

GRANT SUMMARY SHEET

Grant Name: Emergency Management Performance Grant (EMPG) 19-22

Department: OFFICE OF EMERG. MGMT.

Grantor: U.S. DEPARTMENT OF HOMELAND SECURITY

**Pass-Through Grantor
(If applicable):** TENN. EMERG. MGMT.

Total Award this Action: \$188,350.00

Cash Match \$188,350.00

Department Contact: Drusilla Martin
862-5462

Status: CONTINUATION

Program Description:

Funding to subsize Emergency Management Program for Nashville/Davidson County.
NOTE: In the past few years OEM has received an estimated amount of about \$188,350. The application does not request a specific amount. TEMA disburse funding after it determines how much will be awarded for the entire State. A letter is attached to the application requiring the Mayor to sign so Metro can be considered if there are any funds to be awarded for year 2020. The amount of funding is determined by the Tennessee Emergency Management Agency (TEMA) after they know how much is awarded for the entire state.

Plan for continuation of services upon grant expiration:

Contingent upon availability of funds.

Budget Analyst Match Approval

X

Rachel Jones

Grants Tracking Form

Part One

Pre-Application <input type="radio"/>		Application <input type="radio"/>		Award Acceptance <input checked="" type="radio"/>		Contract Amendment <input type="radio"/>	
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Department OFFICE OF EMERG. MGMT.	Dept. No. 049	Contact Drusilla Martin	Phone 862-5462	Fax
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Grant Name: Emergency Management Performance Grant (EMPG) 19-21	
Grantor: U.S. DEPARTMENT OF HOMELAND SECURITY	Other:
Grant Period From: 10/01/19	(applications only) Anticipated Application Date:
Grant Period To: 09/30/21	(applications only) Application Deadline:
Funding Type: FED PASS THRU	Multi-Department Grant <input type="checkbox"/> If yes, list below.
Pass-Thru: TENN. EMERG. MGMT.	Outside Consultant Project: <input type="checkbox"/>
Award Type: FORMULA	Total Award: \$188,350.00
Status: CONTINUATION	Metro Cash Match: \$188,350.00
Metro Category: Est. Prior.	Metro In-Kind Match: \$0.00
CFDA # 97 042	Is Council approval required? <input type="checkbox"/>
Project Description:	Applic. Submitted Electronically? <input type="checkbox"/>

Funding to subsidize Emergency Management Program for Nashville/Davidson County. NOTE: In the past few years OEM has received an estimated amount of about \$188,350. The application does not request a specific amount. TEMA disburse funding after it determines how much will be awarded for the entire State. A letter is attached to the application requiring the Mayor to sign so Metro can be considered if there are any funds to be awarded for year 2020. The amount of funding is determined by the Tennessee Emergency Management Agency (TEMA) after they know how much is awarded for the entire state.

Plan for continuation of service after expiration of grant/Budgetary Impact:
Contingent upon availability of funds.

How is Match Determined?
Fixed Amount of \$ \$188,350.00 **or** **% of Grant** **Other:**
Explanation for "Other" means of determining match:
Salaries and all others will be used for match.

For this Metro FY, how much of the required local Metro cash match:
Is already in department budget? \$188,350.00 **Fund** 10101 **Business Unit** 49101000
Is not budgeted? **Proposed Source of Match:** OEM Budget
 (Indicate Match Amount & Source for Remaining Grant Years in Budget Below)

Other:
Number of FTEs the grant will fund: 2.10 **Actual number of positions added:** 0.00
Departmental Indirect Cost Rate: 37.00% **Indirect Cost of Grant to Metro:** \$69,689.50
***Indirect Costs allowed?** Yes No **% Allow.** 0.00% **Ind. Cost Requested from Grantor:** \$0.00 **in budget**
 *(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)

Draw down allowable?
Metro or Community-based Partners:

Part Two

Grant Budget

Budget Year	Metro Fiscal Year	Federal Grantor	State Grantor	Other Grantor	Local Match Cash	Match Source (Fund, BU)	Local Match In-Kind	Total Grant Each Year	Indirect Cost to Metro	Ind. Cost Neg. from Grantor
Yr 1	FY20	\$188,350.00			\$188,350.00	10101, 49101000		\$376,700.00	\$69,689.50	\$0.00
Yr 2	FY21									
Yr 3	FY__									
Yr 4	FY__									
Yr 5	FY__									
Total		\$188,350.00	\$0.00	\$0.00	\$188,350.00		\$0.00	\$376,700.00	\$69,689.50	\$0.00

Date Awarded: 11/16/20	Tot. Awarded: \$188,350.00	Contract#: 34101-12221
(or) Date Denied:	Reason:	
(or) Date Withdrawn:	Reason:	

Contact: trinity.weathersby@nashville.gov
vaughn.wilson@nashville.gov

Rev. 5/13/13
4965

RECEIVED
APPROVED
NOV 18 2020
NOV 19 2020
GCP
GCP

JW



GOVERNMENTAL GRANT CONTRACT

(cost reimbursement grant contract with a federal or Tennessee local governmental entity or their agents and instrumentalities)

Begin Date 10/01/2019	End Date 09/30/2021	Agency Tracking # 34101-12221	Edison ID
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Grantee Legal Entity Name METRO NASHVILLE-DAVIDSON COUNTY	Edison Vendor ID 4
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Subrecipient or Recipient <input checked="" type="checkbox"/> Subrecipient <input type="checkbox"/> Recipient	CFDA # 97.042 Grantee's fiscal year end June 30th
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Service Caption (one line only)
EMERGENCY MANAGEMENT PERFORMANCE GRANT FEDERAL FISCAL YEAR 2020

Funding — FY	State	Federal	Interdepartmental	Other	TOTAL Grant Contract Amount
2021		188,350.00			188,350.00
TOTAL:		188,350.00			188,350.00

Grantee Selection Process Summary

- Competitive Selection
- Non-competitive Selection

This contract is in the best interest of the State. It is in accordance with the Federal Emergency Management Agency, Emergency Management Performance Grant Program, established by the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S.C. § 5121 et seq.), to provide grant funding to assist state emergency management agencies and local emergency management agencies in obtaining the resources required to support the National Preparedness Goal's associated Mission Areas and Core Capabilities. This grant increases the State and local effectiveness by providing the necessary direction, coordination, guidance, and assistance as authorized in this title so that a comprehensive emergency preparedness system exists for all hazards. The Grants are open to all local governments, state agencies, tribal and territorial governments as authorized by Section 662 of the Post Katrina Emergency Management Reform Act (6 U.S.C. § 762) This contract was negotiated with a local governmental entity which follows the state and local procurement laws, federal government Office of Management and Budget (A-87, Principles for State, Local, and Indian Tribal Governments), and in accordance with the Code of Federal Regulations 44.13.36 for procurement.

Budget Officer Confirmation: There is a balance in the appropriation from which obligations hereunder are required to be paid that is not already encumbered to pay other obligations.

CPO USE - GG

Speed Chart (optional)	Account Code (optional) 71301000
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**GRANT CONTRACT
BETWEEN THE STATE OF TENNESSEE,
DEPARTMENT OF MILITARY, TENNESSEE EMERGENCY MANAGEMENT AGENCY
AND
METRO NASHVILLE-DAVIDSON COUNTY**

This grant contract ("Grant Contract"), by and between the State of Tennessee, Department of Military, Tennessee Emergency Management Agency, hereinafter referred to as the "State" or the "Grantor State Agency" and Grantee Metro Nashville-Davidson County, hereinafter referred to as the "Grantee," is for the provision of pass-through funding to subsidize emergency management, as further defined in the "SCOPE OF SERVICES AND DELIVERABLES."

Grantee Edison Vendor ID # 4

A. SCOPE OF SERVICES AND DELIVERABLES:

- A.1. The Grantee shall provide the scope of services and deliverables ("Scope") as required, described, and detailed in this Grant Contract.
- A.2. Each Grant will be in accordance with items outlined in Tennessee Code Annotated (TCA) 58-2-110; et al., the Program Worksheet (PW) as approved by the appropriate Regional Director (RD) of the Tennessee Emergency Management Agency (TEMA) and in coordination with the U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Grant Programs Directorate (GPD) and the local Emergency Management Agency (EMA).
- A.3. Each Grant will incorporate the PW as a part of Attachment 2.
- A.4. Incorporation of Additional Documents. In the event of a discrepancy or ambiguity regarding the Grantee's duties, responsibilities, and performance under this Grant Contract, the following documents, incorporated by reference or attachment, shall govern in order of precedence as detailed below.
- a. this Grant Contract and all of its attachments and exhibits, excluding the documents listed at b. and c., below;
 - b. the associated grant proposal solicitation, if any, along with any associated amendments; and
 - c. the Grantee's proposal (Attachment 2) incorporated hereto as additional description of the scope of services requirements.
- A.5. The Federal Award Identification Worksheet shall be included as a part of this grant contract and designated as Attachment 3.

B. TERM OF CONTRACT:

- B.1. This Grant Contract shall be effective on October 1, 2019 ("Effective Date") and extend for a period of twenty-four (24) months after the Effective Date ("Term"), thereby ending on September 30, 2021 ("Term"). The State shall have no obligation to the Grantee for fulfillment of the Scope outside the Term.
- B.2. Federal Preaward Authority. The Parties acknowledge that the State has the power to expend funds under this Grant Contract in accordance with applicable federal preaward authority. Federal preaward authority is a system under which recipients of federal grant money may incur certain project costs before the final approval of a federal grant and may retain eligibility for subsequent reimbursement after grant approval. The payment obligations of this Grant Contract may be

predicated wholly or in part on the State's exercise of federal preaward authority. By accepting the terms of this Grant Contract, the Grantee acknowledges the following:

- a. With regard to the Grantee's activities prior to the Effective Date of this Grant Contract, only those activities which meet all of the following requirements shall be considered for reimbursement:
 - (1) Activities that are reasonably related to the Scope of Services;
 - (2) Activities in whose absence the Scope of Services could not be completed or performed; and
 - (3) Activities that meet the relevant federal agency's requirements for reimbursement under federal preaward authority.
- b. The Grantee understands the federal preaward authority system and its relation to this Grant Contract.
- c. Preaward authority is not a legal or implied commitment that the work contemplated in this Grant Contract will be approved for federal assistance or that a federal agency will obligate funds. Furthermore, it is not a legal or implied commitment that all items undertaken by the Grantee will be eligible for inclusion in a federally funded project.
- d. It is the Grantee's responsibility to ensure its own compliance with the policies and requirements of the relevant federal agency with regard to the goods or services contemplated in this Grant Contract. The Grantee assumes all risk and is responsible for ensuring that all conditions are met to retain eligibility for federal reimbursement via grant.
- e. To the extent that this Grant Contract is funded through federal preaward authority, the State's obligations under Section C of this Grant Contract shall be void in the event that any of the following occur:
 - (1) the Grantee fails to comply with the grantor federal agency's policies and regulations;
 - (2) the relevant federal agency fails or refuses to finalize a grant; or
 - (3) the relevant federal agency refuses to reimburse specific expenses incurred under preaward authority.
- f. The start date of the State's federal preaward authority is October 1, 2019.

C. PAYMENT TERMS AND CONDITIONS:

- C.1. Maximum Liability. In no event shall the maximum liability of the State under this Grant Contract exceed one hundred eighty-eight thousand three hundred fifty dollars and 00/100 (\$188,350.00) ("Maximum Liability"). The Grant Budget, attached and incorporated as Attachment 1 is the maximum amount due the Grantee under this Grant Contract. 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 Grantee.
- C.2. Compensation Firm. The Maximum Liability of the State is not subject to escalation for any reason unless amended. The Grant Budget amounts are firm for the duration of the Grant Contract and are not subject to escalation for any reason unless amended, except as provided in Section C.6.
- C.3. Payment Methodology. The Grantee shall be reimbursed for actual, reasonable, and necessary costs based upon the Grant Budget, not to exceed the Maximum Liability established in Section C.1. Upon progress toward the completion of the Scope, as described in Section A of this Grant Contract, the Grantee shall submit invoices prior to any reimbursement of allowable costs.

C.4. Travel Compensation. Reimbursement to the Grantee for travel, meals, or lodging shall be subject to amounts and limitations specified in the "State Comprehensive Travel Regulations," as they are amended from time to time, and shall be contingent upon and limited by the Grant Budget funding for said reimbursement.

C.5. Invoice Requirements. The Grantee shall invoice the State no more often than monthly, with all necessary supporting documentation, and present such to:

Tennessee Emergency Management Agency
EMPG Program
3041 Sidco Drive
Nashville, TN 37204

a. Each invoice shall clearly and accurately detail all of the following required information (calculations must be extended and totaled correctly).

- (1) Invoice/Reference Number (assigned by the Grantee).
- (2) Invoice Date.
- (3) Invoice Period (to which the reimbursement request is applicable).
- (4) Grant Contract Number (assigned by the State).
- (5) Grantor: Department of Military, Tennessee Emergency Management Agency.
- (6) Grantor Number (assigned by the Grantee to the above-referenced Grantor).
- (7) Grantee Name.
- (8) Grantee Tennessee Edison Registration ID Number Referenced in Preamble of this Grant Contract.
- (9) Grantee Remittance Address.
- (10) Grantee Contact for Invoice Questions (name, phone, or fax).
- (11) Itemization of Reimbursement Requested for the Invoice Period— it must detail, at minimum, all of the following:
 - i. The amount requested by Grant Budget line-item (including any travel expenditure reimbursement requested and for which documentation and receipts, as required by "State Comprehensive Travel Regulations," are attached to the invoice).
 - ii. The amount reimbursed by Grant Budget line-item to date.
 - iii. The total amount reimbursed under the Grant Contract to date.
 - iv. The total amount requested (all line-items) for the Invoice Period.

b. The Grantee understands and agrees to all of the following.

- (1) An invoice under this Grant Contract shall include only reimbursement requests for actual, reasonable, and necessary expenditures required in the delivery of service described by this Grant Contract and shall be subject to the Grant Budget and any other provision of this Grant Contract relating to allowable reimbursements.
- (2) An invoice under this Grant Contract shall not include any reimbursement request for future expenditures.
- (3) An invoice under this Grant Contract shall initiate the timeframe for reimbursement only when the State is in receipt of the invoice, and the invoice meets the minimum requirements of this section C.5.

C.6. Budget Line-item: Expenditures, reimbursements, and payments under this Grant Contract shall adhere to the Grant Budget. The Grantee may request revisions of Grant Budget line-items by letter, giving full details supporting such request, provided that such revisions do not increase total Grant Budget amount. Grant Budget line-item revisions may not be made without prior, written

approval of the State in which the terms of the approved revisions are explicitly set forth. Any increase in the total Grant Budget amount shall require a Grant Contract amendment.

- C.7. Disbursement Reconciliation and Close Out. The Grantee shall submit any final invoice and a grant disbursement reconciliation report within sixty (60) days of the Grant Contract end date, in form and substance acceptable to the State.
- a. If total disbursements by the State pursuant to this Grant Contract exceed the amounts permitted by the section C, payment terms and conditions of this Grant Contract, the Grantee shall refund the difference to the State. The Grantee shall submit the refund with the final grant disbursement reconciliation report.
 - b. The State shall not be responsible for the payment of any invoice submitted to the State after the grant disbursement reconciliation report. The State will not deem any Grantee costs submitted for reimbursement after the grant disbursement reconciliation report to be allowable and reimbursable by the State, and such invoices will NOT be paid.
 - c. The Grantee's failure to provide a final grant disbursement reconciliation report to the State as required by this Grant Contract shall result in the Grantee being deemed ineligible for reimbursement under this Grant Contract, and the Grantee shall be required to refund any and all payments by the State pursuant to this Grant Contract.
 - d. The Grantee must close out its accounting records at the end of the Term in such a way that reimbursable expenditures and revenue collections are NOT carried forward.
- C.8. Indirect Cost. Should the Grantee request reimbursement for indirect costs, the Grantee must submit to the State a copy of the indirect cost rate approved by the cognizant federal agency or the cognizant state agency, as applicable. The Grantee will be reimbursed for indirect costs in accordance with the approved indirect cost rate and amounts and limitations specified in the attached Grant Budget. Once the Grantee makes an election and treats a given cost as direct or indirect, it must apply that treatment consistently and may not change during the Term. Any changes in the approved indirect cost rate must have prior approval of the cognizant federal agency or the cognizant state agency, as applicable. If the indirect cost rate is provisional during the Term, once the rate becomes final, the Grantee agrees to remit any overpayment of funds to the State, and subject to the availability of funds the State agrees to remit any underpayment to the Grantee.
- C.9. Cost Allocation. If any part of the costs to be reimbursed under this Grant Contract are joint costs involving allocation to more than one program or activity, such costs shall be allocated and reported in accordance with the provisions of Department of Finance and Administration Policy Statement 03 or any amendments or revisions made to this policy statement during the Term.
- C.10. Payment of Invoice. A payment by the State shall not prejudice the State's right to object to or question any reimbursement, invoice, or related matter. A payment by the State shall not be construed as acceptance of any part of the work or service provided or as approval of any amount as an allowable cost.
- C.11. Non-allowable Costs. Any amounts payable to the Grantee shall be subject to reduction for amounts included in any invoice or payment that are determined by the State, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs.
- C.12. State's Right to Set Off. The State reserves the right to set off or deduct from amounts that are or shall become due and payable to the Grantee under this Grant Contract or under any other agreement between the Grantee and the State of Tennessee under which the Grantee has a right to receive payment from the State.

C.13. Prerequisite Documentation. The Grantee shall not invoice the State under this Grant Contract until the State has received the following, properly completed documentation.

- a. The Grantee shall complete, sign, and return to the State an "Authorization Agreement for Automatic Deposit (ACH Credits) Form" provided by the State. By doing so, the Grantee acknowledges and agrees that, once this form is received by the State, all payments to the Grantee under this or any other grant contract will be made by automated clearing house ("ACH").
- b. The Grantee shall complete, sign, and return to the State the State-provided W-9 form. The taxpayer identification number on the W-9 form must be the same as the Grantee's Federal Employer Identification Number or Social Security Number referenced in the Grantee's Edison registration information.

D. STANDARD TERMS AND CONDITIONS:

- D.1. Required Approvals. The State is not bound by this Grant Contract until it is signed by the parties and approved by appropriate officials in accordance with applicable Tennessee laws and regulations (depending upon the specifics of this Grant Contract, the officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).
- D.2. Modification and Amendment. This Grant Contract may be modified only by a written amendment signed by all parties and approved by the officials who approved the Grant Contract and, depending upon the specifics of the Grant Contract as amended, any additional officials required by Tennessee laws and regulations (the officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).
- D.3. Termination for Convenience. The State may terminate this Grant Contract without cause for any reason. A termination for convenience shall not be a breach of this Grant Contract by the State. The State shall give the Grantee at least thirty (30) days written notice before the effective termination date. The Grantee shall be entitled to compensation for authorized expenditures and satisfactory services completed as of the termination date, but in no event shall the State be liable to the Grantee for compensation for any service that has not been rendered. The final decision as to the amount for which the State is liable shall be determined by the State. The Grantee shall not have any right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount for the State's exercise of its right to terminate for convenience.
- D.4. Termination for Cause. If the Grantee fails to properly perform its obligations under this Grant Contract, or if the Grantee violates any terms of this Grant Contract, the State shall have the right to immediately terminate this Grant Contract and withhold payments in excess of fair compensation for completed services. Notwithstanding the exercise of the State's right to terminate this Grant Contract for cause, the Grantee shall not be relieved of liability to the State for damages sustained by virtue of any breach of this Grant Contract by the Grantee.
- D.5. Subcontracting. The Grantee shall 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 the State. If such subcontracts are approved by the State, each shall contain, at a minimum, sections of this Grant Contract pertaining to "Conflicts of Interest," "Lobbying," "Nondiscrimination," "Public Accountability," "Public Notice," and "Records" (as identified by the section headings). Notwithstanding any use of approved subcontractors, the Grantee shall remain responsible for all work performed.

- D.6. Conflicts of Interest. The Grantee warrants that no part of the total Grant Contract Amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Grantee in connection with any work contemplated or performed relative to this Grant Contract.
- D.7. Lobbying. The Grantee 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 undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of 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, the 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 contract, grant, loan, or cooperative agreement, the Grantee shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
 - c. The Grantee shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352.

- D.8. Communications and Contacts. All instructions, notices, consents, demands, or other communications required or contemplated by this Grant Contract shall be in writing and shall be made by certified, first class mail, return receipt requested and postage prepaid, by overnight courier service with an asset tracking system, or by email or facsimile transmission with recipient confirmation. All communications, regardless of method of transmission, shall be addressed to the respective party as set out below:

The State:

Todd Jones, Director
East TN Region
803 N. Concord St.
Knoxville, TN 37919
todd.jones@tn.gov
Phone #: (865) 594-5678
FAX #: (865) 594-5668

Brent Morse, Director
Middle TN Region
3041 Sidco Drive
Nashville, TN 37204
brent.morse@tn.gov
Phone #: (615) 741-0231
FAX #: (615) 741-0498

Jane Waldrop, Director
West TN Region
1510 R. E. Bailey Bypass
Jackson, TN 38302
jane.waldrop@tn.gov
Phone #: (731) 426-0630
FAX #: (731) 423-6621

The Grantee:

John Cooper, County Mayor
Metro Nashville-Davidson County
1 Public Square, Suite 100
Nashville, TN 37201

mayor@nashville.gov
Telephone #: (615) 862-6000
FAX #: (615) 862-6040

Point of Contact:

William Swann, Director
Metro Nashville-Davidson County EMA
222 3rd Avenue North, Suite 401
Nashville, TN 37201
William.swann@nashville.gov
Telephone #: (615) 862-6158
FAX #: (615) 862-8534

A change to the above contact information requires written notice to the person designated by the other party to receive notice.

All instructions, notices, consents, demands, or other communications shall be considered effectively given upon receipt or recipient confirmation as may be required.

- D.9. Subject to Funds Availability. This Grant Contract is subject to the appropriation and availability of State or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, the State reserves the right to terminate this Grant Contract upon written notice to the Grantee. The State's right to terminate this Grant Contract due to lack of funds is not a breach of this Grant Contract by the State. Upon receipt of the written notice, the Grantee shall cease all work associated with the Grant Contract. Should such an event occur, the Grantee shall be entitled to compensation for all satisfactory and authorized services completed as of the termination date. Upon such termination, the Grantee shall have no right to recover from the State any actual, general, special, incidental, consequential, or any other damages whatsoever of any description or amount.
- D.10. Nondiscrimination. The Grantee hereby agrees, warrants, and assures that no person shall 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 Grantee on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Tennessee state constitutional, or statutory law. The Grantee shall, upon request, show proof of nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.11. HIPAA Compliance. The State and the Grantee shall comply with obligations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Health Information Technology for Economic and Clinical Health Act (HITECH) and any other relevant laws and regulations regarding privacy (collectively the "Privacy Rules"). The obligations set forth in this Section shall survive the termination of this Grant Contract.
- a. The Grantee warrants to the State that it is familiar with the requirements of the Privacy Rules and will comply with all applicable HIPAA requirements in the course of this Grant Contract.
 - b. The Grantee warrants that it will cooperate with the State, including cooperation and coordination with State privacy officials and other compliance officers required by the Privacy Rules, in the course of performance of this Grant Contract so that both parties will be in compliance with the Privacy Rules.
 - c. The State and the Grantee will sign documents, including but not limited to business associate agreements, as required by the Privacy Rules and that are reasonably necessary

to keep the State and the Grantee in compliance with the Privacy Rules. This provision shall not apply if information received by the State under this Grant Contract is NOT "protected health information" as defined by the Privacy Rules, or if the Privacy Rules permit the State to receive such information without entering into a business associate agreement or signing another such document.

- D.12. Public Accountability. If the Grantee is subject to Tenn. Code Ann. § 8-4-401 *et seq.*, or if this Grant Contract involves the provision of services to citizens by the Grantee on behalf of the State, the Grantee agrees to establish a system through which recipients of services may present grievances about the operation of the service program. The Grantee shall also display in a prominent place, located near the passageway through which the public enters in order to receive Grant supported services, a sign at least eleven inches (11") in height and seventeen inches (17") in width stating:

NOTICE: THIS AGENCY IS A RECIPIENT OF TAXPAYER FUNDING. IF YOU OBSERVE AN AGENCY DIRECTOR OR EMPLOYEE ENGAGING IN ANY ACTIVITY WHICH YOU CONSIDER TO BE ILLEGAL, IMPROPER, OR WASTEFUL, PLEASE CALL THE STATE COMPTROLLER'S TOLL-FREE HOTLINE: 1-800-232-5454.

The sign shall be on the form prescribed by the Comptroller of the Treasury. The Grantor State Agency shall obtain copies of the sign from the Comptroller of the Treasury, and upon request from the Grantee, provide Grantee with any necessary signs.

- D.13. Public Notice. All notices, informational pamphlets, press releases, research reports, signs, and similar public notices prepared and released by the Grantee in relation to this Grant Contract shall include the statement, "This project is funded under a grant contract with the State of Tennessee." All notices by the Grantee in relation to this Grant Contract shall be approved by the State.
- D.14. Licensure. The Grantee, its employees, and any approved subcontractor shall be licensed pursuant to all applicable federal, state, and local laws, ordinances, rules, and regulations and shall upon request provide proof of all licenses.
- D.15. Records. The Grantee and any approved subcontractor shall maintain documentation for all charges under this Grant Contract. The books, records, and documents of the Grantee and any approved subcontractor, insofar as they relate to work performed or money received under this Grant Contract, shall be maintained in accordance with applicable Tennessee law. In no case shall the records be maintained for a period of less than five (5) full years from the date of the final payment. The Grantee's records shall be subject to audit at any reasonable time and upon reasonable notice by the Grantor State Agency, the Comptroller of the Treasury, or their duly appointed representatives.

The records shall be maintained in accordance with Governmental Accounting Standards Board (GASB) Accounting Standards or the Financial Accounting Standards Board (FASB) Accounting Standards Codification, as applicable, and any related AICPA Industry Audit and Accounting guides.

In addition, documentation of grant applications, budgets, reports, awards, and expenditures will be maintained in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

Grant expenditures shall be made in accordance with local government purchasing policies and procedures and purchasing procedures for local governments authorized under state law.

The Grantee shall also comply with any recordkeeping and reporting requirements prescribed by the Tennessee Comptroller of the Treasury.

The Grantee shall establish a system of internal controls that utilize the COSO Internal Control - Integrated Framework model as the basic foundation for the internal control system. The Grantee shall incorporate any additional Comptroller of the Treasury directives into its internal control system.

Any other required records or reports which are not contemplated in the above standards shall follow the format designated by the head of the Grantor State Agency, the Central Procurement Office, or the Commissioner of Finance and Administration of the State of Tennessee.

- D.16. Monitoring. The Grantee's activities conducted and records maintained pursuant to this Grant Contract shall be subject to monitoring and evaluation by the State, the Comptroller of the Treasury, or their duly appointed representatives.
- D.17. Progress Reports. The Grantee shall submit brief, periodic, progress reports to the State as requested.
- D.18. Annual and Final Reports. The Grantee shall submit, within three (3) months of the conclusion of each year of the Term, an annual report. For grant contracts with a term of less than one (1) year, the Grantee shall submit a final report within three (3) months of the conclusion of the Term. For grant contracts with multiyear terms, the final report will take the place of the annual report for the final year of the Term. The Grantee shall submit annual and final reports to the Grantor State Agency. At minimum, annual and final reports shall include: (a) the Grantee's name; (b) the Grant Contract's Edison identification number, Term, and total amount; (c) a narrative section that describes the program's goals, outcomes, successes and setbacks, whether the Grantee used benchmarks or indicators to determine progress, and whether any proposed activities were not completed; and (d) other relevant details requested by the Grantor State Agency. Annual and final report documents to be completed by the Grantee shall appear on the Grantor State Agency's website or as an attachment to the Grant Contract.
- D.19 Audit Report. For purposes of this Section, pass-through entity means a non-federal entity that provides a subaward to a subrecipient to carry out part of a federal program.

The Grantee shall provide audited financial statements to the Tennessee Comptroller of the Treasury ("Comptroller") if during the Grantee's fiscal year, the Grantee: (1) expends seven hundred fifty thousand dollars (\$750,000) or more in direct and indirect federal financial assistance and the State is a pass-through entity; (2) expends seven hundred fifty thousand dollars (\$750,000) or more in state funds from the State; or (3) expends seven hundred fifty thousand dollars (\$750,000) or more in federal financial assistance and state funds from the State, and the State is a pass-through entity. At least ninety (90) days before the end of its fiscal year, the Grantee shall complete Attachment 4 notify the State whether or not Grantee is subject to an audit. The Grantee should submit only one, completed Notice of Audit Report document during the Grantee's fiscal year. Any Grantee that is subject to an audit and so indicates on Attachment 4 shall complete Attachment 5. If the Grantee is subject to an audit, Grantee shall obtain the Comptroller's approval before engaging a licensed, independent public accountant to perform the audit. The Grantee may contact the Comptroller for assistance identifying auditors.

All audits shall be performed in accordance with the Comptroller's requirements, as posted on its web site. When a federal single audit is required, the audit shall be performed in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

A copy of the audit report shall be provided to the Comptroller by the licensed, independent public accountant. Audit reports shall be made available to the public.

The audit contract between the Grantee and the Auditor shall be on a contract form prescribed by the Comptroller. The Grantee shall be responsible for payment of fees for an audit prepared by a

licensed, independent public accountant. Payment of the audit fees by the Grantee shall be subject to the provision relating to such fees contained within this Grant Contract. The Grantee shall be responsible for reimbursing the Comptroller for any costs of an audit prepared by the Comptroller.

- D.20. Procurement. If other terms of this Grant Contract allow reimbursement for the cost of goods, materials, supplies, equipment, or contracted services, such procurement shall be made on a competitive basis, including the use of competitive bidding procedures, where practical. The Grantee shall maintain documentation for the basis of each procurement for which reimbursement is paid pursuant to this Grant Contract. In each instance where it is determined that use of a competitive procurement method is not practical, supporting documentation shall include a written justification for the decision and for use of a non-competitive procurement. If the Grantee is a subrecipient, the Grantee shall comply with 2 C.F.R. §§ 200.317—200.326 when procuring property and services under a federal award.

The Grantee shall obtain prior approval from the State before purchasing any equipment under this Grant Contract.

For purposes of this Grant Contract, the term "equipment" shall include any article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds five thousand dollars (\$5,000.00).

- D.21. Strict Performance. Failure by any party to this Grant Contract to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this Grant Contract is not a waiver or relinquishment of any term, covenant, condition, or provision. No term or condition of this Grant Contract shall be held to be waived, modified, or deleted except by a written amendment signed by the parties.
- D.22. Independent Contractor. The parties shall not act as employees, partners, joint venturers, or associates of one another in the performance of this Grant Contract. The parties acknowledge that they are independent contracting entities and that nothing in this Grant Contract shall be construed to create a principal/agent relationship or to allow either to exercise control or direction over the manner or method by which the other transacts its business affairs or provides its usual services. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever.
- D.23. Limitation of State's Liability. The State shall have no liability except as specifically provided in this Grant Contract. In no event will the State be liable to the Grantee or any other party for any lost revenues, lost profits, loss of business, loss of grant funding, decrease in the value of any securities or cash position, time, money, goodwill, or any indirect, special, incidental, punitive, exemplary or consequential damages of any nature, whether based on warranty, contract, statute, regulation, tort (including but not limited to negligence), or any other legal theory that may arise under this Grant Contract or otherwise. The State's total liability under this Grant Contract (including any exhibits, schedules, amendments or other attachments to the Contract) or otherwise shall under no circumstances exceed the Maximum Liability originally established in Section C.1 of this Grant Contract. This limitation of liability is cumulative and not per incident.
- D.24. 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 to the extent that the non-performing party is at fault in failing to prevent or causing the default or delay, and provided that the default or delay cannot reasonably be circumvented by the non-performing party through the use of alternate sources, workaround plans or other means. A strike, lockout or labor dispute shall not excuse either party from its obligations under this Grant Contract. Except as set forth 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 default under this Grant Contract or grounds for termination.

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. The occurrence of a Force Majeure Event affecting Grantee's representatives, suppliers, subcontractors, customers or business apart from this Grant Contract is not a Force Majeure Event under this Grant Contract. Grantee will promptly notify the State of any delay caused by a Force Majeure Event (to be confirmed in a written notice to the State within one (1) day of the inception of the delay) that a Force Majeure Event has occurred, and will describe in reasonable detail the nature of the Force Majeure Event. If any Force Majeure Event results in a delay in Grantee's performance longer than forty-eight (48) hours, the State may, upon notice to Grantee: (a) cease payment of the fees until Grantee resumes performance of the affected obligations; or (b) immediately terminate this Grant Contract or any purchase order, in whole or in part, without further payment except for fees then due and payable. Grantee will not increase its charges under this Grant Contract or charge the State any fees other than those provided for in this Grant Contract as the result of a Force Majeure Event.

- D.25. Tennessee Department of Revenue Registration. The Grantee shall comply with all applicable registration requirements contained in Tenn. Code Ann. §§ 67-6-601 – 608. Compliance with applicable registration requirements is a material requirement of this Grant Contract.
- D.26. Charges to Service Recipients Prohibited. The Grantee shall not collect any amount in the form of fees or reimbursements from the recipients of any service provided pursuant to this Grant Contract.
- D.27. State Interest in Equipment or Motor Vehicles. The Grantee shall take legal title to all equipment or motor vehicles purchased totally or in part with funds provided under this Grant Contract, subject to the State's equitable interest therein, to the extent of its *pro rata* share, based upon the State's contribution to the purchase price. The term "equipment" shall include any article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds five thousand dollars (\$5,000.00). The term "motor vehicle" shall include any article of tangible personal property that is required to be registered under the "Tennessee Motor Vehicle Title and Registration Law", Tenn. Code Ann. Title 55, Chapters 1-6.

As authorized by the Tennessee Uniform Commercial Code, Tenn. Code Ann. Title 47, Chapter 9 and the "Tennessee Motor Vehicle Title and Registration Law," Tenn. Code Ann. Title 55, Chapters 1-6, the parties intend this Grant Contract to create a security interest in favor of the State in the equipment or motor vehicles acquired by the Grantee pursuant to the provisions of this Grant Contract. A further intent of this Grant Contract is to acknowledge and continue the security interest in favor of the State in the equipment or motor vehicles acquired by the Grantee pursuant to the provisions of this program's prior year Grant Contracts between the State and the Grantee.

The Grantee grants the State a security interest in all equipment or motor vehicles acquired in whole or in part by the Grantee under this Grant Contract. This Grant Contract is intended to be a security agreement pursuant to the Uniform Commercial Code for any of the equipment or motor vehicles herein specified which, under applicable law, may be subject to a security interest pursuant to the Uniform Commercial Code, and the Grantee hereby grants the State a security interest in said equipment or motor vehicles. The Grantee agrees that the State may file this Grant Contract or a reproduction thereof, in any appropriate office, as a financing statement for any of the equipment or motor vehicles herein specified. Any reproduction of this or any other security agreement or financing statement shall be sufficient as a financing statement. In addition, the Grantee agrees to execute and deliver to the State, upon the State's request, any financing statements, as well as extensions, renewals, and amendments thereof, and reproduction of this Grant Contract in such form as the State may require to perfect a security interest with respect to said equipment or motor vehicles. The Grantee shall pay all costs of filing such financing statements and any extensions, renewals, amendments and releases thereof, and shall pay all reasonable costs and expenses of any record searches for financing statements the State may

reasonably require. Without the prior written consent of the State, the Grantee shall not create or suffer to be created pursuant to the Uniform Commercial Code any other security interest in said equipment or motor vehicles, including replacements and additions thereto. Upon the Grantee's breach of any covenant or agreement contained in this Grant Contract, including the covenants to pay when due all sums secured by this Grant Contract, the State shall have the remedies of a secured party under the Uniform Commercial Code and, at the State's option, may also invoke the remedies herein provided.

The Grantee 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. The Grantee shall maintain a perpetual inventory system for all equipment or motor vehicles purchased with funds provided under this Grant Contract and shall submit an inventory control report which must include, at a minimum, the following:

- a. Description of the equipment or motor vehicles;
- b. Vehicle identification number;
- c. Manufacturer's serial number or other identification number, when applicable;
- d. Acquisition date, cost, and check number;
- e. Fund source, State Grant number, or other applicable fund source identification;
- f. Percentage of state funds applied to the purchase;
- g. Location within the Grantee's operations where the equipment or motor vehicles is used;
- h. Condition of the property or disposition date if Grantee no longer has possession;
- i. Depreciation method, if applicable; and
- j. Monthly depreciation amount, if applicable.

The Grantee shall tag equipment or motor vehicles with an identification number which is cross referenced to the equipment or motor vehicle item on the inventory control report. The Grantee shall inventory equipment or motor vehicles annually. The Grantee must compare the results of the inventory with the inventory control report and investigate any differences. The Grantee must then adjust the inventory control report to reflect the results of the physical inventory and subsequent investigation.

The Grantee shall submit its inventory control report of all equipment or motor vehicles purchased with funding through this Grant Contract within thirty (30) days of its end date and in form and substance acceptable to the State. This inventory control report shall contain, at a minimum, the requirements specified above for inventory control. The Grantee shall notify the State, in writing, of any equipment or motor vehicle loss describing the reasons for the loss. Should the equipment or motor vehicles be destroyed, lost, or stolen, the Grantee shall be responsible to the State for the *pro rata* amount of the residual value at the time of loss based upon the State's original contribution to the purchase price.

Upon termination of the Grant Contract, where a further contractual relationship is not entered into, or at another time during the term of the Grant Contract, the Grantee shall request written approval from the State for any proposed disposition of equipment or motor vehicles purchased with Grant funds. All equipment or motor vehicles shall be disposed of in such a manner as the parties may agree from among alternatives approved by the Tennessee Department of General Services as appropriate and in accordance with any applicable federal laws or regulations.

- D.28. State and Federal Compliance. The Grantee shall comply with all applicable state and federal laws and regulations in the performance of this Grant Contract. The U.S. Office of Management and Budget's Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards is available here: http://www.ecfr.gov/cgi-bin/text-idx?SID=c6b2f053952359ba94470ad3a7c1a975&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
- D.29. Governing Law. This Grant Contract shall be governed by and construed in accordance with the laws of the State of Tennessee, without regard to its conflict or choice of law rules. The Grantee

agrees that it will be subject to the exclusive jurisdiction of the courts of the State of Tennessee in actions that may arise under this Grant Contract. The Grantee acknowledges and agrees that any rights or claims against the State of Tennessee or its employees hereunder, and any remedies arising there from, shall be subject to and limited to those rights and remedies, if any, available under Tenn. Code Ann. §§ 9-8-101 through 9-8-408.

- D.30. 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 agreed to by the parties. This Grant Contract supersedes any and all prior understandings, representations, negotiations, or agreements between the parties, whether written or oral.
- D.31. Severability. If any terms and conditions of this Grant Contract are held to be invalid or unenforceable as a matter of law, the other terms and conditions shall not be affected and shall remain in full force and effect. To this end, the terms and conditions of this Grant Contract are declared severable.
- D.32. Headings. Section headings are for reference purposes only and shall not be construed as part of this Grant Contract.
- D.33. Iran Divestment Act. The requirements of Tenn. Code Ann. § 12-12-101, *et seq.*, addressing contracting with persons as defined at Tenn. Code Ann. §12-12-103(5) that engage in investment activities in Iran, shall be a material provision of this Grant Contract. The Grantee certifies, under penalty of perjury, that to the best of its knowledge and belief that it is not on the list created pursuant to Tenn. Code Ann. § 12-12-106.
- D.34. Debarment and Suspension. The Grantee certifies, to the best of its knowledge and belief, that it, its current and future principals, its current and future subcontractors and their principals:
- a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency;
 - b. have not within a three (3) year period preceding this Grant Contract been convicted of, or had a civil judgment rendered against them from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
 - c. are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed in section b. of this certification; and
 - d. have not within a three (3) year period preceding this Grant Contract had one or more public transactions (federal, state, or local) terminated for cause or default.

The Grantee shall provide immediate written notice to the State if at any time it learns that there was an earlier failure to disclose information or that due to changed circumstances, its principals or the principals of its subcontractors are excluded or disqualified, or presently fall under any of the prohibitions of sections a-d.

- D.35. Confidentiality of Records. Strict standards of confidentiality of records and information shall be maintained in accordance with applicable state and federal law. All material and information, regardless of form, medium or method of communication, provided to the Grantee by the State or acquired by the Grantee on behalf of the State that is regarded as confidential under state or federal

law shall be regarded as "Confidential Information." Nothing in this Section shall permit Grantee to disclose any Confidential Information, regardless of whether it has been disclosed or made available to the Grantee due to intentional or negligent actions or inactions of agents of the State or third parties. Confidential Information shall not be disclosed except as required or permitted under state or federal law. Grantee shall take all necessary steps to safeguard the confidentiality of such material or information in conformance with applicable state and federal law.

The obligations set forth in this Section shall survive the termination of this Grant Contract.

E. SPECIAL TERMS AND CONDITIONS:

- E.1. Conflicting Terms and Conditions. Should any of these special terms and conditions conflict with any other terms and conditions of this Grant Contract, the special terms and conditions shall be subordinate to the Grant Contract's other terms and conditions.
- E.2. Compliance With Title VI of the Civil Rights Act of 1964. The Grantee agrees to comply with the provisions contained in Title VI of the 1964 Civil Rights Act (42 U.S.C. 2000d), and any federal regulations specific to the funding of this grant. The Grantee further agrees to complete and return a self-compliance report as provided by the Grantor.
- E.3. The Grantee shall provide a drug-free workplace pursuant to the "Drug-Free Workplace Act," 41 U.S.C. §§ 8101 through 8106, and its accompanying regulations.
- E.4. Environmental Tobacco Smoke. Pursuant to the provisions of the federal "Pro-Children Act of 1994" and the "Children's Act for Clean Indoor Air of 1995," Tenn. Code Ann. §§ 39-17-1601 through 1606, the Grantee shall prohibit smoking of tobacco products within any indoor premises in which services are provided to individuals under the age of eighteen (18) years. The Grantee shall post "no smoking" signs in appropriate, permanent sites within such premises. This prohibition shall be applicable during all hours, not just the hours in which children are present. Violators of the prohibition may be subject to civil penalties and fines. This prohibition shall apply to and be made part of any subcontract related to this Grant Contract.
- E.5. Federal Funding Accountability and Transparency Act (FFATA). This Grant requires the Grantee to provide supplies and/or services that are funded in whole or in part by federal funds that are subject to FFATA. The Grantee is responsible for ensuring that all applicable requirements, including but not limited to those set forth herein, of FFATA are met and that the Grantee provides information to the State as required.

The Grantee shall comply with the following:

- a. Reporting of Total Compensation of the Grantee's Executives.
- (1) The Grantee shall report the names and total compensation of each of its five most highly compensated executives for the Grantee's preceding completed fiscal year, if in the Grantee's preceding fiscal year it received:
- i. 80 percent or more of the Grantee's annual gross revenues from Federal procurement contracts and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and sub awards); and
 - ii. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and sub awards); and
 - iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the

public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>).

Executive means officers, managing partners, or any other employees in management positions.

(2) Total compensation means the cash and noncash dollar value earned by the executive during the Grantee's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

- i. Salary and bonus.
 - ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
 - iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
 - iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
 - v. Above-market earnings on deferred compensation which is not tax qualified.
 - vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.
- b. The Grantee must report executive total compensation described above to the State by the end of the month during which this Grant is awarded.
 - c. If this Grant is amended to extend its term, the Grantee must submit an executive total compensation report to the State by the end of the month in which the amendment to this Grant becomes effective.
 - d. The Grantee will obtain a Data Universal Numbering System (DUNS) number and maintain its DUNS number for the term of this Grant. More information about obtaining a DUNS Number can be found at: <http://fedgov.dnb.com/webform/>.

The Grantee's failure to comply with the above requirements is a material breach of this Grant for which the State may terminate this Grant for cause. The State will not be obligated to pay any outstanding invoice received from the Grantee unless and until the Grantee is in full compliance with the above requirements.

- E.6. Compliance With National Incident Management System (NIMS). The Grantee will be in compliance with NIMS Standards established by the U.S. Department of Homeland Security and the Federal Emergency Management Agency authorized by Homeland Security Presidential Directive 08 (HSPD-08). The Grantee agrees that it has met NIMS compliance standards. The Grantee further agrees to complete within the announced suspense date the NIMS implementation yearly survey.

IN WITNESS WHEREOF,

METRO NASHVILLE-DAVIDSON COUNTY:

GRANTEE SIGNATURE

DATE

JOHN COOPER, COUNTY MAYOR

PRINTED NAME AND TITLE OF GRANTEE SIGNATORY (above)

DEPARTMENT OF MILITARY, TENNESSEE EMERGENCY MANAGEMENT AGENCY:

**MG JEFFREY H. HOLMES, THE ADJUTANT GENERAL,
MILITARY DEPARTMENT**

DATE

**I certify that this entity meets Civil
Rights Title VI compliance.**

Signature

Date

Reviewed by Dept. of Military Civil Rights Title VI Officer

**SIGNATURE PAGE
FOR
EMERGENCY MANAGEMENT PERFORMANCE GRANT FEDERAL FISCAL YEAR
2020**

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

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY



Office of Emergency Management

11-17-2020

Date

**APPROVED AS TO AVAILABILITY
OF FUNDS:**

Kevin Crumbo, Director
Department of Finance

Date

APPROVED AS TO RISK AND INSURANCE:

Director of Insurance

Date

**APPROVED AS TO FORM AND
LEGALITY:**

Metropolitan Attorney

Date

John Cooper
Metropolitan Mayor

Date

ATTEST:

Metropolitan Clerk

Date

ATTACHMENT 1

GRANT BUDGET				
GRANTEE NAME: Metro Nashville-Davidson County				
EMERGENCY MANAGEMENT PERFORMANCE GRANT 2020				
The Grant Budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable				
Period: BEGIN: 10/01/2019 END: 09/30/2021				
POLICY 03 Object Line-Item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE MATCH	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes	0.00	0.00	0.00
4, 15	Professional Fee, Grant & Award ²	188,350.00	188,350.00	376,700.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	0.00	0.00	0.00
11, 12	Travel, Conferences & Meetings	0.00	0.00	0.00
13	Interest ²	0.00	0.00	0.00
14	Insurance	0.00	0.00	0.00
16	Specific Assistance To Individuals	0.00	0.00	0.00
17	Depreciation ²	0.00	0.00	0.00
18	Other Non-Personnel ²	0.00	0.00	0.00
20	Capital Purchase ²	0.00	0.00	0.00
22	Indirect Cost	0.00	0.00	0.00
24	In-Kind Expense	0.00	0.00	0.00
25	GRAND TOTAL	188,350.00	188,350.00	376,700.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*. (posted on the Internet at: <https://www.tn.gov/finance/looking-for/policies.html>).

² Applicable detail follows this page if line-item is funded.

³ A Grantee Match Requirement is detailed by this Grant Budget, and the maximum total amount reimbursable by the State pursuant to this Grant Contract, as detailed by the "Grant Contract" column above, shall be reduced by the amount of any Grantee failure to meet the Match Requirement.

GRANT BUDGET LINE-ITEM DETAIL:

PROFESSIONAL FEE, GRANT & AWARD	AMOUNT
FUNDING OF TRAINING, EXERCISES, PLANNING, MANAGEMENT & ADMINISTRATION AND EQUIPMENT PURCHASES ALLOWABLE UNDER THE FFY 2020 EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) PROGRAM	188,350.00
TOTAL	188,350.00

2020 Program Worksheet Davidson County

<i>Task/Program Elements</i>	<i>Projected Quarter Completion</i>
EMAP STANDARD 3.1 – Program Administration, Plans & Evaluation	
<ul style="list-style-type: none"> Review Basic Emergency Operations Plan annually and update as required. Annual Program Worksheet is completed and signed by County Emergency Management Director. 	4 th Quarter 1 st Quarter
EMAP STANDARD 3.2 – Program Coordinator	
<ul style="list-style-type: none"> Current letter of appointment is on file with TEMA. Director or designee will attend regional directors' meetings 	1 st Quarter On Occurrence
EMAP STANDARD 3.3 – Advisory Committee	
<ul style="list-style-type: none"> EM Advisory Committee meet on a regular basis and includes the "whole community" approach to EM. (if applicable) 	On Occurrence
EMAP STANDARD 4.1 – Administration and Finance	
<ul style="list-style-type: none"> Submit Staffing Pattern and Salary and Benefits form to the regional office with a letter from County Mayor requesting EMPG funding for the next FFY by 30 June. Ensure all files relating to emergency management funding and activities are current and open for review. Submit Quarterly Activity Reports by the 15th day of each new federal fiscal quarter to the Regional Office. Submit quarterly Funding Certification with supporting documentation by the 15th day of each new federal fiscal quarter to the Regional Office. 	3 rd Quarter Quarterly Quarterly Quarterly
EMAP STANDARD 4.2 – Laws and Authorities	
<ul style="list-style-type: none"> Review the Local Ordinance/Executive Order that established the Local EMA Office and up-date the document as needed to remain in compliance with the TCA, Title 58-Chapter 2, Part 1 (Disasters, Emergencies and Civil Defense.) 	1 st Quarter
EMAP STANDARD 4.3 – Hazard Identification & Risk Assessment	
<ul style="list-style-type: none"> Review the counties Hazard and Vulnerability Assessment and make adjustments as needed. 	3 rd Quarter
EMAP STANDARD 4.4 – Hazard Mitigation	
<ul style="list-style-type: none"> Review and update Hazard Mitigation Plan as needed/required 	3 rd Quarter
EMAP STANDARD 4.5 – Prevention and Security	
<ul style="list-style-type: none"> Be an active member of the Homeland Security District; attend meetings and insure the county is meeting district goals and objectives. 	Quarterly
EMAP STANDARD 4.6 – Planning	
<ul style="list-style-type: none"> Review and update Annex and ESFs to the BEOP as required Attend LEPC meetings and provide a copy of each LEPC meeting minutes to the Regional Office 	4 th Quarter On Occurrence



EMAP STANDARD 4.7 – Incident Management	
<ul style="list-style-type: none"> Report incidents and missions to the SEOC/SWP and/or regional office in a timely manner. 	On Occurrence
<ul style="list-style-type: none"> Note mission and incident and other EM activities in the quarterly report. 	Quarterly
<ul style="list-style-type: none"> Utilize TEMA's WebEOC as a disaster management/information tool 	On occurrence
EMAP STANDARD 4.8 – Resource Management and Logistics	
<ul style="list-style-type: none"> Develop/update Resource management SOG for the County 	1 st Quarter
EMAP STANDARD 4.9 – Mutual Aid	
<ul style="list-style-type: none"> Review Established procedures for requesting and receiving Mutual Aid Resources based local agreements and state law. 	4 th Quarter
EMAP STANDARD 4.10 – Communications and Warning	
<ul style="list-style-type: none"> Test local communications and warning systems on a regular basis. 	Monthly
<ul style="list-style-type: none"> Establish connectivity with Tennessee Early Warning Advisory System (TEWAS) to the 24-hour warning point and check monthly. 	Monthly
<ul style="list-style-type: none"> Update key elected and appointed officials contact list using state provided format on a quarterly basis. 	Quarterly
EMAP STANDARD 4.11 – Operations and Procedures	
<ul style="list-style-type: none"> Ensure operational checks are performed on all assigned radiological detection equipment. 	Quarterly
<ul style="list-style-type: none"> Review and update operational checklist for EOC activation. 	2 nd Quarter
<ul style="list-style-type: none"> Review and update operational checklists for CRP and POD operations 	2 nd Quarter
EMAP STANDARD 4.12 – Facilities	
<ul style="list-style-type: none"> Ensure the program has a primary and alternate facility identified and capable of coordinating and supporting sustained response and recovery operations. 	1 st Quarter
EMAP STANDARD 4.13 – Training	
<ul style="list-style-type: none"> Develop a Multi-Year Training Plan (2 year) 	4 th Quarter
<ul style="list-style-type: none"> Complete the annual NIMS reporting tool as required 	As required
<ul style="list-style-type: none"> Maintain records on NIMS requirements and encourage all agencies to meet the training objectives. 	Quarterly
<ul style="list-style-type: none"> Demonstrate a good faith effort in coordinating and conducting required NIMS training for EM personnel in accordance with NIMS recommendations 	3 rd Quarter
<ul style="list-style-type: none"> Coordinate and conduct specialty, hazardous materials and general emergency management training for the jurisdiction's response personnel. 	As required
<ul style="list-style-type: none"> Director or designee attends the TEMA/EMAT Annual Training Workshop. 	On Occurrence

<p>Note: Should the Director or designee not be able to attend due to unforeseen circumstances, an extraordinary circumstance statement should be submitted to the Regional Administrator before the conference date.</p> <ul style="list-style-type: none"> • Complete WebEOC Training • Complete Damage Assessment/Initial Impact Assessment Training • Emergency Management Director and paid staff receiving EMPG funding must complete the Independent Study Professional Development Series courses and complete the basic NIMS training as required. 	<p>2nd Quarter 2nd Quarter Quarterly</p>
<p>EMAP STANDARD 4.14 – Exercises, Evaluations and Corrective Actions</p>	
<ul style="list-style-type: none"> • Complete/update the multi-year exercise plan based on local hazards. • EMPG funded positions will participate in a minimum of 3 exercises and submit required documentation as required by EMPG Guidance • Local EMA to participate with Severe Weather Awareness Week activities. • TEMA's Exercise Report Form will be used for exercise reporting. (An actual occurrence may NOT be substituted for an exercise. 	<p>4th Quarter Quarterly 2nd Quarter On Occurrence</p>
<p>EMAP STANDARD 4.15 – Crisis Communications, Public Education and Information</p>	
<ul style="list-style-type: none"> • Provide public education, information programs and presentations that provide education and information through the whole cycle of emergency management: preparedness, response, recovery and mitigation. 	<p>As requested</p>

William Swann
(Print) Local Director

[Signature]
Signature

12/5/19
Date

David Kitchens
(Print) District Coordinator

[Signature]
Signature

2/13/2020
Date

Chris Johnson
(Print) Regional Administrator

[Signature]
Signature

2.24.2020
Date Approved

RS2020..150

ATTACHMENT 3

Federal Award Identification Worksheet

Subrecipient's name (must match registered name in DUNS)	Metro Nashville-Davidson County
Subrecipient's DUNS number	078217668
Federal Award Identification Number (FAIN)	EMA-2020-EP-00001-SO1
Federal award date	05/28/2020
CFDA number and name	97.042 Emergency Management Performance Grant
Grant contract's begin date	10/01/2019
Grant contract's end date	09/30/2021
Amount of federal funds obligated by this grant contract	188,350.00
Total amount of federal funds obligated to the subrecipient	Consolidate data not available
Total amount of the federal award to the pass-through entity (Grantor State Agency)	\$7,046,379.00
Name of federal awarding agency	U.S. Department of Homeland Security
Name and contact information for the federal awarding official	Valerie Ann Rhoads, Assistant Officer FEMA Region IV 3003 Chamblee Tucker Road Atlanta, GA 30341
Is the federal award for research and development?	NO
Indirect cost rate for the federal award (See 2 C.F.R. §200.331 for information on type of indirect cost rate)	N/A

ATTACHMENT 4

Notice of Audit Report

Check one of the two boxes below and complete the remainder of this document as instructed. Send completed documents as a PDF file to cpo.auditnotice@tn.gov. ***The Grantee should submit only one, completed "Notice of Audit Report" document to the State ninety (90) days prior to the Grantee's fiscal year.***

- Metro Nashville-Davidson County is subject to an audit for fiscal year 2021.
- Metro Nashville-Davidson County is not subject to an audit for fiscal year 2021.

Grantee's Edison Vendor ID Number: 4

Grantee's fiscal year end: June 30th

Any Grantee that is subject to an audit must complete the information below.

Type of funds expended	Estimated amount of funds expended by end of Grantee's fiscal year
Federal pass-through funds	
a. Funds passed through the State of Tennessee	a.
b. Funds passed through any other entity	b.
Funds received directly from the federal government	
Non-federal funds received directly from the State of Tennessee	

ATTACHMENT 5

Parent Child Information

The Grantee should complete this form and submit it with the Grant Contract. The Grantee should submit only one, completed "Parent Child Information" document to the State during the Grantee's fiscal year.

"Parent" means an entity whose IRS filing contains the information of at least one other entity.

"Child" means an entity whose information is contained in another entity's IRS filing.

Grantee's Edison Vendor ID number: 4

Is Metro Nashville-Davidson County a parent? Yes No

If yes, provide the name and Edison Vendor ID number, if applicable, of any child entities.

Is Metro Nashville-Davidson County a child? Yes No

If yes, complete the fields below.

Parent entity's name: _____

Parent entity's tax identification number: _____

Note: If the parent entity's tax identification number is a social security number, this form must be submitted via US mail to:

Central Procurement Office, Grants Program Manager
3rd Floor, WRS Tennessee Tower
312 Rosa L Parks Avenue
Nashville, TN 37243

Parent entity's contact information

Name of primary contact person: _____

Address: _____

Phone number: _____

Email address: _____

Parent entity's Edison Vendor ID number, if applicable: _____

ATTACHMENT 4

Notice of Audit Report

Check one of the two boxes below and complete the remainder of this document as instructed. Send completed documents as a PDF file to cpo.auditnotice@tn.gov. **The Grantee should submit only one, completed "Notice of Audit Report" document to the State ninety (90) days prior to the Grantee's fiscal year.**

- Metro Nashville-Davidson County is subject to an audit for fiscal year 2019.
- Metro Nashville-Davidson County is not subject to an audit for fiscal year 2019.

Grantee's Edison Vendor ID Number: 4

Grantee's fiscal year end: June 30th

Any Grantee that is subject to an audit must complete the information below.

Type of funds expended	Estimated amount of funds expended by end of Grantee's fiscal year
Federal pass-through funds	
a. Funds passed through the State of Tennessee	a.
b. Funds passed through any other entity	b.
Funds received directly from the federal government	
Non-federal funds received directly from the State of Tennessee	

ATTACHMENT 5**Parent Child Information**

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"Parent" means an entity whose IRS filing contains the information of at least one other entity.

"Child" means an entity whose information is contained in another entity's IRS filing.

Grantee's Edison Vendor ID number: 4

Is Metro Nashville-Davidson County a parent? Yes No

If yes, provide the name and Edison Vendor ID number, if applicable, of any child entities.

Is Metro Nashville-Davidson County a child? Yes No

If yes, complete the fields below.

Parent entity's name: _____

Parent entity's tax identification number: _____

Note: If the parent entity's tax identification number is a social security number, this form must be submitted via US mail to:

Central Procurement Office, Grants Program Manager
3rd Floor, WRS Tennessee Tower
312 Rosa L Parks Avenue
Nashville, TN 37243

Parent entity's contact information

Name of primary contact person: _____

Address: _____

Phone number: _____

Email address: _____

Parent entity's Edison Vendor ID number, if applicable: _____

Resolution No. RS2020 - 150

A resolution approving an application for an Emergency Management Performance Grant (EMPG) from the State of Tennessee, Tennessee Emergency Management Agency, to The Metropolitan Government of Nashville and Davidson County, acting by and through the Office of Emergency Management, to subsidize the Emergency Management Program.

WHEREAS, the State of Tennessee, Tennessee Emergency Management Agency, is accepting applications for an Emergency Management Performance Grant (EMPG) with an award of \$188,350.00 and a required cash match of \$188,350.00 to subsidize the Emergency Management Program; and,

WHEREAS, the Metropolitan Government is eligible to participate in this grant program; and,


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

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

Section 1. That the Metropolitan Government's application for an Emergency Management Performance Grant (EMPG) with an award of \$188,350.00, a copy of which is attached hereto and incorporated herein, is hereby approved, and the Office of Emergency Management is authorized to submit said application to the State of Tennessee, Tennessee Emergency Management Agency.


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

APPROVED AS TO AVAILABILITY
OF FUNDS:



Kevin Crumbo, Director
Department of Finance

INTRODUCED BY:



Member(s) of Council

APPROVED AS TO FORM AND
LEGALITY:



Assistant Metropolitan Attorney

GRANT APPLICATION SUMMARY SHEET

Grant Name: Emergency Management Performance Grant (EMPG) 19-22
Department: OFFICE OF EMERG. MGMT.
Grantor: U.S. DEPARTMENT OF HOMELAND SECURITY
Pass-Through Grantor (If applicable): TENN. EMERG. MGMT.
Total Applied For: \$188,350.00
Metro Cash Match: \$188,350.00
Department Contact: Drusilla Martin
862-5462
Status: CONTINUATION

Program Description:

Funding to subsize Emergency Management Program for Nashville/Davidson County.
NOTE: In the past few years OEM has received an estimated amount of about \$188,350.
The application does not request a specific amount. TEMA disburse funding after it determines how much will be awarded for the entire State. A letter is attached to the application requiring the Mayor to sign so Metro can be considered if there are any funds to be awarded for year 2020. The amount of funding is determined by the Tennessee Emergency Management Agency (TEMA) after they know how much is awarded for the entire state.

Plan for continuation of services upon grant expiration:

Contingent upon availability of funds.

APPROVED AS TO AVAILABILITY OF FUNDS:

APPROVED AS TO FORM AND LEGALITY:

Kerwin Ormrod /ko 12-11-19
Director of Finance Date

Mark S/ce 12/13/19
Metropolitan Attorney Date

APPROVED AS TO RISK AND INSURANCE:

BCW 12/12/19
Director of Risk Management Date
Services



John Cooper, Mayor

OFFICE OF EMERGENCY MANAGEMENT

EMERGENCY OPERATIONS CENTER
Director William Swann

December 5, 2019

TEMA Middle Region
Attn: Mr. Chris Johnson
3041 Sidco Drive
Nashville, Tennessee 37204

Dear Mr. Johnson:

Davidson County is requesting continuation of EMPG funding for FFY 2020. If any additional funding becomes available please keep us in mind. Please contact me or William Swann, EMA Director/Director Chief if you have any questions and thank you for your consideration in this matter.

Respectfully,

John Cooper, County Mayor

cc: District Coordinator

**2020 EMERGENCY MANAGEMENT PERFORMANCE GRANT
AWARD APPLICATION**

Please fill out this application and return it to your regional office.

APPLICANT:

I would like to participate in the 2020 Emergency Management Performance Grant (EMPG) Program. (Please submit a letter from your county Mayor requesting participation in this program).

I would NOT like to participate in the 2020 Emergency Management Performance Grant (EMPG) Program.

If applying for participation, please read and fill out next step:

This is a 50% matching program. Please list the 2020 EMPG eligible budget amount.

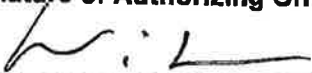
2020 EMPG Eligible Budget Amount:

\$921,500

Remember, in addition to the ability of local government to provide the 50% match, requirements for entry and continuation in the program include:

- an Emergency Management Agency established by local ordinance/laws
- having a full-time Emergency Program Manager
- compliance with Title VI of the Civil Rights Act of 1964
- having an approved human resources merit system
- having a State approved Basic Emergency Operations Plan (BEOP)
- compliance with the Tennessee Code Annotated (TCA- 58) on Emergency Management (EM)
- maintaining and operating the *Tennessee Early Warning Advisory System (TEWAS)* phone in the 24-hour warning point.
- Compliance with the National Incident Management System (NIMS)

Signature of Authorizing Official (EMA DIRECTOR)



Name and Title (Type or Print)

William Swann

Phone Number including (Area Code)

615-880-2955

FEDERAL EMERGENCY MANAGEMENT AGENCY EMERGENCY MANAGEMENT ASSISTANCE STAFFING PATTERN				FISCAL YEAR	2020	OMB NO. 3067-008
NAME OF ORGANIZATION Office of Emergency Management				STATE	TENNESSEE	DATE
POSITION TITLE (1)	GROSS ANNUAL SALARY (Fed. Share) (2)	FEMA FUNDING PROGRAM (3)	WORK YEARS (4)	DATE HIRED OR VACANCY (Mo/Yr) (5)	REMARKS (Name - Optional) (6)	
ⓄEM Operations Mgr	69,361.86	EMPG	22	10/20/1995		
ⓄEM Field Ops. Coord	70,109.12	EMPG	23	3/14/1994		
ⓄEM Grants Coordinator	47,928.88	EMPG	15	7/16/2002		
ⓄEM Planning/Training Coord	57,514.35	EMPG	14	2/1/2003		
ⓄEM Communications Officer	35,204.95	EMPG	15	7/16/2003		
ⓄEM Communications Officer	32,796.66	EMPG	0	4/2/2012		
ⓄEM Communications Officer	35,204.95	EMPG	15	9/11/2017		
ⓄEM Communications Officer	35,722.67	EMPG	8	6/4/2012		
TOTAL	32,778.72	EMPG	0		Employed less than 1 year	0.00

SCHEDULE OF SALARY AND BENEFITS FOR FFY 2020

PAID BY

DAVIDSON COUNTY

EMPLOYEE: Rodonna Robinson

POSITION: OEM Operations Manager

GROSS ANNUAL SALARY

\$69,361.86

BENEFITS PAID BY COUNTY:

FICA-EMPLOYER'S PART

\$5,306.19 7.65%

RETIREMENT - EMPLOYER'S PART

\$8,559.26 12.34%

HEALTH INSURANCE - EMPLOYER'S PART

\$11,900

NOTE: COMPLETE THIS FORM FOR EACH EMPLOYEE.

SCHEDULE OF SALARY AND BENEFITS FOR FFY 2020

PAID BY

DAVIDSON COUNTY

EMPLOYEE: Horace Scott Harris POSITION: OEM Field Ops Coordinator

GROSS ANNUAL SALARY \$70,109.12

BENEFITS PAID BY COUNTY:

FICA-EMPLOYER'S PART	\$5,363.35	7.65%
RETIREMENT – EMPLOYER'S PART	\$8,651.47	12.34%
HEALTH INSURANCE – EMPLOYER'S PART	\$11,900	

NOTE: COMPLETE THIS FORM FOR EACH EMPLOYEE.

SCHEDULE OF SALARY AND BENEFITS FOR FFY 2020

PAID BY

DAVIDSON COUNTY

EMPLOYEE: Heidi Mariscal **POSITION:** OEM Planning/Training Coordinator

GROSS ANNUAL SALARY **\$57,514.35**

BENEFITS PAID BY COUNTY:

FICA-EMPLOYER'S PART **\$4,399.85 7.65%**

RETIREMENT – EMPLOYER'S PART **\$7,097.27 12.34%**

HEALTH INSURANCE – EMPLOYER'S PART **\$11,900**

NOTE: COMPLETE THIS FORM FOR EACH EMPLOYEE.

SCHEDULE OF SALARY AND BENEFITS FOR FFY 2020

PAID BY

DAVIDSON COUNTY

EMPLOYEE: Brian Jackson

POSITION: OEM Communications Officer

GROSS ANNUAL SALARY

\$35,204.94

BENEFITS PAID BY COUNTY:

FICA-EMPLOYER'S PART

\$2,693.18 7.65%

RETIREMENT – EMPLOYER'S PART

\$4,344.29 12.34%

HEALTH INSURANCE – EMPLOYER'S PART

\$11,900

NOTE: COMPLETE THIS FORM FOR EACH EMPLOYEE.

SCHEDULE OF SALARY AND BENEFITS FOR FFY 2020

PAID BY

DAVIDSON COUNTY

EMPLOYEE: Scott Kimbrough

POSITION: OEM Communications Officer

GROSS ANNUAL SALARY

\$32,796.66

BENEFITS PAID BY COUNTY:

FICA-EMPLOYER'S PART

\$2,508.95 7.65%

RETIREMENT – EMPLOYER'S PART

\$4,047.11 12.34%

HEALTH INSURANCE – EMPLOYER'S PART

\$11,900

NOTE: COMPLETE THIS FORM FOR EACH EMPLOYEE.

SCHEDULE OF SALARY AND BENEFITS FOR FFY 2020

PAID BY

DAVIDSON COUNTY

EMPLOYEE: Kelly D. Caffrey **POSITION: OEM Communications Officer**

GROSS ANNUAL SALARY **\$35,204.95**

BENEFITS PAID BY COUNTY:

FICA-EMPLOYER'S PART	\$2,693.18	7.65%
RETIREMENT - EMPLOYER'S PART	\$4,344.29	12.34%
HEALTH INSURANCE - EMPLOYER'S PART	\$11,900	

NOTE: COMPLETE THIS FORM FOR EACH EMPLOYEE.

SCHEDULE OF SALARY AND BENEFITS FOR FFY 2020

PAID BY

DAVIDSON COUNTY

EMPLOYEE: Jeffrey P. Stark POSITION: OEM Communications Officer

GROSS ANNUAL SALARY \$35,722.67

BENEFITS PAID BY COUNTY:

FICA-EMPLOYER'S PART \$2,732.79 7.65%

RETIREMENT - EMPLOYER'S PART \$4,408.18 12.34%

HEALTH INSURANCE - EMPLOYER'S PART \$11,900

NOTE: COMPLETE THIS FORM FOR EACH EMPLOYEE.

SCHEDULE OF SALARY AND BENEFITS FOR FFY 2020

PAID BY

DAVIDSON COUNTY

EMPLOYEE: Cotie A. Rocchietti POSITION: OEM Communications Officer

GROSS ANNUAL SALARY \$32,778.72

BENEFITS PAID BY COUNTY:

FICA-EMPLOYER'S PART \$2,507.58 7.65%

RETIREMENT - EMPLOYER'S PART \$4,044.90 12.34%

HEALTH INSURANCE - EMPLOYER'S PART \$11,900

NOTE: COMPLETE THIS FORM FOR EACH EMPLOYEE.

PROPOSED LOCAL EMA BUDGET FOR FFY-2020

DAVIDSON COUNTY

<u>Line Item</u>	<u>2020 Budget</u>
Salaries (Includes Sal & Local Transfer Match)	\$459,800
Employee Benefits	\$161,000
Utilities	\$0
EMA Office space rental (not eligible if you have Federally funded EOC)	\$0
Telephone & Long Distance	\$39,400
Cellular Phones & Pagers	\$1,000
EM Travel (Must attach Vehicle Log)	\$0
EM Office Supplies/Postage/Etc.	\$1,400
EM Vehicle Repair/Maint/Fuel	\$0
Equipment Repair/Maint	\$113,600
Replacement/Upgrade Cost	\$0
User Fees	\$0
Sanitation including Janitorial Service for building	\$0
Dues & Subscription Fees (Including EMAT)	\$10,600
Property & Liability Insurance	\$0
Vehicle Insurance	\$0
Total	<u>\$786,800</u>



<i>Task/Program Elements</i>	<i>Projected Quarter Completion</i>
EMAP STANDARD 3.1 – Program Administration, Plans & Evaluation	
<ul style="list-style-type: none"> Review Basic Emergency Operations Plan annually and update as required. 	4 th Quarter
<ul style="list-style-type: none"> Annual Program Worksheet is completed and signed by County Emergency Management Director. 	1 st Quarter
EMAP STANDARD 3.2 – Program Coordinator	
<ul style="list-style-type: none"> Current letter of appointment is on file with TEMA. 	1 st Quarter
<ul style="list-style-type: none"> Director or designee will attend regional directors’ meetings 	On Occurrence
EMAP STANDARD 3.3 – Advisory Committee	
<ul style="list-style-type: none"> EM Advisory Committee meet on a regular basis and includes the “whole community” approach to EM. (if applicable) 	On Occurrence
EMAP STANDARD 4.1 – Administration and Finance	
<ul style="list-style-type: none"> Submit Staffing Pattern and Salary and Benefits form to the regional office with a letter from County Mayor requesting EMPG funding for the next FFY by 30 June. 	3 rd Quarter
<ul style="list-style-type: none"> Ensure all files relating to emergency management funding and activities are current and open for review. 	Quarterly
<ul style="list-style-type: none"> Submit Quarterly Activity Reports by the 15th day of each new federal fiscal quarter to the Regional Office. 	Quarterly
<ul style="list-style-type: none"> Submit quarterly Funding Certification with supporting documentation by the 15th day of each new federal fiscal quarter to the Regional Office. 	Quarterly
EMAP STANDARD 4.2 – Laws and Authorities	
<ul style="list-style-type: none"> Review the Local Ordinance/Executive Order that established the Local EMA Office and up-date the document as needed to remain in compliance with the TCA, Title 58-Chapter 2, Part 1 (Disasters, Emergencies and Civil Defense.) 	1 st Quarter
EMAP STANDARD 4.3 – Hazard Identification & Risk Assessment	
<ul style="list-style-type: none"> Review the counties Hazard and Vulnerability Assessment and make adjustments as needed. 	3 rd Quarter
EMAP STANDARD 4.4 – Hazard Mitigation	
<ul style="list-style-type: none"> Review and update Hazard Mitigation Plan as needed/required 	3 rd Quarter
EMAP STANDARD 4.5 – Prevention and Security	
<ul style="list-style-type: none"> Be an active member of the Homeland Security District; attend meetings and insure the county is meeting district goals and objectives. 	Quarterly
EMAP STANDARD 4.6 – Planning	
<ul style="list-style-type: none"> Review and update Annex and ESFs to the BEOP as required 	4 th Quarter
<ul style="list-style-type: none"> Attend LEPC meetings and provide a copy of each LEPC meeting minutes to the Regional Office 	On Occurrence

EMAP STANDARD 4.7 – Incident Management	
<ul style="list-style-type: none"> Report incidents and missions to the SEOC/SWP and/or regional office in a timely manner. Note mission and incident and other EM activities in the quarterly report. Utilize TEMA’s WebEOC as a disaster management/information tool 	<p>On Occurrence</p> <p>Quarterly</p> <p>On occurrence</p>
EMAP STANDARD 4.8 – Resource Management and Logistics	
<ul style="list-style-type: none"> Develop/update Resource management SOG for the County 	1 st Quarter
EMAP STANDARD 4.9 – Mutual Aid	
<ul style="list-style-type: none"> Review Established procedures for requesting and receiving Mutual Aid Resources based local agreements and state law. 	4 th Quarter
EMAP STANDARD 4.10 – Communications and Warning	
<ul style="list-style-type: none"> Test local communications and warning systems on a regular basis. Establish connectivity with Tennessee Early Warning Advisory System (TEWAS) to the 24-hour warning point and check monthly. Update key elected and appointed officials contact list using state provided format on a quarterly basis. 	<p>Monthly</p> <p>Monthly</p> <p>Quarterly</p>
EMAP STANDARD 4.11 – Operations and Procedures	
<ul style="list-style-type: none"> Ensure operational checks are performed on all assigned radiological detection equipment. Review and update operational checklist for EOC activation. Review and update operational checklists for CRP and POD operations 	<p>Quarterly</p> <p>2nd Quarter</p> <p>2nd Quarter</p>
EMAP STANDARD 4.12 – Facilities	
<ul style="list-style-type: none"> Ensure the program has a primary and alternate facility identified and capable of coordinating and supporting sustained response and recovery operations. 	1 st Quarter
EMAP STANDARD 4.13 – Training	
<ul style="list-style-type: none"> Develop a Multi-Year Training Plan (2 year) Complete the annual NIMS reporting tool as required Maintain records on NIMS requirements and encourage all agencies to meet the training objectives. Demonstrate a good faith effort in coordinating and conducting required NIMS training for EM personnel in accordance with NIMS recommendations Coordinate and conduct specialty, hazardous materials and general emergency management training for the jurisdiction’s response personnel. Director or designee attends the TEMA/EMAT Annual Training Workshop. 	<p>4th Quarter</p> <p>As required</p> <p>Quarterly</p> <p>3rd Quarter</p> <p>As required</p> <p>On Occurrence</p>



2019 Program Worksheet_ Davidson County

<p>Note: Should the Director or designee not be able to attend due to unforeseen circumstances, an extraordinary circumstance statement should be submitted to the Regional Administrator before the conference date.</p> <ul style="list-style-type: none"> • Complete WebEOC Training • Complete Damage Assessment/Initial Impact Assessment Training • Emergency Management Director and paid staff receiving EMPG funding must complete the Independent Study Professional Development Series courses and complete the basic NIMS training as required. 	<p>2nd Quarter 2nd Quarter Quarterly</p>
EMAP STANDARD 4.14 – Exercises, Evaluations and Corrective Actions	
<ul style="list-style-type: none"> • Complete/update the multi-year exercise plan based on local hazards. • EMPG funded positions will participate in a minimum of 3 exercises and submit required documentation as required by EMPG Guidance (An actual occurrence may NOT be substituted for an exercise.) • Local EMA to participate with Severe Weather Awareness Week activities. 	<p>4th Quarter Quarterly 2nd Quarter On Occurrence</p>
EMAP STANDARD 4.15 – Crisis Communications, Public Education and Information	
<ul style="list-style-type: none"> • Provide public education, information programs and presentations that provide education and information through the whole cycle of emergency management: preparedness, response, recovery and mitigation. 	<p>As requested</p>

William Swann
(Print) Local Director

W. Swann
Signature

6-11-19
Date

David Kitchens
(Print) District Coordinator

David Kitchens
Signature

6-24-19
Date

Chris Johnson
(Print) Regional Administrator

Chris Johnson
Signature

6-25-2019
Date Approved

THREE YEAR EXERCISE PLAN

FEDERAL FISCAL YEAR:							
Organization Conducting Exercise	Expected Number of Participants	Proposed Event Dates	Jurisdiction	Exercise Type	Exercise Threat	Training Prerequisites	Scenario Summary
1							
2							
3							
FEDERAL FISCAL YEAR:							
Organization Conducting Exercise	Expected Number of Participants	Proposed Event Dates	Jurisdiction	Exercise Type	Exercise Threat	Training Prerequisites	Scenario Summary
1							
2							
3							
FEDERAL FISCAL YEAR:							
Organization Conducting Exercise	Expected Number of Participants	Proposed Event Dates	Jurisdiction	Exercise Type	Exercise Threat	Training Prerequisites	Scenario Summary
1							
2							
3							

RADIO COMMUNICATIONS PLAN		Incident Name			Date/Time Prepared			Operational Period Date/Time		
Ch #	Function	Channel Name/Frequency Radio System Tag/Group	Assignment	RX Freq	RX Tone/NAC	TX Freq	N or W	Tx Tone/NAC	Mode A, D or M	Remarks
1										
2										
3										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
Prepared By				Location: County- State-Tr						

The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital (e.g. Project 25) or "M" indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed.

ORIGINAL

2019 DEC 30 AM 11:38
FILED METROPOLITAN CLERK

METROPOLITAN COUNTY COUNCIL

Resolution No. RS 2020 - 150

A resolution approving an application for an Emergency Management Performance Grant (EMPG) from the State of Tennessee, Tennessee Emergency Management Agency, to The Metropolitan Government of Nashville and Davidson County, acting by and through the Office of Emergency Management, to subsidize the Emergency Management Program.

Introduced JAN 07 2020

Amended _____

Adopted JAN 07 2020

Approved JAN 08 2020

By 
Metropolitan Mayor

Metro Council Office

DEC 16 2019
Time: 1:50 By: 105