITY	
Liabilities	
Payroll Liabilities	\$ -
Total Liabilities	<u>-</u>
Equity	
Unrestricted Assets	80,617
Restricted Assets	-
Total Equity	<u>80,617</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$ 80,617</u></u>

See Independent Auditor's Report
 The accompanying notes are an integral part of these financial statements.

Rocklife Youth LLC
Statement of Activities
For the Fiscal Year Ended December 31, 2024

CHANGES IN UNRESTRICTED NET ASSETS

Revenue and Support

Government Grants and Contracts	\$ 372,612
State of Tennessee Grants	34,060

Total Revenue and Support	<u>406,672</u>
----------------------------------	----------------

Expenses

Management and General Expenses	
Contract and Professional Fees	4,018
Rent	12,571
Utilities	3,626
Office Expense	6,406

Total Management and General Expenses	<u>26,621</u>
--	---------------

Program Expenses	
Payroll Expenses	214,431
Other Program Costs	147,835

Total Program Expenses	<u>362,266</u>
-------------------------------	----------------

Total Expenses	<u>362,266</u>
-----------------------	----------------

Change in Net Assets	
Unrestricted Assets	44,406
Total Change in Net Assets	<u>44,406</u>

Net Asset at Beginning of Year	<u>36,211</u>
---------------------------------------	---------------

Net Assets at End of Year	<u><u>\$ 80,617</u></u>
----------------------------------	-------------------------

See Independent Auditor's Report
The accompanying notes are an integral part of these financial statements.

Rocklife Youth LLC
Statement of Cash Flows
For the Fiscal Year Ended December 31, 2024

OPERATING ACTIVITIES	
Net Income	\$ 44,406
Adjustments to reconcile Net Income to Net Cash provided by operations:	-
Net cash provided by operating activities	<u>44,406</u>
INVESTING ACTIVITIES	
Net cash provided by investing activities	<u>-</u>
FINANCING ACTIVITIES	
Net cash provided by financing activities	<u>-</u>
Net cash increase for period	44,406
Cash at beginning of period	<u>36,211</u>
Cash at end of period	<u><u>\$ 80,617</u></u>

See Independent Auditor's Report
The accompanying notes are an integral part of these financial statements.

Rocklife Youth LLC
Notes to Financial Statement
For the Period Ending December 31, 2024

Note 1 – Nature of Activities and Summary of Significant Accounting Policies

Nature of Activities

Rocklife Youth LLC is a nonprofit organization whose mission is to enrich the lives of youth in Nashville through year-round, out-of-school time initiatives that help youth develop passion for purpose.

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with generally accepted accounting principles and recommendations of the American Institute of Certified Public Accountants in its industry audit and accounting guide, “Not-for-Profit Organizations.”

Cash and Cash equivalents

For purposes of the Statement of Financial Position, the company considers all highly liquid investments with an initial maturity of three months or less to be cash equivalents.

Donated Services

Many hours of donated services have been received. It is therefore impractical to estimate a value for these services, as such, no value has been placed on these services in the financial statements.

Fixed Assets

Fixed assets and other property are recorded at historical cost or at the estimated fair market value as determined by church management. Fixed assets are depreciated over their estimated useful lives using the straight-line-method.

Revenue Recognition

The primary source of support is from grants. Revenue is recognized when cash or property is received. Revenues received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on its existence or nature.

Income Taxes

The organization is a not-for-profit organization that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. Therefore, there are no provisions for income taxes.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Subsequent Events

Management has evaluated subsequent events through March 9, 2025, the date the financial statements were available to be issued. The subsequent events occurring in the immediate period following the review date that have any material effect on the organization or financial statements have been noted in the related section.

Tennessee Secretary of State
Tre Hargett



Division of Business and Charitable Organizations
312 Rosa L. Parks Avenue, 6th Floor
Nashville, Tennessee 37243-1102

April 18, 2025

Mr. CALEB M ROGAN
1304 DICKERSON PIKE
GOODLETTSVILLE, TN 37072 USA

RE: Registration to Solicit Funds for Charitable Purposes
Organization Name: ROCKLIFE YOUTH LLC.
CO Number: CO51679
Renewal Date: 06/30/2026

Dear Mr. CALEB M ROGAN :

Pursuant to the Tennessee Charitable Solicitations Act, T.C.A. § 48-101-501, *et seq.* the Tennessee Secretary of State has reviewed your application and is pleased to announce your organization's registration to solicit contributions has been **approved**.

The organization must maintain statutory compliance by submitting a renewal application and required fees on an annual basis. At that time you may be required to submit tax filings, financial statements, proof of IRS status, and other documents related to your organization and its fundraising activities. You can find additional information and submit additional filings online at <https://sos.tn.gov/charities>. The "CO" Number listed above will serve as your organization's charitable registration number and should be used when submitting any charitable filings or correspondence.

Please also be advised that if the organization's application or other provided information includes false, misleading or deceptive statements, appropriate action will be taken. Pursuant to the Tennessee Charitable Solicitations Act, a civil penalty of up to five thousand dollars (\$5,000.00) may be assessed for any violation.

Thank you for registering your organization and please do not hesitate to contact us with any questions.

Sincerely,

A handwritten signature in black ink that reads "Tre Hargett".

Tre Hargett
Secretary of State

Tracking Number
2025112066

Application to Renew Registration of a Charitable Organization



Tre Hargett
Secretary of State

Division of Business and Charitable Organizations
Department of State
State of Tennessee
312 Rosa L. Parks Avenue, 6th Floor
Nashville, Tennessee 37243
Phone: 615-741-2286
sos.tn.gov/charities

CO Number: CO51679
Filed: 04/07/2025 09:45 PM
Tre Hargett
Secretary of State

Organization Information

Legal Name of the Charitable Organization: ROCKLIFE YOUTH LLC.

Legal entity type of the Organization: Corporation

Business Services Control Number: 1492281

FEIN: 99-0711828

Initial Registration Date: 02/22/2024

Renewal Date: 06/30/2025

Has your fiscal year ending month changed since your last renewal?

Yes No

Fiscal Year Ending Month: December

When and where was the organization legally established

Date: 12/13/2023

Country: USA

City/State: NASHVILLE, TN

County: Davidson

Has your Principal Office address changed since your last renewal?

Yes No

Principal Office Address

1304 DICKERSON PIKE
USA, GOODLETTSVILLE, TN 37072

Has your Mailing address changed since your last renewal?

Yes No

Mailing Office Address

1304 DICKERSON PIKE
USA, GOODLETTSVILLE, TN 37072

Contact Information for the Charitable Organization

Contact Name: Mr. CALEB M ROGAN

Telephone Number: (615) 243-7355

Email: caleb@rynashville.org

Current names used by the charity organization

CHURCH ON THE ROCK

Do you need to modify other names that the charity solicits under?

Yes No

Has the organization registered in any other state(s)?

Yes No

Does the charity have other offices, chapters, branches, affiliates or a parent?

Yes No

Other offices

Name: CHURCH ON THE ROCK

Type: Parent

Telephone: (615) 243-7355

Fax:

Reporting Financial Activities: No

Address

1304 DICKERSON PIKE
GOODLETTSVILLE, TN 37072, USA

The category that best describes your organization

- Youth Development

The charitable purpose of the organization

Provides afterschool programming and youth enrichment for students K-8 within Davidson County.

Tax & Financial Information

Has your tax exempt status changed since your last renewal?

Yes No

Tax Exemption Status: Tax-exempt

501(c) Exemption Type: 501(C)(3)

Last Fiscal Year Start: January 2024

Date IRS Determination Letter Received: 12/13/2023

Last Fiscal Year End: December 2024

Type of 990 Tax Form Filed: No 990 Filed

Gross Revenue

Direct and Indirect Public Contributions	\$ 5,000.00
Government Grants	\$ 0.00
Special Events and Activities	\$ 0.00
Membership Dues	\$ 0.00
Other Revenue	\$ 0.00
Total Revenue	\$ 5,000.00

Expenses

Total Program Expenses	\$ 5,000.00
Management and General Expenses	\$ 0.00
Fundraising Expenses	\$ 0.00
Other Expenses	\$ 0.00
Total Expenses	\$ 5,000.00

Excess/Deficit For the Year (Total Revenue - Total Expenses)	\$ 0.00
---	---------

Solicitation Information

Have you been enjoined by any court from soliciting contributions?

Yes No

Does your organization contract with or otherwise engage the services of any outside fundraising professional (such as a “professional fund-raiser,” “paid solicitor,” “fund raising counsel,” or “commercial co-venturer”)?

Yes No

Officer Information

Do you need to modify the current officers?

Yes No

Signature

I certify that the statements in this registration statement and all supplemental forms, documents, and continuation sheets are true and correct to the best of my knowledge and belief.

I (Chief Fiscal Officer, Treasurer, or Officer) certify, under penalty of perjury, that the above information is true and correct.

Signed Electronically: Caleb Rogan

Date: 04/07/2025

Title: Custodian of Final Distributions

I certify that the statements in this registration statement and all supplemental forms, documents, and continuation sheets are true and correct to the best of my knowledge and belief.

I (Chief Fiscal Officer, Treasurer, or Officer) certify, under penalty of perjury, that the above information is true and correct.

Signed Electronically: Bradford George Taylor

Date: 04/07/2025

Title: Chief Fiscal Officer

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY
INVOICE FOR PAYMENT**

Mail or submit via email to: Nashville After Zone Alliance at NPL attn: Teriz Fahmy
615 Church Street
Nashville, TN 37219
Teriz.Fahmy@Nashville.gov

ORGANIZATION NAME		INVOICE DATE:			
PROGRAM NAME		FOR THE PERIOD(S):			
ADDRESS		CONTRACT PERIOD			
CITY, STATE & ZIP		CONTRACT #:			L-
FEDERAL ID # (EIN)		CONTACT PERSON			
		TELEPHONE # :			
		EMAIL ADDRESS:			

COST CATEGORIES	TOTAL APPROVED BUDGET (note: any changes to the contract Spending Plan must be first approved by Grantor)	Invoice 1 (Up to 50%)	Invoice 2 (Up to 40%)	Invoice 3 (Up to 10%)	COMMENTS
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	
Benefits and Taxes	\$ -	\$ -	\$ -	\$ -	
Total Personnel Expenses	\$ -	\$ -	\$ -	\$ -	
Office Supplies	\$ -	\$ -	\$ -	\$ -	
Communications	\$ -	\$ -	\$ -	\$ -	
Postage and Shipping	\$ -	\$ -	\$ -	\$ -	
Occupancy	\$ -	\$ -	\$ -	\$ -	
Equipment Rental and Maintenance	\$ -	\$ -	\$ -	\$ -	
Printing and Publications	\$ -	\$ -	\$ -	\$ -	
Travel/Conferences & Meetings	\$ -	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	\$ -	
Direct youth costs (learning supplies, learning software, programs, games, food, etc.)	\$ -	\$ -	\$ -	\$ -	
Afterschool/Summer Transportation					
Field Trips	\$ -	\$ -	\$ -	\$ -	
Professional Fees/Enhancement partners	\$ -	\$ -	\$ -	\$ -	
Other Non-Personnel	\$ -	\$ -	\$ -	\$ -	
Indirect Cost	\$ -	\$ -	\$ -	\$ -	
Total Non-personnel	\$ -	\$ -	\$ -	\$ -	
Grand total	\$ -	\$ -	\$ -	\$ -	
Total %		#DIV/0!	#DIV/0!	#DIV/0!	

I certify to the best of my knowledge and belief that that above is correct and the amount invoiced is in accordance with the contract conditions and that payment is due and has not been previously paid.

RECIPIENT'S AUTHORIZED SIGNATURE

Name Title Date



Annex 4: Minimum Standards for NAZA-Funded Partners in 2025-2026

Minimum Organizational Standards

	Standard
1.	Smoking and drug/alcohol use are not allowed on program premises and in programming space.
2.	Policies and protocols are in place so that staff/volunteer verbal and physical interactions with youth are appropriate. For example, staff/volunteers may not be alone with a youth they meet in the program outside of programming time.
3.	If the program provides transportation, there are established policies to transport youth safely, including maintaining and complying with the requirements of auto liability insurance, in compliance with MNPS transportation policies, if appropriate.
4.	There is an emergency management plan in place including procedures for fire drills and natural or other disasters; all staff, youth, and their families are familiar with it. School-based programs reflect the MNPS plan.
5.	Families are informed of procedures related to potential health risks/hazards and to program closure.
6.	Policies are in place to ensure that youth allergies and food restrictions are taken into consideration in food preparation and service.
7.	Procedures are in place for dealing with sick or injured youth during programming time.
8.	Policies allow family members to visit anytime during program hours and engage the staff in private conversation, as appropriate, after program hours.
9.	There is an established program protocol for dealing with disciplinary offenses.
10.	Policies and procedures support regular, positive and respectful communications with families of participating youth.
11.	Staff and volunteers are familiar with their position and responsibilities prior to working with youth and their families
12.	Written job descriptions, work schedules, and employee timesheets are on file.
13.	Program managers assess performance and satisfaction among staff and volunteers, identify needs and facilitate improvement where necessary.

Minimum Operational and Safety Standards

	Standard
14.	At least one person with a current first aid certificate, including CPR, is present at all times.
15.	Staff and volunteers aged 18 and above have undergone a thorough screening and background check. High school volunteers have direct supervision.
16.	Staff have been provided information on how to report any concerns related to child abuse or neglect.



The following will be reviewed *during site visits and compliance checks throughout the year.*

	Standard
17.	There are no observable safety or health hazards in the program space.
18.	Emergency information on each youth is on file and accessible.
19.	A first aid kit (including basic medical supplies, such as bandages, ointments, etc., to deal with minor cuts, bruises, scrapes, and burns) is readily available.
20.	Program space has adequate security in place.
21.	Staff knows where youth are and what they are doing at all times.
22.	Drinking water is readily available at all times.
23.	The administration ensures that staff keep accurate records of enrollment, attendance and any student disciplinary offenses.
24.	The administration pursues partnerships which enrich their NAZA-funded programming and utilize existing community resources, such as enrichment partners.
25.	Each site completes a fire and emergency drill during the fall and spring semester of their NAZA-funded program.

Minimum Content and Quality Standards

	Standard
26.	Youth have opportunities to learn through project-based or experiential and real-world contexts.
27.	Each program site completes their fall and spring YPQA self-assessment, participates in an improvement plan meeting, and submits an improvement plan on the Weikart Scores Reporter. The site staff have ongoing communication with their paired YPQA Fellow.

Minimum Professional Development Standards

	Standard
28.	<p>Staff and volunteers receive relevant and appropriate training and attend ongoing professional development activities that support their own growth and build more effective program practice.</p> <ul style="list-style-type: none"> • <i>Site coordinators and program administrators</i> must complete YPQA Basics (once) and Intro to PYD (every three years). • NAZA Essential Operations training, which includes Salesforce attendance training, meal review and other logistics, will be conducted once a year for new and returning staff. • All frontline staff must complete Intro to PYD and the NAZA Essential Operations training. • All program staff with access to student school data must take a training on Responsible Use of Data, when offered by NAZA/MNPS.



Minimum Financial Standards

	Standard
1.	Submit required invoices on designated due dates. Invoices will reflect the payment method of 50%, 40%, and 10%
2.	Present quarterly expenditure report at designated due dates. If applicable, provide financial documents, such as, such as general ledger, payroll information, and anything else that may support expenses.
3.	Formally request budget revision if line item exceeds 10% of the allotted budget amount.



MNPS/NAZA MOU ATTACHMENT B:

DATA EXCHANGE AND CONFIDENTIALITY SUB-AGREEMENT BETWEEN NASHVILLE PUBLIC LIBRARY ON BEHALF OF NAZA AND YOUTH DEVELOPMENT AGENCIES

This sub-agreement is a subsidiary document to the Data Exchange and Confidentiality Agreement (Attachment A of the MNPS-NPL MOU) effective between Nashville Public Library on behalf of NAZA and NAME OF THE AGENCY. Individual school principals acknowledge this document as the basis of data-sharing with community youth development agencies. This sub-agreement specifies the responsibilities of NAZA and MNPS in enabling access to data-sharing as well as the responsibilities of youth development agencies in using the obtained student data in a responsible way in compliance with MNPS policies and FERPA regulations.

This document details the types of data that youth development agencies will have access to as well as specifies the allowable use of student data accessible to youth development agencies.

Annexed to this document is Attachment BI, the parent consent form that is a required condition for obtaining student school data through NAZA. All agencies accessing student records under MNPS/NPL-NAZA data-sharing agreement must use the annexed form without changes.

Annexed to this document (Attachment B2) is a document explaining FERPA regulations that the providers must refer to when using student data shared with them.

NAZA responsibilities

To enable access to MNPS student data NAZA:

- 1) Facilitates relationship with the central Data Management Office at MNPS to ensure documents allowing data-sharing are up-to-date.
- 2) Coordinates with Community Achieves leadership at MNPS to ensure NAZA funded and affiliated partners are invited to Community Achieves partner meetings at schools, are able to access data through CA Coordinators (where possible).
- 3) Offers program providers unified student attendance management system (in Salesforce) to track program enrollment and attendance including by type of activity and focus on certain skills/growth practices.
- 4) Supports the training needed for its partners to consistently learn about unpacking student's education data (from schools) as well as understanding the responsible use of data.
- 5) Shares the data from its unified system with MNPS to match student records and receive reports from **MNPS**.



Data sent data sent from NAZA to MNPS

- Program information and student program enrollment data sent from NAZA to MNPS
 - o Program name
 - o Session name
 - o School ID
 - o School name
 - o Student number
 - o Student start date
 - o Student end date
 - o Types of activities students engaged in
 - o Growth practices focused per program

MNPS Responsibilities

MNPS acknowledges the importance of high quality out-of-school time programs that support school success for many students. NAZA - funded and affiliated partners provide youth development programming aimed at their holistic learning and development. As part of that, partners design certain activities to support youth's academic learning, through homework help, academic enrichments as well as SEL skill building to support their continuous attendance and engagement in their schools.

In support of that, MNPS, through individual schools designated staff member and/or Community Achieves staff and upon receiving student rosters from the programs along with a proof of parent permission for each student, may provide data from the MNPS student information system and the MNPS data warehouse to include data elements identified below:

Elements sent from MNPS to NAZA

- Student identifiers
 - o School ID
 - o School name
 - o Student number
 - o Last name
 - o First name
 - o Middle name
 - o Preferred name
 - o Birthdate
 - o Gender
 - o Grade level
 - o Address
 - o Phone number

Data shared with NAZA through MNPS reporting (aggregate and student identifiable)

- Attendance
 - o Unexcused and tardy counts
 - o Chronically absent students
 - o Quarterly attendance rates by grade level
- Discipline
 - o Students with 5+ ISS days
 - o Students with 5+ OSS days
 - o Expelled students
 - o Remanded students
 - o Top 10 offenses year to date



- Enrollment
 - o # Entries distribution
- At-risk flags
- IEP data
 - o Days until IEP eligibility reevaluation
 - o Days until new IEP
- Demographics (subgroups summary)
 - o Ethnicity
 - o Gender
 - o Grade level
 - o SWD - Students with disabilities
 - o ED - Economically disadvantaged
 - o ELL- English Language Learners
 - o LEP - Limited English Proficiency
- Grades
 - o Quarterly percentage of students having at least 1 failing course grade
- Assessments (subject to change)
 - o State summative assessment/TCAP(if administered)
 - o Interim benchmark assessment/MAP
 - o Universal Screener/FAST
 - o WIDA ACCESS for English Learners

Partner Responsibilities

- 1) NAZA partner agencies may seek and receive quarterly school-level data for students who are active in their programs.
- 2) Agencies must ensure parent consent forms (Attachment BI) are signed and uploaded in the NAZA data-management system before they can request data from schools on those youth.
- 3) Agencies must have the school principal initial this agreement in the beginning of each school year to acknowledge the legal basis of the student data sharing before agencies can request individual student data from schools.
- 4) Partners share active student rosters or individual names of students with the schools to request student data.
- 5) When requesting data on active students from schools the agencies must attach an indication generated through the NAZA data system that the parent permission has been granted for every student that they are requesting data for.
- 6) Agencies must ensure the confidentiality of the student individual data, must not report individual data and should use only aggregate data (that suppresses small counts that could identify a student) for reporting or fundraising purposes.
- 7) Partners can use individual student data to:
 - a. Design activities that best support the needs of the enrolled students;



- b. Continuously improve the quality of the programs to meet student needs;
 - c. Focus on skills and practices that help student's learning and development;
 - d. Facilitate discussions with team or other partners who provide services to the student;
 - e. Evaluate programs;
 - f. Comply with funding requirements; compliance
- 8) For any additional uses of data outside of the stated scope, agencies must request a separate permission from MNPS through NAZA.
- 9) Partners should destroy the individual student data immediately after the program attendee exists the program or the program term is over.

Mandatory training

All NAZA partner agencies having access to students' school data must complete the following trainings:

- 1) **Responsible use of data-** which will cover the FERPA regulations, the terms of receiving, storing and destruction of the sensitive student data, as well as requirements and restrictions around reporting of that data. The training will also provide information on required parent permission forms, as well as measures to be taken to avoid any data breach or publication of individual student data.
- 2) **Understanding education data-** this training will help NAZA partner agencies to understand student data that they receive from schools. The aim is to help partners make meaningful use of school data by understanding how to interpret each data set, especially related to academic achievement (test scores, etc.)

Nashville Public Library/NAZA authorized staff Date

Signature of NAZA-funded or affiliated program staff Date

Acknowledged by School Principal Date

5. PERFORMANCE MEASURES

NAZA will track the following performance indicators throughout each contract year. Partners will be required to report on these indicators in their annual reports.

Organizational-level Performance Indicators

NAZA-Established Afterschool Programming Indicators	
1.	NAZA-funded organization will serve at least 90% of the # of youth that it commits to serve in its NAZA proposal.
2.	Of the # of youth projected to be served in NAZA-funded organization’s afterschool program, at least 40% will be retained for 60 days or more during the program year.
3.	NAZA-funded organization will follow the YPQI protocols and procedures in a timely manner.
4.	NAZA-funded organization will use the YPQI pre-assessment data to improve programming for spring.
5.	A percentage of youth enrolled in NAZA-funded organization’s NAZA-funded program will complete a youth-level survey at a rate comparable to NAZA-wide average attendance rates. For reference, the attendance rate for the 2022-2023 school year was 60.8%.

NAZA-Established Summer Programming Indicators	
1.	NAZA-funded organization will serve at least 90% of the # of youth that it commits to serve in its NAZA contract.
2.	Of the # of youth contracted to be served in NAZA-funded organization’s summer program, at least 40% of the youth must be retained for at least 50% of the scheduled programming days.
3.	A percentage of youth enrolled in NAZA-funded organization’s NAZA-funded program will complete a youth-level survey at a rate comparable to NAZA-wide average attendance rates. For reference, the attendance rate for Summer 2024 was 84%.

Youth-Level Afterschool Programming Outcomes

NAZA-Established Afterschool Programming Outcomes	
1.	On the youth-level survey, NAZA-funded organization will score an aggregate average (combined across all of its sites) of at least 85% on the youth-level survey—demonstrating that youth respondents report an overall positive experience in their program.
2.	On the youth-level survey, 85% of NAZA-funded organization’s respondent youth will receiving satisfactory support in areas of their academic development (i.e., <i>Homework Completion</i> and <i>Homework Support</i> , <i>Academic Success</i> , <i>School Connection</i> , <i>Satisfaction</i> , and <i>Engagement</i>) —demonstrating that youth respondents are engaging in activities that enhance their academic skills and committed to learning as a result of participating in their program.
3.	On the youth-level survey, 85% of NAZA-funded organization’s respondent youth will report positive social experiences (i.e., <i>Teamwork</i> , <i>Confidence/ Self-Esteem</i> , <i>DEI- Affirmation</i> , <i>Peer Relationships</i> , <i>Emotion Knowledge</i> , <i>Emotion Management</i> , <i>Emotion Expression</i> , <i>Positive Adult Interactions</i> , and <i>Youth Voice/ Empathy</i>) — demonstrating that youth respondents are experiencing positive relationships in their program.
4.	On the youth-level survey, 85% of NAZA-funded organization’s respondent youth will report satisfactory support in the development of social emotional learning and general life skills (i.e. <i>Work Habits</i> , <i>Initiative</i> , <i>Problem Solving/ Persistence</i> , <i>New Experiences</i> , <i>Peer Interactions</i> , <i>Cultural Connections</i> , <i>Emotion Coaching</i> , <i>Skill-building</i> , <i>Real World Connections</i> , <i>Race Conversations</i> , and <i>Encouragement</i>) — demonstrating that youth gain fundamental skills as a result of participating in their program.
5.	85% of respondent youth in NAZA-funded organization’s afterschool program will report receiving satisfactory support in developing leadership skills (i.e., <i>Youth Voice</i> and <i>Sense of Belonging</i>) — demonstrating that youth are empowered in their afterschool activities.



YOUTH ENROLLMENT FORM

Afterschool Programming Period:

Fall Semester: September 2 to December 12, 2025

Spring Semester: January 7 to May 8, 2025

(TYPE and Underline Full Name of Organization) is a NAZA- funded organization offering afterschool programming **free of charge** to youth and parents. This programming cannot offer a “drop-in option” and parents and youth must commit to regular attendance for at least one semester.

The Nashville After Zone Alliance (NAZA), is a city-wide out-of-school time partnership between Nashville Public Library, MNPS, Mayor’s Office and non-profit providers working together and committed to high quality afterschool programming especially for middle school youth.

Program Name: _____
School Name: _____

Please fill out all parts of this form & return to school office.

A. Youth Information (Please complete every line below)

STUDENT ID # _____ Grade: 5 6 7 8 Gender: _____

Youth name as found on birth certificate: _____
FIRST LAST

Name you like to be called: _____ Youth Birthdate: ____/____/____

Street Address: _____ Zip code: _____

B. Family & Emergency Contact Info

Custodial Parent/Guardian:

Name: _____ Relationship: _____

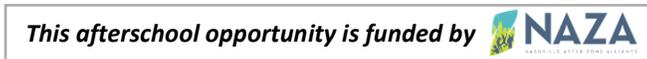
Phone #: _____ Email Address: _____

Street Address: _____ Zip code: _____

Alternate Contact for Emergencies:

Name: _____

Relationship: _____ Home or Cell Phone #: _____



C. Medical Information (Please complete the lines below and include as much information as possible)

Medicines: YES NO

Allergies or Food Restrictions? YES NO

Physical restrictions: YES NO

Additional illnesses/conditions? YES NO

If you circled "YES" on any of the above, please give us details so we can care for your child properly:

Does your child have medical insurance? YES or NO (please circle)

If yes, please complete insurance information below; if no please list a preferred hospital:

Preferred hospital if your child needs medical care: _____

Primary Doctor: _____ Doctor Phone: _____

Health Insurance Company Name: _____ Policy #: _____

D. Transportation

(The info below is required for ALL youth to participate in NAZA-funded activities AND ride the MNPS late bus home. If this page is omitted your child will not be able to participate in NAZA activities)

Please circle **Yes** or **No** for **EACH** statement below and **complete the entire form** for your child to participate in NAZA-funded activities and for arrangements of evening transportation, including riding a MNPS late bus home:

Yes No My child rides the school bus to school in the morning.

Yes No I want my child to ride the school bus home from the NAZA-funded afterschool program.

***NOTE: If your child is not eligible to ride the morning bus, they will not be able to ride the bus home.**

Yes No I or someone I authorize will pick my child up from the NAZA-funded afterschool program each day.

Please list pick up contacts below; only those listed will be allowed to pick up youth

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

METROPOLITAN NASHVILLE PUBLIC SCHOOLS
2025-2026 NAZA TRANSPORTATION PERMISSION SLIP

The following Permission Slip must be completed and signed by a parent or guardian and returned to the school principal before a Metro School Bus can transport your child to participate in extended day programs at school. The school will forward a copy of this form to the MNPS Dept. of Transportation. The Department of Transportation will need three (3) school days to process this request prior to your child receiving extended day transportation services. **The address must match what the school has on file and your student must be zoned to this school for us to assign them to an evening bus.**

(PLEASE PRINT IF WE CAN'T READ IT WE CAN'T ASSIGN YOUR STUDENT)

Student First Name _____ Last _____ ID# _____

Student's Address _____ Zipcode _____

Is this a new home address (moved in last 6 mos.)? **YES** **NO**

Parent/Guardian's Name _____

Home Phone _____ Emergency Phone _____

SCHOOL STUDENT IS TRANSPORTED FROM: _____ School

Program: (X) NAZA Academic and Other Enrichment

My student has permission to ride a Metropolitan Nashville Public Schools School Bus from school to my **student's regular bus stop** to participate in extended school day activities. I understand that my student may be en-route on the school bus in excess of one (1) hour. I understand that transportation services may not be provided for my student if we reside in a parent responsibility zone. I further understand that services will not be provided on early release school days, snow days, or any other day school is not in session. My student and I understand that this service is a **privilege**, and further understand that bus service will be discontinued should the student misbehave or violate school system's safety rules. My student and I have read the attached Bus Rider Rules and agree to abide by them.

Parent/GuardiansSignature _____ Date: _____

NOTE: The school will fax this form to the Transportation office at **(615)256-4490**. The school will keep the original form for their files.

UNIFIED PARENT CONSENT FORM

Student Record Release Permission

Nashville After Zone Alliance (NAZA) partner agencies, receive information from Metro Nashville Public Schools (MNPS) about the students that are enrolled in NAZA-funded or affiliated programs. The programs utilize personally identifiable information (PII) from student’s school records to plan and provide high quality after school programming for your student. Information that is deemed as part of the student’s school record is listed below:

- | | | |
|------------------|------------------|--|
| ● School ID | ● Middle name | ● Address |
| ● School name | ● Preferred name | ● Phone number |
| ● Student number | ● Birthdate | ● IEP Status (Presence of an IEP, and |
| ● Last name | ● Gender | dates that indicate if a new IEP is due) |
| ● First name | ● Grade level | |

Note: MNPS will not share any additional information about your child’s IEP. The parent/guardian is the only person(s) allowed to disclose any additional information about the IEP.

- Daily Attendance record
- Number of suspensions (in and out of school)
- Academic achievement data, such as:
 - State summative assessment/TCAP(if administered)
 - Interim benchmark assessment/MAP
 - College and career readiness assessments
 - WIDA ACCESS for English Learners
 - Class grades
- Access to devices (computer, tablet) and internet at home

The information will be treated as confidential in agreement with the Family Educational Rights and Privacy Act (FERPA), will not be released to any other parties that are neither associated nor affiliated with NAZA, and will be used for the sole purposes to continue providing high quality after school programming to your child. NAZA personnel and its partners will be properly trained to protect your student’s Personally Identifiable Information (PII). Any PII that has been collected and maintained by NAZA partner agencies will be permanently destroyed at the end of the academic year.

I give my permission to the Nashville After Zone Alliance and its funded providers, unless otherwise noted in the space below:

- a. To have my child participate in NAZA-funded programs and activities at my child’s school as well as other off-site locations throughout the NAZA system, as specified in this enrollment form, knowing that this might include special activities, such as off-site events, end-of-year celebrations, homework/academic help, and field trips, and realizing that some of these may take place outside of regular program hours.
- b. With the medical information provided in the program application in mind, to engage in all activities except as noted.
- c. To secure proper medical treatment for my child in the event of an emergency. If I or my emergency contact cannot be reached, I give permission for a physician to order routine tests and treatment for the health of my child. I give permission to a physician to secure treatment and/or hospitalize my child; after all emergency contact attempts have been made.
- d. To provide assistance in accessing devices and internet services when presented as a barrier for my child to participate in afterschool and summer programs.
- e. To use in media releases to benefit NAZA and its funded providers, photographs, creative work, quotes, videos, or other media which may include my child.

I, the undersigned, understand, acknowledge, and agree:

- That I have read and understand the information provided in the Parent Consent Form.
- That I will update any information I provided about my student in a timely fashion.
- That NAZA-funded and affiliated providers will request my child’s records that may contain personal information (share demographics, grades, assessment, attendance, behavior/suspensions, IEPs and information about access to technology and internet at home) for the sole purpose of helping my child succeed in school and beyond.
- I therefore waive, with respect to these disclosures, any duty of confidentiality arising from Federal or State requirements.
- That participation in NAZA-funded programs and providing information about my child may involve certain risks. I assume all of these risks.
- That NAZA-funded providers will make themselves available to children, parents, and school staff and any concerns they might have.
- That NAZA-funded providers will protect the safety, interests, and rights of all individuals in the program. Therefore, each program will provide a parent/youth handbook or other program-specific information, including behavior policies and grievance procedures.
- That my child may be asked to complete surveys regarding the program for evaluation purposes.
- That I will not seek to hold NAZA or its funded providers responsible for any losses or damages whatsoever which I or my child may incur in connection with NAZA or its funded providers.
- That all program staff are employed by NAZA-funded providers, who are responsible for the operations of the program and supervision of their personnel. NAZA takes no responsibility for these operations or supervision.

I, the parent or legal guardian, give consent for Metro Nashville Public Schools to share my child’s information, as described above, with NAZA staff and its funded and affiliated partners for the purpose of planning and providing high quality afterschool programming to my child. I fully release and discharge MNPS and its employees from any and all liabilities arising out of or in connection with the above described data sharing relative to NAZA and NAZA partners. I reserve the right to withdraw my consent at any time by submitting a written notice of withdrawal of consent to NAZA or its partner.

Signature Custodial Parent/Guardian

Date

Signature of NAZA-funded or affiliated program staff

Date



SUMMER YOUTH ENROLLMENT FORM

Summer Programming Period:

Start Date: _____

End Date: _____

(TYPE and Underline Full Name of Organization) is a NAZA- funded organization offering summer programming free of charge to youth and parents. This programming cannot offer a “drop-in option” and parents and youth must commit to regular attendance.

The Nashville After Zone Alliance (NAZA), is a city-wide out-of-school time partnership between Nashville Public Library, MNPS, Mayor’s Office and non-profit providers working together and committed to high quality afterschool and summer programming especially for middle school youth.

Program Name: _____
Program Location: _____

Please fill out all parts of this form & return to school office.

A. Youth Information (Please complete every line below)

STUDENT ID # (If, MNPS Student) _____ Grade: 5 6 7 8 Gender: _____

Youth name on birth certificate: _____
FIRST LAST

Name you like to be called: _____ Youth Birthdate: ____/____/____

Street Address: _____ Zip code: _____

B. Family & Emergency Contact Info

Custodial Parent/Guardian:

Name: _____ Relationship: _____

Phone #: _____ Email Address: _____

Street Address: _____ Zip code: _____

Alternate Contact for Emergencies:

Name: _____

Relationship: _____ Home or Cell Phone #: _____



C. Medical Information (Please complete the lines below and include as much information as possible)

Medicines: YES NO

Allergies or Food Restrictions? YES NO

Physical restrictions: YES NO

Additional illnesses/conditions? YES NO

If you circled "YES" on any of the above, please give us details so we can care for your child properly:

Does your child have medical insurance? YES or NO (please circle)

If yes, please complete insurance information below; if no please list a preferred hospital:

Preferred hospital if your child needs medical care: _____

Primary Doctor: _____ Doctor Phone: _____

Health Insurance Company Name: _____ Policy #: _____

D. Transportation Info

The info below is required for ALL youth to participate in NAZA-funded summer activities. If this page is omitted your child will not be able to participate in NAZA activities.

Please list pick up contacts below; only those listed will be allowed to pick up youth:

Name: _____ Relationship: _____ Phone: _____

UNIFIED PARENT CONSENT FORM (General Permissions)

Child's Name: _____

Student Record Release Permission

Nashville After Zone Alliance (NAZA) partner agencies, receive information from Metro Nashville Public Schools (MNPS) about the students that are enrolled in NAZA-funded or affiliated programs. The programs utilize personally identifiable information (PII) from student's school records to plan and provide high quality after school programming for your student. Information that is deemed as part of the student's school record is listed below:

- First, Last, & Middle Name
- Preferred Name
- Gender
- Grade Level
- Student ID
- Address
- Phone Number
- English Learner Status
- IEP Status (Presence of an IEP, and dates that indicate if a new IEP is due)

Note: MNPS will not share any additional information about your child's IEP. The parent/guardian is the only person(s) allowed to disclose any additional information about the IEP.

- Daily Attendance record
- # of suspensions (in and out of school)
- Academic achievement data
 - State TCAP Assessment scores
 - MAP assessment scores
 - Class grades
- Access to devices (computer, tablet) and internet at home

The information will be treated as confidential in agreement with the Family Educational Rights and Privacy Act (FERPA), will not be released to any other parties that are neither associated nor affiliated with NAZA, and will be used for the sole purposes to continue providing high quality after school programming to your child. NAZA personnel and its partners will be properly trained to protect your student's Personally Identifiable Information (PII). Any PII that has been collected and maintained by NAZA partner agencies will be permanently destroyed at the end of the academic year.

Additional Permissions

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Signature Custodial Parent/Guardian Date

Signature of NAZA-funded or affiliated program staff Date