

GRANT SUMMARY SHEET

Grant Name: CSBG CARES Act Rapid-Cycle Impact Project 21-22

Department: METRO ACTION

Grantor: U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Pass-Through Grantor (If applicable):

Total Award this Action: \$250,000.00

Cash Match \$0.00

Department Contact: Tanya Evrenson, Workforce Director
862-8860

Status: NEW

Program Description:

The Metropolitan Action Commission of Nashville and Davidson County has been awarded the CSBG CARES Act Rapid-Cycle Impact Project to evaluate and adjust its CompTIA A+ Certification program that yielded great success among applicants prior to moving to an online model due to COVID. The CompTIA A+ certification program is a part of the agency's two generation program which offers opportunities to head start parents to obtain the Computing Technology Industry Association (CompTIA A+) credential. The initiative correlates the outcomes for the parents to outcomes for their children who are enrolled in Early Head Start and Head Start.

Plan for continuation of services upon grant expiration:

N/A

B.A. Initials

 DS
RJ

5340

Grants Tracking Form

Part One

Pre-Application <input type="radio"/>		Application <input type="radio"/>		Award Acceptance <input checked="" type="radio"/>		Contract Amendment <input type="radio"/>	
Department	Dept. No.	Contact			Phone	Fax	
METRO ACTION	075	Tanya Evrenson, Workforce Director			862-8860		
Grant Name:	CSBG CARES Act Rapid-Cycle Impact Project 21-22						
Grantor:	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES				Other:		
Grant Period From:	09/30/21	(applications only) Anticipated Application Date:					
Grant Period To:	12/31/22	(applications only) Application Deadline:					
Funding Type:	FED DIRECT	Multi-Department Grant		<input type="checkbox"/> If yes, list below.			
Pass-Thru:		Outside Consultant Project:		<input type="checkbox"/>			
Award Type:	COMPETITIVE	Total Award:		\$250,000.00			
Status:	NEW	Metro Cash Match:		\$0.00			
Metro Category:	New Initiative	Metro In-Kind Match:		\$0.00			
CFDA #	93.569	Is Council approval required?		<input checked="" type="checkbox"/>			
Project Description:	Applic. Submitted Electronically?		<input type="checkbox"/>				
<p>The Metropolitan Action Commission of Nashville and Davidson County has been awarded the CSBG CARES Act Rapid-Cycle Impact Project to evaluate and adjust its CompTIA A+ Cerifitcaton program that yielded great success among applicants prior to moving to an online model due to COVID. The CompTIA A+ certification program is a part of the agency's two generation program which offers opportunities to head start parents to obtain the Computing Technology Industry Association (CompTIA A+) credential. The initiative correlates the outcomes for the parents to outcomes for their children who are enrolled in Early Head Start and Head Start.</p>							
Plan for continuation of service after expiration of grant/Budgetary Impact:							
N/A							
How is Match Determined?							
Fixed Amount of \$		or		% of Grant		Other: <input type="checkbox"/>	
Explanation for "Other" means of determining match:							
For this Metro FY, how much of the required local Metro cash match:							
Is already in department budget?			Fund	Business Unit			
Is not budgeted?			Proposed Source of Match:				
(Indicate Match Amount & Source for Remaining Grant Years in Budget Below)							
Other:							
Number of FTEs the grant will fund:		1.00	Actual number of positions added:		0.00		
Departmental Indirect Cost Rate		13.81%	Indirect Cost of Grant to Metro:		\$30,335.65		
*Indirect Costs allowed? <input checked="" type="radio"/> Yes <input type="radio"/> No		% Allow.	13.81%	Ind. Cost Requested from Grantor:		\$30,335.65 in budget	
*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)							
Draw down allowable? <input checked="" type="checkbox"/>							
Metro or Community-based Partners:							

Part Two

Grant Budget

Budget Year	Metro Fiscal Year	Federal Grantor	State Grantor	Other Grantor	Local Match Cash	Match Source (Fund, BU)	Local Match In-Kind	Total Grant Each Year	Indirect Cost to Metro	Ind. Cost Neg. from Grantor
Yr 1	FY22	\$250,000.00	\$0.00	\$0.00	\$0.00		\$0.00	\$250,000.00	\$30,335.65	\$30,335.65
Yr 2	FY__									
Yr 3	FY__									
Yr 4	FY__									
Yr 5	FY__									
Total		\$250,000.00	\$0.00	\$0.00	\$0.00		\$0.00	\$250,000.00	\$30,335.65	\$30,335.65
Date Awarded:		09/29/21		Tot. Awarded:		\$250,000.00	Contract#:		90ET0498-01-00	
(or) Date Denied:				Reason:						
(or) Date Withdrawn:				Reason:						

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

GCP Rec'd
10/06/21

GCP Approved
10/06/21

VW



Department of Health and Human Services
Administration for Children and Families

Notice of Award

Award# 90ET0498-01-00

FAIN# 90ET0498

Federal Award Date: 09/29/2021

Recipient Information**1. Recipient Name**

NASHVILLE & DAVIDSON COUNTY,
METROPOLITAN GOVERNMENT OF
1 PUBLIC SQ
NASHVILLE, TN 37201-5007
(615) 862-8860

2. Congressional District of Recipient

05

3. Payment System Identifier (ID)

1620694743A2

4. Employer Identification Number (EIN)

620694743

5. Data Universal Numbering System (DUNS)

078217668

6. Recipient's Unique Entity Identifier**7. Project Director or Principal Investigator**

Mrs. Tanya Evrenson
Director of Workforce Development
tanya.evrenson@nashville.gov
615-862-8860

8. Authorized Official

Dr. Cynthia Croom
Executive Director
cynthia.croom@nashville.gov
(615) 862-8860x70103

Federal Agency Information

ACF/OCS Office of Discretionary Grant

9. Awarding Agency Contact Information

Telina L. Bennett-Reed
Grants Management Specialist
telina.bennett@acf.hhs.gov
202-401-4609

10. Program Official Contact Information**Federal Award Information****11. Award Number**

90ET0498-01-00

12. Unique Federal Award Identification Number (FAIN)

90ET0498

13. Statutory Authority

Com Svc Blk Grant 5672-680

14. Federal Award Project Title

Metropolitan Action Commission primary priority area of identifying and training for high demand jobs in the post-COVID-19 economy by exploring the impact of COVID on student success.

15. Assistance Listing Number

93.569

16. Assistance Listing Program Title

Community Services Block Grant

17. Award Action Type

New

18. Is the Award R&D?

No

Summary Federal Award Financial Information

19. Budget Period Start Date	09/30/2021	- End Date	12/31/2022
20. Total Amount of Federal Funds Obligated by this Action			\$250,000.00
20a. Direct Cost Amount			\$219,664.35
20b. Indirect Cost Amount			\$30,335.65
21. Authorized Carryover			\$0.00
22. Offset			\$0.00
23. Total Amount of Federal Funds Obligated this budget period			\$0.00
24. Total Approved Cost Sharing or Matching, where applicable			\$0.00
25. Total Federal and Non-Federal Approved this Budget Period			\$250,000.00
26. Project Period Start Date	09/30/2021	- End Date	12/31/2022
27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period			Not Available

28. Authorized Treatment of Program Income

Additional Costs

29. Grants Management Officer - Signature

Ms. Bridget Shea Westfall
Supervisory Grants Management Specialist

30. Remarks

Calculation of Indirect Costs: 13.8056% of \$219,664.35.



Department of Health and Human Services
Administration for Children and Families

Notice of Award

Award# 90ET0498-01-00

FAIN# 90ET0498

Federal Award Date: 09/29/2021

Recipient Information
Recipient Name NASHVILLE & DAVIDSON COUNTY, METROPOLITAN GOVERNMENT OF 1 PUBLIC SQ NASHVILLE, TN 37201-5007 (615) 862-8860
Congressional District of Recipient 05
Payment Account Number and Type 1620694743A2
Employer Identification Number (EIN) Data 620694743
Universal Numbering System (DUNS) 078217668
Recipient's Unique Entity Identifier Not Available
31. Assistance Type Cooperative Agreement
32. Type of Award Other

33. Approved Budget (Excludes Direct Assistance)	
I. Financial Assistance from the Federal Awarding Agency Only	
II. Total project costs including grant funds and all other financial participation	
a. Salaries and Wages	\$63,534.73
b. Fringe Benefits	\$29,602.25
c. Total Personnel Costs	\$93,136.98
d. Equipment	\$0.00
e. Supplies	\$2,000.00
f. Travel	\$500.00
g. Construction	\$0.00
h. Other	\$124,027.37
i. Contractual	\$0.00
j. TOTAL DIRECT COSTS	\$219,664.35
k. INDIRECT COSTS	\$30,335.65
l. TOTAL APPROVED BUDGET	\$250,000.00
m. Federal Share	\$250,000.00
n. Non-Federal Share	\$0.00

34. Accounting Classification Codes					
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
1-G990916	90ET049801		41.51	\$250,000.00	75-2021-1536



Department of Health and Human Services

Administration for Children and Families

Notice of Award

Award# 90ET0498-01-00

FAIN# 90ET0498

Federal Award Date: 09/29/2021

35. Terms And Conditions

STANDARD TERMS

1. STANDARD TERMS AND CONDITIONS

This award is based on the application submitted to, and as approved by, ACF on the above-titled project and is subject to the terms and conditions incorporated either directly or by reference in the following:

1) The grant program legislation and program regulation cited in this Notice of Award (NoA).
 2) Conditions on activities and expenditures of funds in other statutory requirements, such as those included in appropriations acts and the Funding Opportunity Announcement under which this application was submitted.

3) This grant is subject to the requirements as set forth in Uniform Administrative Requirements, Cost Principles, and Audit Requirement for HHS Awards (45 CFR Part 75) - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards

4) This grant is subject to the requirements as set forth in Uniform Administrative Requirements, Cost Principles, and Audit Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) -Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

5) This grant is subject to the requirements as set forth in 45 CFR Part 46 – Protection of Human Subjects.

6) This grant is subject to the requirements as set forth in Administrative and National Policy Requirements - An application funded with the release of federal funds through a grant award does not constitute, or imply, compliance with federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable federal regulations.

7) This award is subject to the requirements as set forth in HHS Department of Health and Human Services (HHS) Grants Policy Statement (GPS) that are applicable to you based on your recipient type and the purpose of this award. This includes requirements in Parts I and II (available at <https://www.hhs.gov/grants/grants/grants-policies-regulations/index.html> of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements (e.g. 45 CFR Part 75) directly apply to this award apart from any coverage in the HHS GPS.

8) For grantees that have awards that involve property, the following terms and conditions must be adhered to:

Award Terms and Conditions Involving Property

- o Tangible Property Report (SF-428)
- o Real Property Status Report (SF-429)

9) Reporting - Unless otherwise approved by the Office of Management and Budget (OMB), grantees are to complete the following:

- a) Programmatic Reporting Requirements SF-PPR ACF Performance Progress Report. PPRs are due 30 days after the end of the reporting period. Final program performance reports are due 90 days after the close of the project period.
- b) Federal Financial Reports – FFRs SF-425 (due quarterly) Post-Award Reporting forms can be found at <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>
- c) Federal Financial Federal Cash Transaction Report – FCTR (due quarterly) Grantees should submit this report through their online account with Payment Management System (PMS). Both FFRs (SF-425) and FCTR forms must be submitted online to HHS PMS.

10) This award is subject to the Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation Reporting Requirement of 2006 and the FFATA's 2008 amendment. More information about the FFATA is located at <https://www.grants.gov/learn-grants/grant-policies/ffata-act-2006.html>.

11) Internal Controls – Recipients of federal awards are required to follow one of the two approved



Department of Health and Human Services

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Federal Award Date: 09/29/2021

internal control frameworks:

a. Government Accountability Office (GAO) Standards for Internal Control in the Federal Government (“Green Book”) OR

b. Community of Sponsoring Organizations (COSO) Internal Control – Integrated Framework

12) Award Term and Condition for Recipient Integrity and Performance Matters (Commonly referred to as FAPIIS)

13) This award is subject to requirements as set forth in the System Award Management (formerly Central Contractor Registration) and Unique Entity Identifier (formerly DUNS) Requirements. Award Term for System Award Management and Unique Entity Identifier - Additional information about registration procedures may be found at the SAM website. If you are authorized to make subawards under this award, you may not make a subaward to an entity unless the entity has provided its Unique Entity Identifier to you.

14) This award will be paid through the Department of Health and Human Services, Payment Management System (PMS). Please visit their website for more information and review the Award Attachments for further Instructions for Requesting Payment of Federal Awards.

15) This award is subject to the requirements of Section 106 (g) of the trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <https://www.acf.hhs.gov/discretionary-post-award-requirements>

16) This award is subject to the requirements as set forth in 45 CFR Part 87 - Equal Treatment for Faith-Based Organizations.

17) Consistent with 45 CFR 75.113 – Mandatory disclosures - Applicants and recipients must disclose in a timely manner, in writing to the HHS awarding agency, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner, in writing to the prime recipient and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award.

Disclosures

must be sent in writing to the awarding agency and to the HHS OIG at the following addresses:

The Administration for Children and Families

U.S. Department of Health and Human Services

Office of Grants Management

ATTN: Grants Management Specialist

330 C Street, SW.,

Switzer Building Corridor 3200

Washington, DC 20201

AND

U.S. Department of Health and Human Services

Office of Inspector General

ATTN: Mandatory Grant Disclosures, Intake Coordinator

330 Independence Avenue, SW, Cohen Building

Room 5527

Washington, DC 20201

Fax: (202) 205-0604 (Include “Mandatory Grant Disclosures” in subject line) or

Email: MandatoryGranteeDisclosures@oig.hhs.gov

Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371

Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 & 376 and 31

U.S.C. 3321).

To find the most up-to-date Department of Health and Human Resources Grants Policies and Regulations and Administration for Children and Families (ACF) Discretionary Post-Award Requirements please visit their websites at <https://www.hhs.gov/grants/grants/grants-policies-regulations/index.html> and



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<https://www.acf.hhs.gov/discretionary-post-award-requirements>.

Initial expenditure of funds by the grantee constitutes acceptance of this award and its associated terms and conditions.

AWARD ATTACHMENTS

NASHVILLE & DAVIDSON COUNTY, METROPOLITAN GOVERNMENT OF

90ET0498-01-00

1. New Award Package

Department of Health & Human Services

Administration for Children & Families

Office of Community Services

Community Services Block Grant (CSBG) CARES Act Rapid-Cycle Impact Project

Funding Opportunity No. HHS-2021-ACF-OCS-ET-1959

Submitted by the Metropolitan Action Commission (UEI # LGZLHP6ZHM55)

Nashville, Tennessee

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Project Summary

CSBG CARES Act Rapid-Cycle Impact Project

Metropolitan Action Commission of Nashville and Davidson County

800 2nd Avenue North, Nashville, TN 37201

(615) 862-8860 ext. 70104 or ext. 77411 voice, (615) 880-2397 fax

Cynthia.Croom@nashville.gov Tanya.evrenson@nashville.gov

<https://www.nashville.gov/Metro-Action-Commission.aspx>

The Metropolitan Action Commission of Nashville and Davidson County is applying for CSBG CARES Act Rapid-Cycle Impact Project to evaluate and adjust its CompTIA A+ certification program that yielded great success among applicants prior to moving to an online model due to COVID. The CompTIA A+ certification program is a part of the agency's two generation program which offers opportunities to head start parents to obtain the Computing Technology Industry Association (CompTIA A+) credential. The initiative correlates the outcomes for the parents to outcomes for their children who are enrolled in Early Head Start and Head start. In addition to Head Start parents, students enrolled in the Adult Education Program are also eligible to enroll. This program was created to meet the demands of parents who desired short term trains with high yield incomes. The certification also addresses the shortage of qualified staff in the IT industry in Nashville. Upon completion, the parents will have the required credential for entry level IT positions. The program is a twelve-week program that includes a paid internship. CompTIA A+ yields entry level salaries between \$19 to \$22 hourly. The success of this program has been studied by our agency and featured in several national publications and tool kits as a model of two generation strategies that yield success. A research document that provides specifics on this initiative is discussed later in this document. While the results of the pilot were promising, the outcomes based on the online model that was offered during COVID did not yield the same success.

Our agency would like to implement project and focus on the primary priority area of identifying and training for high demand jobs in the post-COVID-19 economy by exploring the impact of COVID on student success, as well as to design a learning model that answers specific questions regarding how to improve success post COVID. While the pandemic for a time seem to show success in waning, recent upticks in numbers leave strengthened the need for a versatile training model that yields student success even in a Covid impacted environment. Our secondary priority area is strengthening individual and family adaptive capacities (including two-generation and intergenerational service models).

Our agency hopes to use a mixed method approach to data collection including quantitative as well as qualitative data. Our Hope is to explore a hybrid model of in person and virtual training. We would also like to explore whether other trainings might be better suited for some participants when using a Hybrid model. Local Workforce Study and parent interest identified, Cardiographic Technician (EKG) program, as a viable option. The average salary is \$18.34 hourly. Job Outlook field is expected to grow rapidly, 17% between 2016 and 2026. As the population ages and more people have access to healthcare, the industry will need more technicians.

Geographic Location

This project covers the entire city of Nashville/Davidson County. We are located in Nashville and Davidson County TN, population 691,243. Nashville is home of the county seat and state capitol. Nashville, Tennessee, has experienced an increase in its population and an increase in poverty (15.4%). Nashville/Davidson County is a Metropolitan form of government, meaning one Mayor and one Council governs both the city and county combined. This project is not specific zip code in the county but serves eligible families enrolled in our Head Start and Adult Education Program.

Legal Status of Applicant Entity

The Metropolitan Action Commission (MAC) is a department of the Metropolitan Government of Nashville and Davidson County, Tennessee. As a Public Community Action Agency and a department of Metropolitan Government of Nashville and Davidson County, we are governed by a tripartite Board that is appointed by the city/county Mayor and confirmed by the city Council. The Metropolitan Action Commission is the designated community action agency for Nashville and Davidson County charged with eliminating the barriers for families living in poverty with the ultimate goal of moving families out of poverty.

Need for Assistance

The Mission of our agency is: Metropolitan Action Commission embodies a spirit of hope, helps children and youth develop their potential, equips adults and families to achieve their goals, improves social and economic mobility, and advances well-being for people and communities. Using a Whole Family/2Generation approach as well as an integrated services model to building a system of care for families with limited incomes, we serve an average of 20,000 households through our Workforce, Early Education and Youth, Family and Community

Services. Our Early Education and Youth (includes Head Start and Early Head Start) program is the largest provider of early childhood education for children birth to five in Nashville/Davidson County. This program provides promotes school readiness for children from families with low income through education, health social and other comprehensive services. Additionally, youth with siblings in Head Start may enroll in our summer STEAM camp as part of our two-generation strategy. Our Workforce Division provides assistance with obtaining employment, high school equivalency/GED test preparation, college readiness courses, paid internships, summer and year-round youth employment and support for adult learners. The Family and Community Services Division assist families with utility, mortgage and rent payments, prescription costs, utility and rental deposits for homeless residents, property tax assistance for senior citizens and meals through our Summer Food Service Program. Our Summer Cooling program provides air conditioning units at no cost to senior residents and those residents with medical conditions during months when we historically have extreme heat conditions. The MAC4Jobs Program provides workforce development initiatives to increase the earning potential of families within Head Start, Early Head Start, and Adult Education programs

The COVID pandemic created severe financial problems for millions of people in the U.S affecting their ability to pay for housing, healthcare, food, and other expenses. One in 4 U.S. adults have had trouble paying their bills since the start of the pandemic. One-third of those adults have dipped into savings or retirement accounts to make ends meet. (Center for Budget and Policy Priorities). About 1 in 6 have borrowed money from friends or family or have gotten food from a food bank (Pew Research Center, 2020). Most Nashville residents have access to health care with employer-provided insurance, but in our system of employer-provided insurance, those at the lowest levels of income are rarely provided coverage by their employer.

In 2019, the average cost of health insurance for family coverage was \$20,576, according to the Kaiser Family Foundation, with an average employer covering about 70% of the cost. In this health care system, low-income families often pay out-of-pocket for health care while higher income individuals receive employer subsidies. This impedes low-income individuals' access to primary and preventative care, increasing health care costs for all Nashvillians. Health and longevity are influenced by income but determining the unique contributing factor can be difficult because income and health intersect with many other social determinants of health, including access to housing, workplace safety, racial segregation, social support, food insecurity, and more (Source: American Community Survey). While many risks and vulnerabilities associated with disasters are specific to local areas or regions, the COVID-19 pandemic has exposed the health, social, and economic vulnerabilities of all our communities.

Most affected by the impact of the pandemic have been people experiencing challenges such as low income or unstable employment, food insecurity, mental illness, disability, chronic health conditions, social isolation, caregiver stress, and intimate partner violence. Their need for support has increased, which has put financial pressure on the health and social supports in communities to meet increased need, while also shifting methods of service delivery to ensure client, staff, and volunteer safety. **“America has a Wage Problem.”** Before the pandemic hit, 44% of U.S. families in 2019 did not earn an income that was high enough to cover their families' living expenses. Markedly, families headed by women (53%), Black (58%), and Latino or Hispanic (57%) individuals and individuals without a high school diploma (65%) are much more likely to be struggling economically. Unemployment rates have risen for all groups in the U.S. between December 2019 and December 2020. The largest increases have occurred in nonwhite population groups, which also already experienced lower median incomes prior to the

economic downturn associated with the COVID pandemic. Prior to the pandemic of 2020, most industries in the Nashville Region produced jobs that paid far below family sustaining levels. Many key sectors had only around a quarter or a third of employees earning wages that could support a family. The hardships of 2020 have intensified the situation of very large numbers of already struggling households. There were 8,169 fewer workers in Davidson County in December 2020 than December 2019; the largest one-year jobs decline in Davidson County history.

A key aspect of economic wellbeing is the role of employment and earnings. Yet not all job markets provide the same opportunities for persons with specific skills. The comparatively low levels of unemployment in the period preceding 2020 in some ways disguise the quality of jobs in the Nashville market. Many individuals spend their working lives in the very large low-wage economy of Davidson County. While economic mobility is notoriously low for Nashville and Davidson County and efforts are needed to spur greater mobility patterns, it is unreasonable to expect all lower-earning workers to simply move to higher earning roles. The conundrum facing many economies is the challenge of many low-wage jobs that themselves will remain and need to be filled. Further, the gaps between these many low-skill jobs and other high-skill jobs are very large, often ones that have enduringly difficult barriers for many individuals and families within existing social and economic circumstances. (source: Community Needs Evaluation 2020 by Metropolitan Social Services). The long-term ramifications on individuals, towns, cities, states, and the country are yet to be fully realized, but it is undeniable that the response and recovery will take years not months. This is a period of continuous learning and adjustment as we collectively face the threats to physical, social, mental, environmental, and economic well-being. The need for lasting support and flexibility to address evolving issues as

they emerge is the next priority. How we respond to the COVID crisis individually and collectively both now and going forward will shape our communities for generations to come. COVID-19 could push half a billion people worldwide into poverty. Income inequality has trended down slightly in Davidson County in the past decade. However, events of 2020 likely have adversely impacted this trend with many groups of earners in lower paying jobs experiencing lost or reduced income.

Metropolitan Action Commission of Nashville and Davidson County is applying for CSBG CARES Act Rapid-Cycle Impact Project to evaluate and adjust its CompTIA A+ program that yielded great success among applicants prior to moving to an online model due to COVID. CompTIA A+ training was offered to our customers, who are parents of Head Start students and graduates of the Adult Education Program and based on the expansive career options within Information Technology (IT) and the shortage of qualified staff in IT area in Nashville. The CompTIA A+ certification program offers opportunities to Head Start parents to obtain the Computing Technology Industry Association (CompTIA) credential. Upon completion, the parents will have the required credential for entry level IT positions. The program is a twelve-week program that includes a paid internship. CompTIA A+ yields entry level salaries between \$19 to \$22 hourly. The success of this program has been studied by a third-party reviewer, Thomas P. Miller producing a document entitled, 2Gen/Whole Family Initiative Evaluation Report -2019. The report detailed the outcomes of our three-year pilot. While the results of the pilot were promising, the outcomes based on the online model that was offered during COVID in 2020/2021 did not yield the same success. During the 2019 CompTIA training, 12 students were enrolled with 11 of them completing the program and receiving certification. In 2020, the class was impacted by COVID and due to restrictions in schools and at training locations, families

were not able to complete it. In 2021, a virtual model of CompTIA training was offered. The program started with 13 students, yet due to the impact of COVID, it decreased to seven students with only one receiving a certification.

Our agency hopes to explore the impact of COVID on student success, as well as to design a learning model that answers specific questions regarding how to improve success post COVID, given that the pandemic while seeming to be less impactful on our need to stay home, has not been eradicated and the need for short term trainings like COMPTIA A+ that yield higher paying jobs is critical for families to recover and advance financially both during and post pandemic. Our agency hopes to use a mixed method approach to data collection including quantitative data (participant demographic data, education data, mental health assessments, etc.) as well as qualitative data through (through interviews of customers, trainers, agency staff and industry professionals). Our hope is to do this work with students entering training using a hybrid model of in person and virtual training. We would also like to explore the possibility of whether other trainings that might be similar in scope might be better suited for some participants when using a hybrid model based on the post-COVID economy. Local Workforce Study identified one of those trainings as Cardiographic Technician (EKG) Certification Program. The program is twelve weeks including clinicals and a certification exam is offered upon completion. The average salary is \$18.34 hourly. The Job Outlook field is expected to grow rapidly, 17% between 2016 and 2026.

Objectives

Our Principal objective is, with assistance of trained experts in rapid-cycle learning and continuous quality improvement, to explore the impact of COVID on student success and to design a learning model that answers specific questions regarding how to improve success post

COVID. Our hope is to do this work with students entering CompTIA A+ training using a hybrid model of in person and virtual training. During COVID, a virtual model was used versus the in-person model that is the original design of the program. Due to many challenges people faced during that period including childcare, mental health, and emotional concerns as well as difficulty grasping the material in a virtual environment, almost none had a successful experience passing their certification. Another principal objective is exploring the possibility of whether other trainings that might be similar in scope might be better suited for some participants when using a hybrid model based on the post-COVID economy. An expansion in high demand industries such as healthcare will provide opportunities for Nashville and Davidson County residents to complete a 12-week training and be certified as an Cardiographic Technician (EKG), which is a comparative program we would like to try. Our agency hopes to use a mixed method approach to data collection including quantitative data (participant demographic data, education data, mental health assessments, etc.) as well as qualitative data through (through interviews of customers, trainers, agency staff and industry professionals). The final principal objective is to see if using a Rapid Cycle Impact model will help us to make real time decisions to aid in a more successful outcome for our CompTIA A+ students. The subordinate objective is to have our team trained on this approach in order to apply the methodology on future projects to increase customer success.

Expected Outcomes

The biggest outcome to be achieved from this project would be participant/customer success in completing a redesigned training model for CompTIA A+ Training and EKG Technician Training allowing them to pass their certification and secure living wage jobs. An additional outcome would be a continuous improvement model that the agency could use for

future initiatives as well as expansion of the knowledge base of its staff as well as others in the field. The value of the rapid learning model allows us to adapt and make changes in real time to strengthen participant success versus waiting until the end of the project and trying to figure out what went right or what went wrong when it is too late to change the outcome for those participants already participating in training. An additional outcome is opportunities to expand our work with partners to assist families in achieving their goals of economic security and wellbeing. Additional outcomes would be a research project that informs our field and serves as an example of informed practice that could be replicated in other communities. The research hypothesizes the following: Utilizing a Rapid Cycle Approach as part of a continuous quality improvement process will result in greater passing rate for students enrolled in the CompTIA A+ certification when compared to students enrolled during the COVID19 virtual model

Approach

CompTIA A+ Training is a part of MAC4Jobs Program at Metropolitan Action Commission and currently offered to parents of Head Start and Early Head Start students, as well as to customers who completed the Adult Education Program. By limiting the group of customers in the 2Gen/Whole Family Initiative to families who have children enrolled in Head Start and Early Head Start, MAC created a cohort of customers who staff could intentionally engage. Additionally, since many families who enroll in the Head Start and Early Head Start programs are potentially eligible for up to five years in the program, these families have a longer timeframe for MAC staff to offer programming and resources. Achieving the goals of the 2Gen/Whole Family Approach takes time and creating a limited group of families who can participate for several years places them in a position for long-term success in the 2Gen/Whole Family Initiative. Each participant in MAC's 2Gen/Whole Family Initiative brings with them a

unique family composition and personal context that may present opportunities for and barriers to completion of the programming (Source: Metropolitan Action Commission 2Gen/Whole Family Initiative Evaluation Report – 2019). To provide comprehensive opportunities to families, Metro Action Commission provides wraparound resources such as access to other internal programs (i.e., rent, mortgage, Low Income Energy Assistance Program (LIHEAP) program, utility deposit assistance, expungement, adult education) and intentional referrals to other organizations in the community. In a survey of 2Gen/Whole Family participants, 60.2% of respondents reported receiving additional resources and opportunities from MAC while being enrolled in the 2Gen/Whole Family Initiative programming. MAC staff regularly visit classes to observe and meet with program participants. As a result, this allows MAC staff to discuss and develop solutions with the participants to address any barriers in an effective and timely manner. One participant described MAC's process by saying, "I like the way they would just drop in on the classes sometimes. Just checking and making sure everyone was okay. And if we needed something, they would write it down and get it for the next class." Recruitment takes place every August and information about the program is shared with parents of students at seven Head Start and Early Head Start locations. Those who are interested meet with a Family Development Specialist to determine if they meet CSBG income eligibility requirements and discuss the reason why they are interested in the program. Certification takes place after determining eligibility and interest and the customer is scheduled for an orientation. The class size maximum is 25 people and until COVID during fiscal year 2021, it was offered using an in-person model for 12 weeks of in class studying and one year paid internship after certification is received. During COVID, due to in person restrictions we switched to a virtual online model, where students accessed a class by going on line four days per week 9am till 1 pm for 12 weeks.

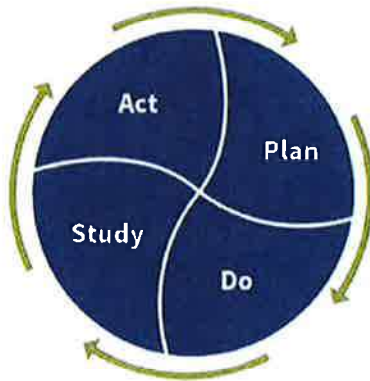
The class was facilitated by an instructor and students were provided with laptop computers and hot spots, which they can keep upon completion of the class. Student attendance is monitored daily and reported weekly to Metropolitan Action Commission. Students receive weekly stipends for attending the classes. After the third week of the virtual class, attendance started to drop and several students reported that they could not continue training due to the fact that schools were also on a virtual schedule and the children were at home during the time the CompTIA class was taking place. Older children needed assistance with their virtual classes and younger children needed parental guidance. Parents also reported obstacles in their everyday life such as domestic violence and mental health problems. For the next cohort starting October 1, 2021, our goal is to explore the impact of COVID on student success. We hope to use a mixed method approach to data collection including quantitative as well as qualitative data and would like to explore a hybrid model of in person and virtual training. Access to trained experts in rapid-cycle learning and continuous quality improvement would assist us with collection of project data, modification of the project based on rapid-cycle learning approaches and methods, and the creation of publishable findings after the project has been completed. Metropolitan Action Commission is currently in the development stage of a partnership with Cummins Inc., nationally recognized employer who would like to sponsor our CompTIA A+ students by adding a tutoring bootcamp at the end of training, to assist them to be more successful in passing certification test. In addition, there might be a possibility to add an additional training in CompTIA Network Plus as a stackable credential, to the current A+ students. We would also like to explore whether other trainings might be better suited for some participants when using a hybrid model. Local Workforce Study and parent interest identified the Cardiographic

Technician (EKG) program as a viable option. The average salary is \$18.34 hourly. Job Outlook field is expected to grow rapidly, 17% between 2016 and 2026.

There are several potential obstacles and challenges to accomplishing this project. The uncertainty of COVID and Delta variant and possible restrictions, people's trust in vaccine, impact on families if the school returns to a virtual model, the ongoing mental health crisis families face. If these challenges happen, the hybrid model could quickly be converted to an online model, allowing us to further test the efficacy of the Rapid Cycle research approach to determining how we can better assist students in real time.

Project Timeline and Milestones

The project will have 15-months project implementation phase incorporating a rapid-cycle learning.



- **Months 1-3 (October 2021- December 2021) Rapid-Cycle Plan Refinement**
 - Rapid cycle learning plan
 - August 2021 Recruitment for CompTIA A+ Class starts
 - Goal to recruit 25 students
 - August 2021 Interviewing potential students to assess interest, experience, eligibility, barriers

- September 2021 Assist students in eliminating barriers
- September 2021 Schedule orientation
- September 2021 Issue Computers
- October 2021 CompTIA Class starts
- October 2021 Keeping up with student attendance
- October 2021 Reach out to employers for partnerships for Internships
- October 2021 Provide Soft Skills Workshops to students
- November 2021 Continue capturing attendance
- November 2021 Meet with OCS experts to discuss elements of the service and how they are defined and measured
- December 2021 Continue monitoring the class
- December 2021 Start preparing the tutoring boot camp to assist with preparing for certification exams
- **Months 4-12 (January 2021 – September 2022) Quarterly Review and Refinement**
 - January 2022 Schedule quarterly review and consultation with OCS-sponsored rapid cycle learning consultant
 - January 2022 Review progress
 - January 2022 Review Internships options
 - January 2022 Consider refinements
 - February 2022 Consider potential updates to project goals
 - February 2022 Discuss expansion and refinement of EKG Training
 - February 2022 Place students in internships
 - March 2022 Review Progress

- March 2022 Discuss expansion and refinement of EKG training
- March 2022 Start recruiting for EKG Training maximum 12 students
- April 2022 Schedule quarterly review and consultation with OCS-sponsored rapid cycle learning consultant
- April 2022 Review students in internships
- May 2022 Interview students recruited for EKG Training
- May 2022 Reach out to Nashville General Hospital to schedule training
- June 2022 Start second cohort of EKG Training
- June 2022 Review progress
- July 2022 Schedule quarterly review and consultation with OCS-sponsored rapid cycle learning consultant
- July 2022 - Review students in internships
- August 2022 – Review Students in EKG training
- August 2022 – Review Progress
- **Months 12-15 (September 2022 – December 2022) Final Impact Assessment and Sustainability Planning**
 - Work with expert consultants in assessing success of the project
 - Lessons learned
 - Recommendations regarding areas for sustaining successful practices in the community
 - Expansion of practices within community
 - Replication

Partnerships

Metropolitan Action Commission has established partnerships with training providers, employers, and community organizations.

- EJO Ventures - provides CompTIA A+ Training
- Nashville General Hospital School of Health Sciences – will provide EKG Technician Training
- Davidson County Sheriff’s Office - Provided A+ internship opportunity
- Justice Integration Services - Provided A+ internship opportunity
- Metropolitan Government Information Technology Services - Provided A+ internship opportunity.

CSBG CARES ACT RAPID-CYCLE IMPACT PROJECT LOGIC MODEL

Need for assistance: Metropolitan Action Commission needs trained experts in rapid – cycle learning and continuous quality improvement to help us adjust approach in real time to aid student success who are participating in training for high demand jobs in the post-COVID economy. By using a mixed method approach to data collection including quantitative as well as qualitative data and exploring a hybrid model of in person and virtual training in CompTIA A+ Program as well as EKG Technician evaluated using a Rapid Cycle Impact approach, we hypothesize that students will experience greater success post COVID.

Target population: Parents of Early Head Start and Head Start students, graduates of an Adult Education program at Metro Action, limited #of residents of Davidson County

INPUTS	ACTIVITIES, MECHANISMS, PROCESSES	OUTPUTS	SHORT TERM OUTCOMES	GOALS OF THE PROJECT
Public Community Action Agency Regional & State Association relationships Expertise and Diversity of Subject Matter Experts Community Services Block Grant Director of Workforce Workforce Coordinator CompTIA A+ Training Provider EKG Training Provider Employers providing internships for CompTIA A+ Training	2Gen/Whole Family Initiative Evaluation Report Recruitment Identifying if it is the right training for the right student CompTIA A+ Training EKG Technician Training Capturing Attendance Addressing Barriers OCS experts' input Evaluation of the program Student voice Continuous Quality Improvement Evaluative Process	Data Collection CompTIA A+ Certification EKG Technician Certification CompTIA A+ Internships Increased student attendance Increased student completion Access to Higher wage employment Results of the Rapid Cycle Impacts including adjustments to processes as determined	Assistance and new ideas from OCS experts New community partnerships New partnerships with employers Data on actionable evidence to improve use of resources	Creation or expansion of services that increase the earning potential for our families Identifying and training for high demand jobs in the post COVID economy Creation of a new learning model for training Learn and use the goals, skills and attributes of Rapid Cycle Impact to improve organization and community efficiency that leads to student success in training post COVID
			LONG TERM OUTCOMES	
			Mitigate the Impact of COVID on student success New learning model Expansion of CompTIA A+ Program New programs in high demand occupations	

Mission: Metropolitan Action Commission embodies a spirit of hope, helps children and youth develop their potential, equips adults and families to achieve their goals, improves social and economic mobility, and advances well-being for people and communities.

Project Budget	
<u>Budget for \$250,000</u>	<u>7/23/2021</u>
<u>Direct Expenses</u>	<u>Amt to Allocate</u>
Salaries	\$ 63,534.73
Benefits	\$ 29,602.25
Total	\$ 93,136.98
Office Supplies	\$ 2,000.00
Professional Development	\$ 2,000.00
Travel	\$ 500.00
Metro Fees	\$ 500.00
Total Direct Expenses	\$ 5,000.00
Program Indirect Costs	30,335.65
Direct Participant Expenses	
Internship COMP TIA	\$ 87,000.00
EKG Class with Stipend for attendance and transportation	\$ 30,000.00
Training	\$ 4,527.37
Total Direct Participant Expenses	\$ 121,527.37
	\$ 250,000.00

BUDGET JUSTIFICATION

Salaries, Benefits, and Taxes

Ms. Tanya Evrenson, Director of Workforce will spend approximately 5% of her time on this project including project oversight and supervision, coordinating with partners, and program design and evaluation.

A new position will be created for this grant. MAC Workforce Services Coordinator, will be hired and they will spend 100% of their time working on this grant providing resources and helping to address the needs of low-income families in the Nashville, Davidson County area.

Travel

MAC will allocate **\$500** for staff to travel locally to attend meetings and service clientele.

Operational

Office Supplies **\$1,000** for staff. This could include brochures or other collateral/marketing materials.

MAC will allocate **\$2,000** to staff professional development, including required trainings, trauma informed care, restorative practices, social and emotional supports as well as travel to local, regional, and or national conferences.

Metro Fees = **\$500** could include Wifi and ITS service fees and/or phones.

Program Indirect Costs

Is based on Metro approved Indirect Cost rate for our agency at 13.8056% with base of direct expenditures. This rate is good for July 1, 2021 thru June 30, 2022 and the rate is subject to change effective July 1, 2022.

7/23/2021

Position	Pay Grade	Name	Percentage	Salary & Benefits						Total Employee Cost
				Annual Salary	Salary	Insurance Cost	FICA	Medicare	Retirement	
Director of Workforce Development	MAC13A	Evrenson, Tanya	5.0%	\$ 104,770.59	\$ 7,805.29	\$ 800.00	\$ 483.93	\$ 113.18	\$ 975.66	\$ 10,178.06
Workforce Services Coordinator	MAC11A	Vacant	100.0%	\$ 55,729.44	\$ 55,729.44	\$ 16,000.00	\$ 3,455.23	\$ 808.08	\$ 6,966.18	\$ 82,958.92
			105.00%		\$ 63,534.73	\$ 16,800.00	\$ 3,939.15	\$ 921.25	\$ 7,941.84	\$ 93,136.98

Certificate of Indirect Costs

METROPOLITAN GOVERNMENT OF NASHVILLE/DAVIDSON COUNTY

Metro Action Commission (MAC)

Fiscal Year July 1, 2021 through June 30, 2022

This is to certify that I have reviewed the indirect cost proposal submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal to establish cost allocation or billing rates for FY 2022 (July 1, 2021 through June 30, 2022) based on actual costs for the fiscal year ending June 30, 2020 (July 1, 2019 through June 30, 2020) are allowable in accordance with the requirements of the Federal/State/Local award(s) to which they apply and 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Unallowable costs have been adjusted for in allocating costs as indicated in the indirect cost rate proposal.

(2) All costs included in this proposal are properly allocable to Federal/State/Local awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Government Unit: Metropolitan Government Nashville Davidson County, TN

Signature: Cynthia Croom

Name of Official: Cynthia Croom

Title: Executive Director

Date of Execution: 5/13/2021

MAXCAP
5/12/2021 9:37:13 AM

**NASHVILLE-DAVIDSON COUNTY, TENNESSEE
METRO ACTION COMMISSION (MAC) ~ ICRP
FOR THE FISCAL YEAR ENDED JUNE 30, 2020
Schedule F - Indirect Cost Rate Proposal**

NASHVILLE (TN) - MAC ICRP
v2
2020 Version 2.0001
Level: Detail

Receiving Departments	Central Service Costs	Dept Admin Personnel Costs	Dept Admin Other Costs	Total Indirect Costs	Indirect Cost Rate Base	Indirect Cost Rate
31502-75302140 Head Start	2,298,260	0	0	2,298,260	14,675,493	15.6600%
31502-75308450 Early Head Start	219,263	0	0	219,263	1,639,598	13.3700%
31503-75303101 LIHEAP	409,752	0	0	409,752	4,511,514	9.0800%
31504-75303201 CSBG Emergency Services	310,543	0	0	310,543	2,269,550	13.6800%
31505-75303300 Summer Food	83,629	0	0	83,629	809,320	10.4400%
31506-75302200 CACFP	135,389	0	0	135,389	1,229,054	11.0700%
31508-75302300 HS B/F & A/F Care	88,889	0	0	88,889	336,986	26.3800%
31512-75704000 Community Srvce Assistance	55,781	0	0	55,781	641,453	8.7000%
31514-75306100 ComSrv PovertySumml(CSPS	1,141	0	0	1,141	11,813	9.6600%
31519-75308540 Share the Warmth Program	3,993	0	0	3,993	50,107	7.9700%
31521-75308630 Kruege Foundation Grant	1,043	0	0	1,043	11,637	8.9700%
31522-75311000 Youth Employment	1,193	0	0	1,193	14,975	7.9700%
31523-75312000 Workforce	66	0	0	66	823	7.9700%
Composite Rate	3,588,941	0	0	3,588,941	25,996,323	13.8056%

**NASHVILLE-DAVIDSON COUNTY, TENNESSEE
METRO ACTION COMMISSION (MAC) ~ ICRP
FOR THE FISCAL YEAR ENDED JUNE 30, 2020
Schedule .1 - Nature and Extent of Services
For Department 2 CFR 200 LOCAP Costs**

The OMB Local Cost Allocation Plan (2 CFR PART 200 LOCAP) quantifies the level of generally funded support services consumed by each of Nashville-Davidson's departments. The County-wide indirect (overhead) costs allocable to the Metropolitan Action Commission (MAC) are identified in this schedule. These costs represent central service departments that provide services to the MAC. These indirect costs are reported on the Summary Schedule – Allocated Costs by Department of the FY 2020 OMB Central Services Cost Allocation Plan for Nashville-Davidson, Tennessee.

For cost allocation plan purposes, the 2 CFR Part 200 LOCAP Costs cost pool is functionalized as follows:

Employee Support - Costs identified to this function represent central service employee-related support services provided to the Metropolitan Action Commission. These costs are allocated based on the number of active employees per business unit/Fund.

Financial Support - Costs identified to this function include central service financial-related support services provided to the Metropolitan Action Commission. These costs are allocated based on the total actual expenditures by business unit/Fund.

Benefits Support - Costs identified to this function comprise fringe benefits-related costs attributable to the Metropolitan Action Commission. These costs are allocated based on the total salaries and wages recorded to each business unit/Fund.

Partnerships



July 22, 2021

Grants Review Committee
Administration for Children & Families
Office of Community Services
OCS c/o LCG Operations
6000 Executive Blvd, #400
Rockville, MD 20852

Dear Grants Review Committee:

EJO Ventures consults, trains, and advises IT project owners with ongoing tech-support and IT administration management services benefiting stakeholders across the country. Currently, we support (6) airports throughout the southeast region of the United States and are DBE-certified in twenty-three (23) states. As a top-tier Aviation IT Design/Consulting Firm year after year, EJO Ventures provides IT operations and services to aviation, retail, healthcare, transportation, restaurant/hospitality industries, as well as federal, state, municipal, and local governments IT operations. We have a demonstrated track record of meeting client objectives, developing and creating project timelines, and attaining customer goals across all stakeholders' interests. EJO Ventures was the recipient of the 2021 Nashville Business Incubation Center – Charman Award for Business Operational Excellence; and additionally was the 2017/18 SMWBE Business of the Year for Nashville International Airport.

As such, we are pleased to write this letter in support of the Metropolitan Action Commission's (MAC) grant application for the Community Services Block Grant (CSBG) CARES Act Rapid-Cycle Impact Project. We are excited to continue our partnership for EJO to provide CompTIA A+ certification training and instruction to Head Start/Early Head Start parents and adult education students as part of your 2GEN Whole Family Approach to bringing families out of poverty.

Our team is pleased that during our first year of partnership prior to the COVID-19 pandemic, eighteen participants completed and passed Core 1 and Core 2 successfully with participants becoming readily available for employment opportunities for entry level positions in the field of Information Technology (IT) services. We appreciate the coordination, collaboration, and partnership with the Metropolitan Action Commission to help families with low income alleviate the barriers and obstacles they encounter. We are proud of the work we currently do as a partner with the Metropolitan Action Commission and look forward to continuing under this grant opportunity.

We have a long-standing relationship and look forward to continuing that work with MAC as we work together to make a difference in the lives of children and families.

Best Regards,

A handwritten signature in black ink, appearing to read 'Edward J. Odom, IV', written over a horizontal line.

Edward J. Odom, IV (E.J.) – President

EJO Ventures – Building Wide Technology Design/Consulting, Systems Integration & IT Project Management

PO Box 1551 Goodlettsville, TN 37070

o-615-347-2173 email: ej@ejoventures.net web: <https://www.ejoventures.net/>





Partnerships

Nathalie Stiers, Director
Justice Integration Services
404 James Robertson Parkway
Suite 2020
Nashville, TN 37219
(615) 862-5669

July 25, 2021

Grants Review Committee
Administration for Children & Families
Office of Community Services
OCS c/o LCG Operations
6000 Executive Blvd, #400
Rockville, MD 20852

Dear Grants Review Committee:

Justice Integration Services (JIS) is the technology department dedicated to the Courts in Nashville and Davidson County. JIS provides all technology related services, including desktop and peripheral support, infrastructure setup and maintenance, and full lifecycle software development to seventeen judicial agencies. JIS partners with all of the court elected officials, as well as the Sherriff's office and the Metro Nashville Police Department to provide a state of the art, fully integrated Justice Information System.

We pride ourselves on the diversity of technical skills and commitment to training and quality that are necessary to provide such services to enhance Justice and Public Safety in our community. As such, we are pleased to continue our partnership with the Metropolitan Action Commission (MAC) as they apply for the Community Services Block Grant (CSBG) CARES Act Rapid-Cycle Impact Project grant.

As a two-year partner with the MAC regarding their CompTIA A+ certification training and instruction to Head Start/Early Head Start parents and adult education students as part of MAC's 2GEN Whole Family Approach to bringing families out of poverty, we were able to employ three of MAC's CompTIA A+ certification training graduates as Information Technology (IT) interns at JIS. While with our department, the interns worked with the helpdesk where they provided both phone and in-person support, imaged and deployed machines, installed new peripherals, upgraded Operating Systems, and assisted with application issues. They were provided a well-rounded education in customer service, technical support, and security. They were also exposed to other skillsets within the organization which expanded their knowledge and opportunities in other areas in the field. This experience, combined with their certification certainly made them tremendous assets as employees in the field of technology. They have, in fact, gone on to occupy successful positions in other organizations in a limitless field, filled with opportunities for further growth.

We are excited to continue this partnership to provide internship opportunities to graduates of MAC's CompTIA A+ certification program. In continued partnership with MAC, JIS will again employ the program's CompTIA graduates as IT interns so that they may gain hands-on work experience in IT functions in an IT environment, which may include but are not limited to those described above. While MAC has grant funds to permit the MAC interns to be paid during their internship, Justice Integration Services is willing to supervise the MAC interns under the guidance of the department's director.

We have a long-standing relationship and look forward to continuing that work with MAC as we work together to make a difference in the lives of children and families.

Best Regards,

A handwritten signature in black ink, appearing to read "N Stiers", with a long horizontal line extending to the right.

Nathalie Stiers, JIS Director



NASHVILLE SHERIFF

DAVIDSON COUNTY SHERIFF'S OFFICE

Daron Hall, Sheriff

23 July 2021

Partnerships

Grants Review Committee
Administration for Children & Families
Office of Community Services
OCS c/o LCG Operations
6000 Executive Blvd, #400
Rockville, MD 20852

Dear Grants Review Committee:

The Nashville – Davidson County Sheriff's Office employs approximately 1000 staff member, supporting the County's Correction Facilities and Civil process responsibilities. Our IT staff is responsible for making sure all of those processes run smoothly, and that we are providing the best tools that we can to accomplish those tasks in the best possible way.

As such, we are **pleased to continue** our partnership with the Metropolitan Action Commission (MAC) as they apply for the **Community Services Block Grant (CSBG) CARES Act Rapid-Cycle Impact Project** grant.

As a two-year partner with the MAC regarding their CompTIA A+ certification training and instruction to Head Start/Early Head Start parents and adult education students as part of MAC's 2GEN Whole Family Approach to bringing families out of poverty, we were able to temporarily employ MAC's CompTIA A+ certification training graduates as Information Technology (IT) interns in our IT department. Donna and Shankeyta were a valuable addition to our team, carrying out a wide range of Desktop support responsibilities, both over the phone and in person. Some of their tasks were PC imaging, troubleshooting user issues, PC installations, inventory, and much more.

We are excited to continue this partnership. to offer internship opportunities to graduates of the CompTIA A+ certification program. In partnership with MAC, the Sheriff's Office would again like to employ the program's CompTIA graduates as information technology (IT) interns so that they may gain hands-on work experience in information technology functions within an IT environment, which may include but not limited to imaging, deployment, break fixes, Windows upgrades, etc. While MAC has grant funds to permit the MAC interns to be paid during their internship, the Sheriff's Office is willing to supervise the MAC interns under the guidance of the Sheriff's Office Director of Technology, and Application Support Mgr.

We have a long-standing relationship and look forward to continuing that work with MAC as we work together to make a difference in the lives of children and families.

Best Regards,
Robert Daniel – DCSO Technology Director

• Accountability • Diversity • Integrity • Professionalism •

From: LeMay, Rhonda (ITS)
Sent: Monday, July 26, 2021 4:08 PM
To: Croom, Cynthia (MAC)
Cc: McQueen, Rickie (MAC); Person, Cyndy (ITS)
Subject: MAC Partnership Letter

July 26, 2021

Grants Review Committee
Administration for Children & Families
Office of Community Services
OCS c/o LCG Operations
6000 Executive Blvd, #400
Rockville, MD 20852

Partnerships

Dear Grants Review Committee:

Metro Nashville and Davidson County Government Information Technology Services Department (ITS) is a diverse environment of IT professional that serve the government departments that support the residents of the City of Nashville and Davidson County. Our services range from 1st level Help Desk on up to Network, Security and Infrastructure Architects. Having such a wide range of positions and needs makes ITS is a rich environment for all levels of technical experience.

As such, we are pleased to continue our partnership with the Metropolitan Action Commission (MAC) as they apply for the Community Services Block Grant (CSBG) CARES Act Rapid-Cycle Impact Project grant.

As a two-year partner with the MAC regarding their CompTIA A+ certification training and instruction to Head Start/Early Head Start parents and adult education students as part of MAC's 2GEN Whole Family Approach to bringing families out of poverty, we were able to temporarily employ MAC's CompTIA A+ certification training graduates as Information Technology (IT) interns in our IT department. We find the talent we receive from MAC to be very eager to learn and grow in the field of Information Technology. We don't always have open full time positions to fill but we have been able to take advantage of the program to hire on the talent MAC provide to us. In the cases where we haven't had positions available we feel they are better positioned after spending time with us to find other full time employment.

We are excited to continue this partnership, to offer internship opportunities to graduates of the CompTIA A+ certification program. In partnership with MAC, Metro Information Technology Services Department will again employ the program's CompTIA graduates as information technology (IT) interns so that they may gain hands-on work experience in information technology functions within an IT environment, which may include but not limited to imaging, deployment, break fixes, Windows upgrades, etc. While MAC has grant funds to permit the MAC interns to be paid during their internship, the IT Department is willing to supervise the MAC interns under the guidance of the IT Department's Assistant Director of Customer Support Services.

We have a long-standing relationship and look forward to continuing that work with MAC as we work together to make a difference in the lives of children and families.

Best Regards,

Rhonda LeMay

*Assistant Director, CSS Division
Metropolitan Government of Nashville and Davidson County
Information Technology Services
700 2nd Avenue South, Suite 301
Nashville, TN 37210
Office: 615-880-2678*

**SIGNATURE PAGE FOR
COMMUNITY SERVICES BLOCK GRANT (CSBG) CARES
RAPID-CYCLE IMPACT PROJECT
9/30/21 – 12/31/22**

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


METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY



Cynthia Croom, Ed.D., Executive Director
Metropolitan Action Commission

9/30/2021

Date




LaVoneia C. Steele, Ed.D., Chair
Metropolitan Action Commission

10/1/2021

Date

APPROVED AS TO AVAILABILITY OF FUNDS:

DocuSigned by:


Director
Department of Finance

10/22/2021

Date

APPROVED AS TO RISK AND INSURANCE:

DocuSigned by:


B.C. Cobb, Director of Insurance

10/22/2021

Date

APPROVED AS TO FORM AND LEGALITY:

DocuSigned by:


Metropolitan Attorney

10/22/2021

Date

FILED:

Metropolitan Clerk

Date