

**GRANT CONTRACT
BETWEEN THE JUVENILE JUSTICE CENTER
(Metro Juvenile Court),
A DEPARTMENT OF THE METROPOLITAN GOVERNMENT
OF NASHVILLE AND DAVIDSON COUNTY
AND
CENTER FOR HEALTH POLICY/MEHARRY MEDICAL COLLEGE**

This Grant Contract issued and entered pursuant to **RS2023-** _____ by and between the Juvenile Justice Center, a Department of the Metropolitan Government of Nashville and Davidson County, a municipal corporation of the State of Tennessee hereinafter referred to as "Metro", and **Center for Health Policy/Meharry Medical College** hereinafter referred to as the "Grantee," is for the **Choosing How I Lead Life (C.H.I.L.L.)** program to provide **mentoring services** as further defined in the "SCOPE OF PROGRAM." (Attachment 1).

RECITALS

WHEREAS, Metro Juvenile Court is the Recipient and Grantor of funds from the Metropolitan Government of Nashville Davidson County Community Partnership Fund and,

WHEREAS **The Center for Health Policy/Meharry Medical College** (hereinafter called "Grantee") is the Grantee of funds from the Community Partnership Fund; and,

WHEREAS expenditures will take place or have been retroactively used during the time frame from **July 1, 2023, through June 30, 2024**; and,

WHEREAS Youth who are victims of violence maintain a higher risk for adverse physical and mental health problems, including smoking, obesity, depression, academic difficulties, high-risk sexual behavior, and suicide.; and,

WHEREAS the Grantee will serve select elementary, middle, and high school students and their siblings within the four quadrants of MNPS; and,

WHEREAS the (C.H.I.L.L.) Program is a collaborative public health approach to address youth violence. The program is rooted in educating students for best outcomes utilizing a

prevention intervention curriculum called “Aggressor, Victims, and Bystanders: Thinking and Acting to Prevent Violence”

WHEREAS the Grantee’s goals include:

Goal 1: Increase participant cognitive skill building and knowledge base concerning conflict and violent activities.

Objective 1.1: 90% of participants will have improved understanding of conflict management and

Activity 1.1: Participation in AVB sessions

Objective 1.2: 90% of participants will improve understanding of community building and service to others.

Activity 1.2: Complete service-learning project with nonprofit agency or organization.

Goal 2: Improve academic reputation while reducing rate of reoffending with juvenile court or disciplinary action in school.

Objective 2.1: 90% Students will decrease engagement in behavior that leads to disciplinary action

Activity 2.1: Students will complete SEL sessions and activities

Activity 2.2: Introduce students to business and community leaders that can serve as mentors beyond the academic setting.

Objective 2.2: Students will create a positive attitude and post-secondary school plan.

Activity 2.2: Students will use the information presented through the AVB sessions to create a positive attitude plan. The plan will be steps the students can take on a daily basis to make better decisions. Students will also complete a profile with aspirations for after high school (attend college, work, attend trade school). Students will have the opportunity to work with career counselor to design plans

WHEREAS Measurable outcomes include:

1) 90% of participants reflect improvement in conflict management measured by pre and post surveys.

2) 90% of participants that complete the program will show an improvement in their academic and behavior performance at school measured by their academic record (grade improvement from first semester to end of school year) and behavior record (decrease in disciplinary actions at school).

3) 90% of participants that complete the program will report feeling more connected to their school and home community; measured by student engagement through event

WHEREAS, Juvenile Court and Center for Health Policy/Meharry Medical College propose to utilize **twenty-five thousand (\$25,000) dollars**, of the CPF grant to fund the grantee to serve Davidson County runaway female youth.

A. RECITALS AND SCOPE OF PROGRAM:

All of the above stated Recitals are incorporated into and made a substantive part of this Contract.

SCOPE OF PROGRAM:

- A.1. The Grantee will use the funds for the following:
- A.2. The Grantee shall spend these funds consistent with their proposed use in the Grantee's funding application, hereinafter referred to as the Grant Spending Plan (Application and budget), attached and incorporated herein as **Attachment 1**. The Grantee shall collect data as mandated by the scope of program services, Metro Grants Manual requirements and Metro to evaluate the effectiveness of their services and shall provide those results to Metro upon request.
- A.3. The Grantee shall only utilize these funds for services the Grantee provides to documented residents of Davidson County. Documentation of residency may be established with a recent utility bill; voter's registration card; driver's license or other government issued ID; current record from a school showing address; affidavit by landlord; or affidavit by a nonprofit treatment, shelter, half-way house, or homeless assistance entity located within Davidson County. Grantee agrees that it will not use Metro funding for services to non-Davidson County residents.
- A.4. Additionally, the Grantee shall collect general demographic data on the primary county of residence of the clients it serves and provide that data to Metro upon request.

B. GRANT CONTRACT TERM:

B.1. Grant Contract Term.

The term of this Grant shall be for a period of twelve (12) months, commencing on **July 1, 2023, and ending on June 30, 2024**. This grant is retroactive, beginning **July 1, 2023**. Metro shall have no obligation for services rendered by the Grantee which are not performed within this term.

C. PAYMENT TERMS AND CONDITIONS:

C.1. Maximum Liability.

In no event shall the maximum liability of Metro under this Grant Contract exceed **twenty-five thousand (\$25,000) dollars**. The Grant Spending Plan is attached and incorporated herein as part of **Attachment 1** and shall constitute the maximum amount to be provided to the Grantee by Metro for all of the Grantee's obligations hereunder.

The Grant Spending Plan line items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct program costs incurred or to be incurred by the Recipient during the contract term. Indirect costs are not allowable for this grant.

This amount shall constitute the Grant Amount and the entire compensation to be provided to the Grantee by Metro.

C.2. Compensation Firm.

The maximum liability of Metro is not subject to escalation for any reason. The Grant Spending Plan amount is firm for the duration of the Grant Contract and is not subject to escalation for any reason unless the grant contract is amended.

C.3. Payment Methodology.

The Grantee shall be compensated on a reimbursement basis for actual direct program costs based upon the Grant Spending Plan, not to exceed the maximum liability established in Section C.1.

All invoices shall be sent **electronically** to the attention of the Grants Management team: JoeAtchley@iisnashville.gov (Mr. Joe Atchley, Juvenile Court Accountant, Sr.) and copy CatherineMMiddlebrooks@iisnashville.gov (Mrs. Middlebrooks, Juvenile Court Grants Coordinator, and shelleyhudson@iisnashville.gov (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager). Said payment shall not exceed the maximum liability of this Grant Contract. See the Metro Grants Manual, Chapter 3: Standards for Financial Management, Section: Supporting Documentation, page 17 for examples.

Generally, invoices submitted for reimbursement will be accepted on a **quarterly basis**. Juvenile Court Grant Management team will consider electronic written requests for monthly reimbursements and advise the Grantee if approved.

Supporting documentation shall serve as proof of delivered services of a kind and type and shall accompany submission of invoices in order to be eligible for payment. See the Metro Grants Manual, Chapter 3: Standards for Financial Management System.

Final invoices for the contract period must be received by Juvenile Court by July 12, 2024.

Any invoice not received by the deadline date will not be processed and all remaining grant funds will expire.

C.5. Payment of Invoice.

The payment of any invoice by Metro shall not prejudice Metro's right to object to the invoice or any matter in relation thereto. Such payment by Metro shall neither be construed as acceptance of any part of the work or service provided nor as an approval of any of the costs included therein.

C.6. Allowable, Unallowable, and Indirect Costs.

The Grantee shall meet all allowable and unallowable Metro Grants cost requirements. See the Metro Grants Manual, Chapter 5: Allowable Costs, and Chapter 6: Unallowable Costs. This grant contract does not allow for indirect cost. The Grantee's invoice shall be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs. Utilization of Metro funding for services to non-Davidson County residents is unallowable.

Grantees that receive grant funds from Metro shall ensure that expenditures incurred for the purpose of the grant meet certain criteria. Cost incurred must be:

- a reasonable use of funds,
- a necessary use of funds,
- for a reasonable amount,
- for a clear purpose,
- consistent with the purpose of the Grantee's program, compliant with the terms and purpose of the Metro grant, authorized within the budget,
- properly approved, and
- adequately documented

Long-distance non-business-related calls are not reimbursable.

Tips included on supplies and service are not reimbursable.

C.7. Deductions.

Metro reserves the right to adjust any amounts which are or shall become due and payable to the Grantee by Metro under this or any Contract by deducting any amounts which are or shall become due and payable to Metro by the Grantee under this or any Contract.

C.8. **Travel Compensation.**

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by a Grantee or Grantee's employee who is in travel status on official business of the organization. Conference and or meeting costs include seminars designed to increase the vocational effectiveness of employees, including registration fees and other related costs. Travel, conferences, and meeting costs are allowable when they are directly attributable to specific work under the grant or are incurred in the normal course of administration of the organization. Travel costs must be evidenced by an approved travel claim. **Grantees must establish and use their own internal travel policy.** Each grantee is subject to their established travel policy. See Grants Manual, Chapter 5: Allowable Costs.

Grantee's internal travel policy will also include the following language:

Payment to the Grantee for travel, meals, or lodging shall be subject to amounts and limitations specified by Metro and the Grantee's Grant Spending Plan.

When traveling, Grantees should be as conservative as circumstances permit. The lower cost shall be selected whenever possible. Reimbursement for travel shall be based upon the most direct or expeditious route possible. Grantee traveling by an indirect route must assume any extra expense incurred.

The standard mileage reimbursement rate used by a Grantee is established by the United States General Services Administration. When using a personal vehicle, only mileage on official Grantee business may be claimed for reimbursement. Mileage published by Rand-McNally or similar reliable internet travel sites (starting point and destination) for driving routes will be regarded as official.

When using a personal vehicle, procedures for calculating mileage are based on the fact that Metro does not reimburse a Grantee for normal commuting mileage.

Travel advancements are not allowed. The Grantee shall use personal funds during the trip for meals, ground transportation and similar minor expenses and follow the procedure for travel expense reimbursement upon return.

Travel reimbursement claims must be submitted fifteen (15) days of return, along with all required receipts and backup documentation.

Reasonable taxi or rideshare fares are allowable from airports. Bus, limousine, or light rail services to or from airports will be used when available and practical. In traveling between hotel, other lodging, meeting or conference sites, reasonable taxi or rideshare fees will be allowed. Taxi or rideshare reimbursements are not allowed from conference and meeting sites for meals unless exceptional circumstances are documented.

Physical damage insurance with a deductible (collision and comprehensive) shall be purchased when renting a vehicle for official business. A copy of the rental authorization form or rental contract, and itemized receipt must be attached to the travel claim.

Reasonable tolls and ferry fees and parking charges will be allowed.

When a Grantee uses their personal vehicle for official business, their personal auto coverage will be primary up to limits of their policies. In the event of an accident that results in damage to a Grantee's personal vehicle, the Grantee is responsible for that damage.

If travel is by air, the Grantee will be reimbursed the allowable mileage reimbursement for one round trip from the Grantee's official work station (or residence on weekends/evenings) and long-term airport parking; or the cost of one round trip taxi or rideshare fare from the Grantee's official work station (or residence on weekends/evenings) if the taxi or rideshare fare is lesser than mileage and airport parking; or the appropriate mileage reimbursement for two round trips from the Grantee's official workstation or residence when dropped off at the airport.

Receipts are required for the handling of conference and meeting materials and/or equipment.

Maximum lodging reimbursement rates for out-of-town and in-state are the same as those maintained by the United States General Services Administration within the continental United States (CONUS). The CONUS list contains a maximum reimbursement rate for lodging. Lodging receipts are required and must itemize room charges, taxes by date, and surcharges, if a convention rate exceeds the maximum reimbursement rate, and is documented by convention information, a higher reimbursement rate will be allowed.

The maximum meal reimbursement rates for out-of-state travel are the same as those maintained by the United States General Services Administration within the continental United States (CONUS). The fixed M&I (Meal and Incidental Expense) rate on CONUS represents the maximum daily meal reimbursement for the Grantee

C.9. **Electronic Payment.**

Metro requires as a condition of this contract that the Grantee shall complete and sign Metro's **iSupplier** form authorizing electronic payments to the Grantee. Grantees who have not already submitted the form to Metro will have thirty (30) days from the beginning of the contract to complete, sign, and return the form. Thereafter, all payments to the Grantee, under this or any other contract the Grantee has with Metro, must be made electronically.

The process is initiated by clicking on “Register with iSupplier” at the following link on Nashville.gov:

<https://www.nashville.gov/Finance/Procurement/How-To-Do-Business-With-Metro.aspx>

Note: This is a critical step that can only be accomplished by the Grantee seeking payment by Metro. At the conclusion of the vendor registration process, registrants receive an email advising them of their system assigned iSupplier number and of having successfully registered. They should email iSupplier@nashville.gov if they have questions about or issues with navigating the vendor registration process.

By default, Metro sets up vendors on Net 30 payment terms. This means that it will take approximately 30 days for a Grantee to receive payment after an approved invoice is forwarded for reimbursement.

The Grantee shall make proposed changes in writing by email to the attention of JoeAtchley@jnsnashville.gov (Mr. Joe Atchley, Juvenile Court Accountant, Sr.) for questions regarding iSupplier.

Grantees receiving reallocated funding do not have to register with Metro’s iSupplier.

D. STANDARD TERMS AND CONDITIONS:

D.1. Required Approvals.

Metro is not bound by this Grant Contract until it is approved by the appropriate Metro representatives as indicated on the signature page of this Grant.

D.2. Modification and Amendment.

This Grant Contract may be modified only by a written amendment that has been approved in accordance with all Metro procedures and by appropriate legislation of the Metropolitan Council. The Grantee shall make proposed changes in writing by email to the attention of CatherineMMiddlebrooks@jnsnashville.gov (Mrs. Catherine Middlebrooks, Juvenile Court Grants Coordinator). The Juvenile Court Grants Management team will review the requested changes to determine if the changes are allowable, and if they warrant a contract amendment.

D.3. Termination for Cause.

Should the Grantee fail to properly perform its obligations under this Grant Contract or if the Recipient violates any terms of this Grant Contract, Metro shall have the right to immediately terminate the Grant Contract and the Grantee shall

return to Metro any and all grant monies for services or programs under the grant not performed as of the termination date. The Grantee shall also return to Metro any and all funds expended for purposes contrary to the terms of the Grant. Such termination shall not relieve the Grantee of any liability to Metro for damages sustained by virtue of any breach by the Grantee. See the Metro Grants Manual, Section: Failure to Comply, page 5.

D.4. **Subcontracting.**

The Grantee shall not assign this Grant Contract or enter a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of Metro. The Grantee shall make subcontracting requests in writing by email to the attention of CatherineMMiddlebrooks@jnsnashville.gov (Mrs. Catherine Middlebrooks, Juvenile Court Grants Coordinator). The Juvenile Court Grants Management team will review the request to determine if subcontracting is allowable. Notwithstanding any use of approved subcontractors, the Grantee shall be considered the prime grant Recipient and shall be responsible for all work performed.

D.5. **Conflicts of Interest.**

The Grantee warrants that no part of the total Grant Amount shall be paid directly or indirectly to an employee or official of Metro as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Grantee in connection with any work contemplated or performed relative to this Grant Contract.

D.6. **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 disability, age, race, color, religion, sex, national origin, or any other classification which is in violation of applicable laws. **The Grantee shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees, clients, and applicants, notices of nondiscrimination.**

D.7. **Records, Records Access, and Maintenance.**

The Grantee shall maintain all financial records, supporting documentation, program documentation, and all other relevant records pertaining to the Metro grant contract for a period of at least three (3) years after the completion of the grant period.

The Grantee shall retain all books of original entry, source documents to support accounting transactions, general ledger(s), subsidiary ledger(s), personnel and

payroll records, cancelled checks, and documents and records related to the funds provided by Metro.

The Grantee shall maintain and identify the records by fiscal and/or grant period(s) separately and maintain the information in such a manner that they can be easily identified. The grantee shall ensure the records are adequately protected against theft, fire, or other damage.

The Grantee shall allow Metro Government, or any duty-authorized representatives to have access to any applicable books, documents, papers, or other records of the grantee that pertain to, support, or document the Metro grant funds for monitoring, auditing, or examination purposes. The right of access shall not be limited to the retention period but shall extend as long as the records are retained by the organization.

Financial statements shall be prepared in accordance with generally accepted accounting principles.

See the Metro Grants Manual, Chapter 9: Record Retention and Access Requirements.

D.8. Monitoring.

Monitoring is the review process used to determine the Grantee's compliance with the requirements of Federal, State, and/or local laws, regulations, and measures of progress toward stated results and outcomes. Monitoring determine the level of compliance with program expectations and identify operational changes. Monitoring also determines if the financial management and the accounting system are adequate to account for program funds in accordance with government requirements.

The Grantee's activities conducted, and records maintained pursuant to this Grant Contract shall be subject to monitoring and evaluation by the Juvenile Court Grant Management Team, the Metropolitan Office of Financial Accountability (OFA), and/or Metro's duly appointed representatives.

The Grantee shall make all audit, accounting, or financial records, notes, and other documents pertinent to this grant available for review by the Metropolitan Office of Financial Accountability, Internal Audit or Metro's representatives, upon request, during normal working hours. See the Metro Grants Manual, Chapter 10: Monitoring Requirements.

D.9. Reporting.

Reporting details the Grantee's progress on each of the core performance measures identified in the grant solicitation and any program specific and/or outcome measures identified in the Grantee's Grant Spending Plan as funded under this Grant Contract. The Grantee is required to gather and maintain

statistical data relating to grant project activities. This includes number of person's served (not approximations), identifying information to confirm that person's served reside in Davidson County, and information on date and location of all funded services provided. The data collected should support the activities, objectives and measurable program outcomes and other reporting requirements.

The Grantee shall submit quarterly program updates to the Juvenile Court Grants Management team. The team will provide this report directly to the Grantee.

The Grantee shall submit an **Interim Program Report** no later than **January 8, 2024**. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding **January 8, 2024**.

The Grantee shall submit a **Final Program Report** no later than **July 8, 2024**. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding **July 8, 2024**.

The Grantee shall submit an **Annual Expenditure Report**, to reconcile grant receipts with grant revenues. The report is due 45 days after the end of the grant period. The grantee can submit the report earlier. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding **August 14, 2024**. Said report shall be in form and substance acceptable to Metro and shall be prepared by a **Certified Public Accounting Firm or the Chief Financial Officer** of the Recipient Organization.

The Grantee shall send all reports electronically to the attention of the Grants Management team: JoeAtchley@iisnashville.gov (Mr. Joe Atchley, Juvenile Court Accountant, Sr.); CatherineMMiddlebrooks@iisnashville.gov (Mrs. Middlebrooks, Grants Coordinator); and shelleyhudson@iisnashville.gov (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager).

See the Metro Grants Manual, Chapter 8: Reporting Requirements.

D.10. **Strict Performance.**

Failure by Metro to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this agreement shall not be construed as a waiver or relinquishment of any such 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 by the appropriate parties as indicated on the signature page of this Grant.

D.11. **Insurance.**

The Grantee agrees to carry adequate public liability and other appropriate forms of insurance, and to pay all applicable taxes incident to this Grant Contract.

D.12. **Metro Liability.**

Metro shall have no liability except as specifically provided in this Grant Contract.

D. 13. **Independent Contractor.**

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

D. 14. **Indemnification and Hold Harmless.**

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

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

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

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

D.15. **Force Majeure.**

"Force Majeure Event" means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the party. Except as provided in this Section, any failure or delay by a party in the performance of its obligations under this Contract arising from a Force Majeure Event is not a breach under this Contract. The non-performing party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the party continues to use diligent, good faith efforts to resume performance without delay.

Grantee will promptly notify Metro within forty-eight (48) hours of any delay caused by a Force Majeure Event and will describe in reasonable detail the nature of the Force Majeure Event.

D.16. **State, Local and Federal Compliance.**

The Grantee agrees to comply with all applicable federal, state and local laws and regulations in the performance of this Grant Contract.

D.17. **Governing Law and Venue.**

The validity, construction and effect of this Grant Contract and any and all extensions and/or modifications thereof shall be governed by and construed in accordance with the laws of the State of Tennessee. The venue for legal action concerning this Grant Contract shall be in the courts of Davidson County, Tennessee.

D.18. **Completeness.**

This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions of the parties' agreement. This Grant Contract supersedes any and all prior understandings, representations, negotiations, and agreements between the parties relating hereto, whether written or oral.

D.19. **Headings.**

Section headings are for reference purposes only and shall not be construed as part of this Grant Contract.

D.20. **Metro Interest in Equipment.**

The Grantee shall take legal title to all equipment, hereinafter referred to as "equipment," purchased totally or in part with funds provided under this Grant Contract, subject to Metro's equitable interest therein, to the extent of its *pro rata* share, based upon Metro's contribution to the purchase price. "Equipment" shall be defined as an article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds \$5,000.00.

The 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. Upon termination of the Grant Contract, where a further contractual relationship is not entered into, or at any time during the term of the Grant Contract, the Grantee shall request written approval from Metro for any proposed disposition of equipment purchased with Grant funds. All equipment shall be disposed of in such a manner as parties may agree as

appropriate and in accordance with any applicable federal, state or local laws or regulations.

Equipment purchased with grant funds is listed on an equipment log. (See Juvenile Court Equipment Summary Report) and note project staff using said equipment.

D. 21. Assignment - Consent Required.

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

D.22. Gratuities and Kickbacks.

It shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparations of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore.

It shall be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or a person associated therewith, as an inducement for the award of a subcontract or order. Breach of the provisions of this paragraph is, in addition to a breach of this contract, a breach of ethical standards which may result in civil or criminal sanction and/or debarment or suspension from participation in Metropolitan Government contracts.

D.23. 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 Form to Report Lobbying," 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 sub-Grantees 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.25. Public Accountability.

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.

D. 26. Disclosure of Personal Identity Information.

The Grantee shall report to Metro any instances of unauthorized disclosure of personally identifiable information that comes to the Grantee's attention. The Grantee shall make any such report within twenty-four (24) hours after the instance has come to the Grantee's attention. The Grantee, at the sole discretion of Metro, shall provide no cost credit monitoring services for individuals that are deemed to be part of a potential disclosure. The Grantee shall bear the cost of notification to individuals having personally identifiable information involved in a potential disclosure event, including individual letters or public notice. The remedies set forth in this Section are not exclusive and are in addition to any claims or remedies available to Metro under this Grant Contract or otherwise available at law.

D.23. Written Policies and Procedures.

The Grantee should establish written policies and procedures to express management's position on all operational procedures such as accounting, purchasing, personnel, travel, and other such policies and procedures that guide normal business activities to ensure consistent operation of the agency's programs and adequate documentation for an audit. See the Metro Grants Manual, Chapter 3: Standards for Financial Management.

D.25. Communications and Contacts.

All instructions, notices, consents, demands, or other communications from the Grantee required or contemplated by this Grant Contract shall be in writing by email addressed to the respective party set forth below or to such other party, facsimile number, or address as may be hereafter specified by written notice.

Metro

For contract-related matters inquiries regarding programming and invoices:

Metro Juvenile Court CPF Grants Program Management Team Contact:

Catherine Middlebrooks
Grants Coordinator
Juvenile Court
P.O. Box 196306
Nashville, Tennessee 37219-6306
Office: 615-862-8079
CatherineMMiddlebrooks@jnsnashville.gov

Shelley Hudson

Special Project Program Manager
Juvenile Court
P.O. Box 196306
Nashville, Tennessee 37219-6306
Office: 615-862-8079
Cell: 615-500-3391
shelleyhudson@jnsnashville.gov

Metro Juvenile Court CPF Fiscal Grant Management and Invoicing Contact.

Joe Atchley
Juvenile Court Accountant, Sr.
Juvenile Court
P.O. Box 196306
Nashville, Tennessee 37219-6306
Office: (615) 880-2368
JoeAtchley@jnsnashville.gov

Recipient:

- Name : Gamaliel L. Ballard
Title : (Pre-award contact: contract review, regulatory compliance, budget review)
institutional Business/Signing Official
Meharry Medical College
Address : 1005 Dr. DB Todd Jr. Blvd.
City : Nashville, State : Tennessee, Zip 37208-3501
Phone : 615-327-6738
Email : gballard@mmc.edu
- Name : Shalaw Bareek
Title : (Post-award contact : invoicing, purchase orders, financial reports)
Senior Grants Financial Analyst
Address : 1005 Dr. DB Todd Jr. Blvd.
City : Nashville, State : Tennessee, Zip 37208-3501
Phone : 615-327-6550
Email : sbareek@mmc.edu

D. 25. **Effective Date.**

This contract shall not be binding upon the parties until it has been signed first by the Grantee and then by the authorized representatives of the Metropolitan Government and has been filed in the office of the Metropolitan Clerk. When it has been signed and filed, this contract shall be effective as of the date first written above.

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THE METROPOLITAN
GOVERNMENT OF NASHVILLE
AND DAVIDSON COUNTY:

APPROVED AS TO
AVAILABILITY OF FUNDS:

Kevin Crumbo/mjw

Director of Finance

APPROVED AS TO FORM AND
LEGALITY

Phylinda Ramsey
Metropolitan Attorney

FILED IN THE OFFICE OF THE
CLERK:

Metropolitan Clerk

RECIPIENT:

Gamaliel L. Ballard

By: Gamaliel L. Ballard

Title: Director Grants
Management/Business/Signing Official

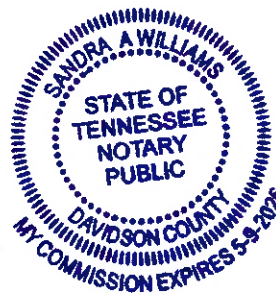
Sworn to and subscribed to before me a
Notary Public, this 20th day
of November, 2023

Notary Public

Sandra A. Williams

My Commission
expires

May 9, 2026



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GRANT BUDGET LINE-ITEM DETAIL:

AGENCY NAME: Meharry Center for Health Policy
0
0

SALARIES, WAGES, BENEFITS AND TAXES:	AMOUNT
Summary of individual positions that will support project activities. Review Instuctions for examples.	\$0.00
Position 1: Program Direcotr Salary (\$12,000) & Benefits (\$3,142) for 20% of time	\$12,250.00
	\$0.00
	\$0.00
	\$0.00
TOTAL	\$12,250.00

Note: Benefits must be calculated at the same or lesser percentage as the salary for each position.

PROFESSIONAL FEES:	AMOUNT
Expert led workshop facilitation: SEL, behavior, academics, career planning, etc. \$200 per workshop (27 total over the couse of the funded year)	\$5,400.00
TOTAL	\$5,400.00

SUPPLIES:	AMOUNT
Various office and school supplies, electronics for participants	\$500.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
TOTAL	\$500.00

COMMUNICATIONS:	AMOUNT
	\$0.00
	\$0.00
	\$0.00
	\$0.00
TOTAL	\$0.00

POSTAGE AND SHIPPING:	AMOUNT
Mailing Program Material	\$0.00
TOTAL	\$0.00

OCCUPANCY:	AMOUNT
	\$0.00
	\$0.00
TOTAL	\$0.00

EQUIPMENT RENTAL AND MAINTENANCE:	AMOUNT
	\$0.00
	\$0.00
TOTAL	\$0.00

PRINTING AND PUBLICATIONS:	AMOUNT
Printing of supplemental workbooks and CHILL materials	\$300.00
TOTAL	\$300.00

TRAVEL/CONFERENCE AND MEETINGS:	AMOUNT
Montly Meeting Food and Materials	\$2,500.00
Conference Travel to National Organizations to Present Program	\$1,500.00
Travel to Service Learning	\$0.00
TOTAL	\$4,000.00

INSURANCE:	AMOUNT
	\$0.00
	\$0.00
TOTAL	\$0.00

SPECIFIC ASSISTNACE TO INDIVIDUALS:	AMOUNT
Gas cards for travel to programs outside of school hours	\$1,000.00
	\$0.00
TOTAL	\$1,000.00

OTHER NON-PERSONNEL:	AMOUNT
Incentive Items for participants: shirts, bags, stress balls, planners, pens, hats	\$1,250.00
	\$0.00
	\$0.00
	\$0.00
TOTAL	\$1,250.00

**FY 24 Community Partnership Funds (CPF)
Grant Application For Reallocated Program Funds
Provided by the Davidson County Juvenile Court
Youth Violence Reduction Program Application**

Name of Organization/Agency Applicant	Meharry Medical College
Is the Applicant the primary (Parent) or secondary (Child) applicant?	<input type="checkbox"/> Primary <input type="checkbox"/> Secondary
If your organization/agency is filing under another agency's financial audit then your organization is considered the secondary (Child) agency. If the applicant is a secondary (Child) applicant, then their parent (Primary) applicant must file for this grant and subcontract with the secondary (child) agency.	
Name of Program Supported by the Grant:	Choosing How I Lead Life (CHILL)
Name of Individual Signing the Contract:	Gamaliel L. Ballard
Position:	Institutional Business/Signing Official Director/Grants Management
Primary Phone:	615.327 6738
Email:	gballard@mmc.edu ,
A) Is the Applicant a prior Metro CPF Recipient? Enter Year: 2022-2023	<input type="checkbox"/> Yes <input type="checkbox"/> No
B) If yes, is the Applicant requesting a continuation of Funding?	<input type="checkbox"/> Yes <input type="checkbox"/> No Amount:
C) Is the Applicant a prior year Metro Direct Appropriation	<input type="checkbox"/> Yes <input type="checkbox"/> No Amount:
REALLOCATED FUNDING REQUESTED AMOUNT	Maximum Requested Amount: Minimum Requested Amount:
TERM OF GRANT FUNDING	JULY 1, 2023 – JUNE 30, 2024
<u>SECTION I</u>	Please include the names (s) of the person (s) and contact Information below
Name of Individual Completing Application:	Name: Terrica R. Arnold, Ed.D. Title: Director of Operations, Innovation, & Community Initiatives Phone number: 615-327-5889 Email: trarnold@mmc.edu
Name of Individual Over Program Monitoring:	Name: Terrica R. Arnold, Ed.D.

<p>Name of Individual Over Financial Monitoring:</p>	<p>Title: Director of Operations, Innovation, & Community Initiatives Phone number: 615-327-5889 Email: trarnold@mmc.edu</p> <p>Name: Shalaw Bareek Title: Senior Grants Financial Analyst Phone number: 615-327-6550 Email: sbareek@mmc.edu</p>
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SECTION II: ELIGIBILITY CRITERIA

In order to be eligible to receive Reallocated CPF funding, an applicant must meet the following criteria:

1. Applicants must serve residents of Nashville, Davidson County.
☒ Yes ☐ No

2. Applicants must have a 501(c) (3) designation of exemption from federal taxation from the Internal Revenue Service (IRS) as provided by 26 U.S. C. A.;
☒ Yes ☐ No
If Yes, has there been a change in the applicant's 501(c) (3) status?
☐ Yes ☒ No
If yes, please explain _____.
Required Attachment: Copy of the agency's 501 (c) (3) document with this application. ☐

3. Applicants must have an incorporation as a non-profit with registration identification number provided by the Secretary of State as a Charitable Organization or proof of such exemption as allowed.
☒ Yes ☐ No
If Yes, has there been a change in the applicant's non-profit status?
☐ Yes ☒ No
If yes, please explain _____.
Required Attachment: Copy of the agency's non-profit registration and identification document with this application. ☐

4. Applicants must have been in existence for at least one full year by application due date.
☒ Yes ☐ No
If yes, how long has the applicant been in existence? ____ Since 1876.

5. Applicants must be in compliance with grant contract award requirements from Metro in any previous year(s).
☒ Yes ☐ No
If yes, when was the last time the applicant was audited by Metro? _____ 2022.
Was the applicant in compliance?

☐ Yes ☐ No

If no, did the applicant correct Metro audit concerns to Metro's satisfaction?

☐ Yes ☐ No

6. Applicants must provide a copy of a financial audit of its latest completed fiscal year by a certified public accountant. The year-end or the issue date of the report should be within the preceding 12 months of the application due date. .

NOTE: Applicants filing under a PARENT organization: Parent organizations are required to file as the primary recipient and subcontract with the CHILD agency as a subgrantee.

NOTE: The Audit requirement may be waived for non-profits with annual budgets of less than \$50,000 and requests for grants of less than \$5,000, per Ordinance No. BL2013-578.

SECTION III: VISION, MISSION, AND VALUES STATEMENTS

DAVIDSON COUNTY JUVENILE COURT VISION STATEMENT:

Davidson County Juvenile Court strives to be the national model for youth justice by taking a holistic approach that promotes the health, well-being, and safety of children, families, and communities.

DAVIDSON COUNTY JUVENILE COURT MISSION STATEMENT:

Davidson County Juvenile Court's mission is to prevent problems, promote the positive potential in all people, and pursue fairness and hope.

- Vision statement – Informs the agency's goals (What the agency wants to accomplish or achieve).
- Mission statement – Informs the agency's purpose (How the agency achieves their vision).
- Values statement – Informs the agency's culture (Agency core principle and values).

Provide the agency's vision, mission, and values statements here AND briefly discuss how your agencies philosophy supports the Davidson County Juvenile Court's mission and vision.

Provide the agency's vision, mission, and values statements here AND briefly discuss how your agencies philosophy supports the Davidson County Juvenile Court's mission and vision.

Vision

Be a national leader in data-driven, health equity-focused services and research.

To enhance our national reputation and expand our global reach as a quality-driven academic health center noted for its:

- Leadership in diversifying the nation's health professions work force;
- Highly effective and innovative educational and training programs;
- Enlightened health policy development and culturally-sensitive, evidence based health services; and
- Preeminence in focused research that leads to the elimination of health disparities.

Mission Statement

Meharry Medical College is a global academic health sciences center advancing health equity through innovative research, transformative education, exceptional and compassionate health services and policy-influencing thought leadership. True to its legacy, Meharry empowers diverse populations to improve the well-being of humankind.

Core Values

Meharry Medical College is a community of scholars and learners committed to excellence.

These are our core values:

Accountability with transparency

Equity with inclusion

Respect with collegiality

Service with compassion

Integrity without exception

We support the mission and vision of the Juvenile Court through sharing the belief that we must address the community holistically. Through the promotion of optimal health, education and safety, we want all participants in our society, including the youth to have access to physical and mental support, as well as resources to make healthy decisions.

SECTION IV: NEEDS STATEMENT

A fact-based and data driven statement to continue funding for the grantee. These lay the foundation for the grant application.

- 1) Briefly describe your agency's need/problem for program funding with a fact-based and data driven statement.

Youth violence is a pernicious public health issue. From fighting to robbery and assault, the impact of youth violence is pervasive and has considerable physical, emotional, social, and economic implications. Youth who are victims of violence maintain a higher risk for adverse physical and mental health problems, including smoking, obesity, depression, academic difficulties, high-risk sexual behavior, and suicide. An estimated \$17.5 billion in combined medical and work loss costs stem from youth homicides and assault-related injuries. This leads to increased health care costs, declining property values, and the disruption of key social services. The World Health Organization (WHO) estimates approximately 200,000 homicides occur among youth 10 – 29 years of age each year, comprising 43% of the total number of global homicides each year. This statistic makes homicide the fourth leading cause of death of people in that age bracket. When youth violence is not fatal, it still creates serious, often lifelong effects on a victim's physical, psychological, and social functioning. It also influences the community, leading to misuse of drugs and firearms, increased gang involvement, heightened poverty levels, and governance issues.

2) Briefly describe how funds will continue to help your agency meet program needs.

1) Briefly describe your agency's need/problem statement for program funding.

Youth violence is a pernicious public health issue. From fighting to robbery and assault, the impact of youth violence is pervasive and has considerable physical, emotional, social, and economic implications. Youth who are victims of violence maintain a higher risk for adverse physical and mental health problems, including smoking, obesity, depression, academic difficulties, high-risk sexual behavior, and suicide. An estimated \$17.5 billion in combined medical and work loss costs stem from youth homicides and assault-related injuries. This leads to increased health care costs, declining property values, and the disruption of key social services. The World Health Organization (WHO) estimates approximately 200,000 homicides occur among youth 10 – 29 years of age each year, comprising 43% of the total number of global homicides each year. This statistic makes homicide the fourth leading cause of death of people in that age bracket. When youth violence is not fatal, it still creates serious, often lifelong effects on a victim's physical, psychological, and social functioning. It also influences the community, leading to misuse of drugs and firearms, increased gang involvement, heightened poverty levels, and governance issues.

2) Briefly Describe how funds will continue to help your agency meet program needs.

The CPF funding allows for the continued support of the CHILL Program and curriculum within Whites Creek High School, McKissack Middle School and Alex Green Elementary School 5th Grade as well as additional youth service programs in the city. These additional youth programs include the Diversion Program under the Juvenile court. Students in the Diversion Program may attend schools outside of Whites Creek High School or McKissack Middle School (but still in the MNPS District). CHILL also serves the siblings of participants at Whites Creek High School or McKissack Middle school, as long as they are also a MNPS student. Thus, the program is touching students in all four quadrants of MNPS. Last year, CHILL expanded in the Whites Creek High School Cluster by adding Alex Green, and this year CHILL will expand into additional MNPS schools.

CHILL addresses the issues of violence and conflict among at-risk youth in Davidson County's most vulnerable communities. CHILL incorporates the AVB curriculum with an added mentoring approach. Over recent years, mentoring has been the subject of increasing interest in schools and youth service programs. Mentoring offers vital support during pivotal moments in a young person's life. Mentoring supports a number of strategies within schools and organizations such as creating stable environments, devising improvement plans and implementing social and emotional initiatives to support youth growth. Mentoring can also be adapted to the particular circumstances of any program and has the capacity to become self-sustaining, as those who have benefited from this support often go on to become peer mentors. These positive elements make mentoring ideal for helping with violence awareness and disruption among youth.

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3) Briefly describe how your Agency promotes equity in the community.

As a health care and educational institution, we promote equity through providing access and resources to underserved areas in the community. True equity cannot be achieved if every member of society does not have the same access to the educational, economic, and health tools needed to lead a stronger life. Thus, for decades, our institution has provided health caring to indigent and low-income individuals as well as education to students that were not expected to excel in the medical, dental, public health, and biomedical science fields.

SECTION V: GOALS, OBJECTIVES, ACTIVITIES

Program success is defined by establishing goals, objectives, and activities. These inform strategic planning and program improvements. Goals are broad and measurable statements about what the program intends to accomplish. These align with the agency mission and flow from the community need. Generally state 1 or 2 goals. Objectives are what the program intends to achieve. These are realistic, specific, measurable, and focused on outcomes. Objectives include who (program clients) what (desired measurable change) and how (program activities), and are generally stated with a verb as an increase, decrease, expand, improve or change in behavior or condition, etc. Activities are efforts conducted to achieve the program objectives and tie into outputs: if the activities are completed then the outputs are produced. Activities use action words: provide, train, establish, etc. Grantee to provide minimally two (2) goals and is also allowed to add more goals, objectives, and activities as needed to this template.

The Choosing How I Lead Life (C.H.I.L.L.) Program is a collaborative public health approach to address youth violence. The program is rooted in educating students for best outcomes utilizing a prevention intervention curriculum called “Aggressors, Victims, and Bystanders: Thinking and Acting to Prevent Violence” (AVB). AVB teaches students at Whites Creek High School, McKissack Middle School, Alex Green Elementary, Brick Church Middle and Juvenile Court Diversion Program Participants to use social competencies and conflict resolution skills through a peer-to-peer learning model to avert community and gun violence. In addition, students develop individual works plans for goal creation and attainment and participate in service learning opportunities and group mentoring. The following goals have been identified for this funding year:

Goal 1: Increase participant cognitive skill building and knowledge base concerning conflict and violent activities.

Objective 1.1: 90% of participants will have improved understanding of conflict management and coping mechanisms to address violent situations.

Activity 1.1: Participation in AVB sessions.

Objective 1.2: 90% of participants will improve understanding of community building and service to others.

Activity 1.2: Complete service-learning project with nonprofit agency or organization.

Goal 2: Improve academic reputation while reducing rate of reoffending with juvenile court or disciplinary action in school.

Objective 2.1: 90% Students will decrease engagement in behavior that leads to disciplinary action.

Activity 2.1: Students will complete SEL sessions and activities.

Activity 2.2.: Introduce students to business and community leaders that can serve as mentors beyond the academic setting.

Objective 2.2: Students will create a positive attitude and post-secondary school plan.

Activity 2.2: Students will use the information presented through the AVB sessions to create a positive attitude plan. The plan will be steps the students can take on a daily basis to make better decisions. Students will also complete a profile with aspirations for after high school (attend college, work, attend trade school). Students will have the opportunity to work with c

SECTION VI: MEASURABLE OUTCOMES

Measurable outcomes are quantifiable (numeric value, percentage, scores, value, or characteristic) used to measure achievement of program outcomes: events, occurrences, or changes in conditions or attitudes that indicate progress toward a program's goals. These are specific, measurable and meaningful. Achieving an outcome indicates fulfillment of purpose and program toward long-term goals. Measurable goals are stated in a % outcome (i.e., __% of clients with report/increase...etc.)

List and describe below a minimum of three measurable outcomes of your program that will be achieved as a result of this reallocated funding (Measurable outcomes must support goals and objectives). Grantee is allowed to add more measurable outcomes as needed to this template.

1) 90% of participants reflect improvement in conflict management measured by pre and post surveys.

2) 90% of participants that complete the program will show an improvement in their academic and behavior performance at school measured by their academic record (grade improvement from first semester to end of school year) and behavior record (decrease in disciplinary actions at school).

3) 90% of participants that complete the program will report feeling more connected to their school and home community; measured by student engagement through event

SECTION VII: PROGRAM INPUTS

Describe the factors (inputs) dedicated to this program to conduct its' activities and to achieve its goals and objectives.

1) Agency resources: The physicians, residents, administrators and student doctors of Meharry Medical College will continue to serve in the role of mentors to CHILL participants and provide support and encouragement to the program enrollees.

2) Agency collaborations: Meharry School of Medicine, Meharry BRIDGE Program, Whites Creek High School, McKissack Middle School, Alex Green Elementary, Lead Brick Church Middle School, Nashville Peacemakers, MPD, Metro Firefighters, Local Business Owners

3) Evidence-based programming: The AVB Curriculum will continued to be used alongside emotional intelligence curriculum and ACEs centered programming.

SECTION VIII: MONITOR AND TRACKING PROGRAM SERVICE DELIVERY

Briefly describe below the agency's plans to monitor and track the quality of the agency's progress toward program service delivery? These may include output measures (*products of your activities*) which are process measures that quantify the activities of your program and outcome measures which are measure the achievement, effect or results that are attributed to program efforts that determine impact and success

Describe the agency's plan to monitor and track the program progress:

CHILL is monitored monthly to determine if participant's needs are met. Participants complete surveys as well as open feedback discussions to suggest concerns or provide praise to the program. Program mentors also provide feedback on the progress of their mentees and if additional support is needed. Feedback is also gaged from the school personnel on a monthly basis.
SECTION IX: PROGRAM EVALUATION PLAN Briefly describe below the agency's plan to evaluate program effectiveness and corrective action plans: This includes completeness of the evaluation plan to include what you will do to judge the success or effectiveness of your program.
Describe evaluation processes and corrective action plan(s): A standard assessment form has been used from year to year with the CHILL Program. Effectiveness is determined by success of the stated objectives. Annual assessments are also utilized to compare data from year to year in order to make adjustments to the program.
SECTION X: BUDGET, DETAILED BUDGET NARRATIVE, AND ORGANIZATIONAL PLAN Grant Recipients shall be compensated on a quarterly (July-September, October-December, January-March; and, April-June) reimbursement basis for actual direct program costs based upon the Grant Spending Plan, not to exceed the maximum liability. Documentation shall serve as proof of delivered services of a kind and type as specified by the contract and accompany the submission of invoices in order to be eligible for payment. The Recipient's invoice shall be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of Metro Grants allowable and unallowable costs (See Metro Grants Manual). Indirect costs are not allowable for this grant funding. Juvenile Court Grant Management personnel will consider written requests for monthly reimbursements and advise Recipient in writing if approved.
Describe the processes and systems in place related to the Agency's financial administration and accounting practices: Purchasing occurs through the Meharry Banner system, where expenditures are tracked and approved. An invoice is prepared to be submitted for reimbursement once the purchase is completed and goods/services received. The Meharry Grants and Contracts office oversees this process.
Required Attachments: <ul style="list-style-type: none"> • Attach the applicant's budget (s) <input type="checkbox"/> • Attach the detailed budget narrative (s) <input type="checkbox"/> • Attach the agency organizational chart <input type="checkbox"/>
SECTION XI: SUSTAINABILITY PLAN Describe the agency's plan to sustain this funded project in the future if Metro funding decreases or discontinues in the future. The use of the AVB curriculum can inform the way in which current high school staff approach youth who have interacted with the juvenile court system and with those who are at-risk. Because the curriculum focuses on the many actors in a violent situation – the aggressor, the victim, and the bystander – every young person can

play a role in dissuading the use of violence among themselves or others. The success and sustainability of this program hinges on the following factors:

Sustainability Factor	Sustainability Actions
Program Logistical Design	<ol style="list-style-type: none"> 1. Create a physically safe environment 2. Address availability of materials for program
Youth Violence Reduction Theory	<ol style="list-style-type: none"> 1. Utilize researched-based intervention 2. Capitalize on resiliency strengths 3. Minimize risky behaviors/environments
Evaluation	<ol style="list-style-type: none"> 1. Establish baseline knowledge and risk profile 2. Test and measure effectiveness throughout the program (and edit program accordingly) 3. Test and measure outcomes
Partnerships	<ol style="list-style-type: none"> 1. Train teachers on AVB curriculum and encourage more train the trainer workshops for others 2. Integrate Juvenile Court staff into service learning opportunities and report findings

SECTION XII: DATA COLLECTION

Describe the data collection procedures the agency undertakes to collect and report the outputs and outcomes of the planned services or interventions. (E.g. stakeholder questionnaires, client satisfaction surveys, case records, etc.)

The following data is collected from the program participants:

Pre and Post Survey on AVB Curriculum

ACEs score

Events satisfaction questionnaire regarding service learning and mentoring meetings

Academic and Behavioral records

Mentors will also complete monthly questionnaires about their mentee as well as program evaluation surveys.

<p>Describe how the agency will use the data collected to evaluate the goals of the project and the work performed and plan accordingly.</p> <p>Data collected will be used to determine if the program is effective among its current participants and if there are areas in which improvement is needed.</p> <p>If improvements are needed, a plan will be created by the team and executed in a timely manner.</p>	
<p>Describe how the agency shares data with the agency's board and other community partners.</p> <p>Information is shared bi-annually during advisory board meetings. Additionally information is shared with the school communities via quarterly community partnership meetings.</p>	
<p>JUVENILE COURT GRANTS MANAGEMENT TEAM CONTACT INFORMATION</p>	
<p>Metro Juvenile Court Finance Director Mr. Jim Swack, J.D. Juvenile Court Deputy Court Administer Finance and Business Operations (615) 862-8022 jimswack@jnsnashville.gov</p>	<p>Metro Juvenile Court Accountant, Sr. Mr. Joe Atchley Juvenile Court Accountant, Sr (615) 880-2368 JoeAtchley@jnsnashville.gov</p>
<p>Metro Juvenile Court Grants Coordinator Mrs. Catherine Middlebrooks, M.S. Juvenile Court Grants Coordinator (615) 862-8063 CatherineMMiddlebrooks@jnsnashville.gov</p>	<p>Metro Juvenile Court Special Projects Manager Mrs. Shelley Hudson, M.A. Juvenile Court Special Projects Program Manager (615) 862-8079 shelleyhudson@jnsnashville.gov</p>