

Grant contract between the Metropolitan Government of Nashville and Davidson County and 4:13 Strong, Contract # _____ October 6, 2020

**GRANT CONTRACT
BETWEEN THE METROPOLITAN GOVERNMENT
OF NASHVILLE AND DAVIDSON COUNTY
AND
4:13 STRONG**

This Grant Contract issued and entered into pursuant to RS2021-_____, by and between the Metropolitan Government of Nashville and Davidson County ("Metro"), and 4:13 Strong, ("Recipient"), is for the provision of services, as further defined in the "SCOPE OF PROGRAM." The Recipient's annual report and audit are incorporated herein by reference.

A. SCOPE OF PROGRAM:

- A.1. The Recipient will use the funds for the Yoga and Meditation to Improve the Mental Health of Constituents Community Partnership Fund Grant Proposal, attached and incorporated herein as Attachment 1. The funds will be used to achieve the following outcomes:
 - 1. Provide virtual yoga and meditation services to constituents housed on location.
 - 2. Provide training, skills and job placement for at risk constituents housed on location
 - 3. Purchase COVID 19 related supplies and masks to at risk constituents housed on location.
- A.2. The Recipient must spend these funds consistent with the Grant Spending Plan, attached and incorporated herein as Attachment 2. The Recipient must collect data to evaluate the effectiveness of their services and must provide those results to Metro upon request.
- A.3. The Recipient will only utilize these funds for services the Recipient provides to documented residents of Davidson County. Documentation of residency may be established with a recent utility bill; voter's registration card; driver's license or other government issued-ID; current record from a school showing address; affidavit by landlord; or affidavit by a nonprofit treatment, shelter, half-way house, or homeless assistance entity located within Davidson County. Recipient agrees that it will not use Metro funding for services to non-Davidson County residents.
- A.4. Additionally, the Recipient must collect data on the primary county of residence of the clients it serves and provide that data to Metro upon request.

B. GRANT CONTRACT TERM:

- B.1. **Grant Contract Term.** The term of this Grant will be sixteen (16) months, commencing on March 1, 2020 and ending on June 30, 2021. Metro will have no obligation for services rendered by the Recipient that are not performed within this term.

C. PAYMENT TERMS AND CONDITIONS:

- C.1. **Maximum Liability.** In no event will Metro's maximum liability under this Grant Contract exceed Twenty Eight Thousand dollars (\$28,000). The Grant Spending Plan will constitute the maximum amount to be provided to the Recipient by Metro for all of the Recipient's obligations hereunder. The Grant Spending Plan line items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Recipient.

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

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- C.2. **Payment Methodology.** The Recipient will only be compensated for actual costs based upon the Grant Spending Plan, not to exceed the maximum liability established in Section C.1.

Upon progress toward the completion of the work, as described in Section A of this Grant Contract, the Recipient shall submit invoices and any supporting documentation as requested by Metro to demonstrate that the funds are used as required by this Grant, prior to any payment for allowable costs. Such invoices shall be submitted no more often than quarterly and indicate at a minimum the amount charged by Spending Plan line-item for the period invoiced, the amount charged by line-item to date, the total amount charged for the period invoiced, and the total amount charged under this Grant Contract to date.

Recipient must send all invoices to **Financial Management, Metro Public Health Department, 2500 Charlotte Avenue, Nashville, TN 37209.**

Final invoices for the contract period should be received by Metro Payment Services by July 15, 2021. Any invoice not received by the deadline date will not be processed and all remaining grant funds will expire.

- C.3. **Annual Expenditure Report.** The Recipient must submit a final grant Annual Expenditure Report, to be received by Director of Financial Management, Metro Public Health Department, within forty-five (45) days of the end of the Grant Contract. Said report must be in form and substance acceptable to Metro and must be prepared by a Certified Public Accounting Firm or the Chief Financial Officer of the Recipient Organization.
- C.4. **Payment of Invoice.** The payment of any invoice by Metro will not prejudice Metro's right to object to the invoice or any other related matter. Any payment by Metro will neither be construed as acceptance of any part of the work or service provided nor as an approval of any of the costs included therein.
- C.5. **Unallowable Costs.** The Recipient's invoice may be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs. Utilization of Metro funding for services to non-Davidson County residents is not allowed.
- C.6. **Deductions.** Metro reserves the right to adjust any amounts which are or become due and payable to the Recipient by Metro under this or any Contract by deducting any amounts which are or become due and payable to Metro by the Recipient under this or any Contract.
- C.7. **Travel Compensation.** Payment to the Recipient for travel, meals, or lodging is subject to amounts and limitations specified in Metro's Travel Regulations and subject to the Grant Spending Plan.
- C.8. **Electronic Payment.** Metro requires as a condition of this contract that the Recipient have on file with Metro a completed and signed "ACH Form for Electronic Payment". If Recipient has not previously submitted the form to Metro or if Recipient's information has changed, Recipient will have thirty (30) days to complete, sign, and return the form. Thereafter, all payments to the Recipient, under this or any other contract the Recipient has with Metro, must be made electronically.
- D. **STANDARD TERMS AND CONDITIONS:**
- D.1. **Required Approvals.** Metro is not bound by this Grant Contract until it is approved by the appropriate Metro representatives as indicated on the signature page of this Grant.

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- 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 approved by the Metropolitan Council.
- D.3. **Termination for Cause.** Should the Recipient fail to properly perform its obligations under this Grant Contract or if the Recipient violates any terms of this Grant Contract, Metro will have the right to immediately terminate the Grant Contract and the Recipient must return to Metro any and all grant monies for services or programs under the grant not performed as of the termination date. The Recipient must also return to Metro any and all funds expended for purposes contrary to the terms of the Grant. Such termination will not relieve the Recipient of any liability to Metro for damages sustained by virtue of any breach by the Recipient.
- D.4. **Subcontracting.** The Recipient may not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of Metro. Notwithstanding any use of approved subcontractors, the Recipient will be considered the prime Recipient and will be responsible for all work performed.
- D.5. **Conflicts of Interest.** The Recipient warrants that no part of the total Grant Amount will be paid directly or indirectly to an employee or official of Metro as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Recipient in connection with any work contemplated or performed relative to this Grant Contract.
- D.6. **Nondiscrimination.** The Recipient hereby agrees, warrants, and assures that no person will be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Recipient on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification which is in violation of applicable laws. The Recipient must, upon request, show proof of such nondiscrimination and must post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.7. **Records.** The Recipient must maintain documentation for all charges to Metro under this Grant Contract. The books, records, and documents of the Recipient, insofar as they relate to work performed or money received under this Grant Contract, must be maintained for a period of three (3) full years from the date of the final payment or until the Recipient engages a licensed independent public accountant to perform an audit of its activities. The books, records, and documents of the Recipient insofar as they relate to work performed or money received under this Grant Contract are subject to audit at any reasonable time and upon reasonable notice by Metro or its duly appointed representatives. Records must be maintained in accordance with the standards outlined in the Metro Grants Manual. The financial statements must be prepared in accordance with generally accepted accounting principles.
- D.8. **Monitoring.** The Recipient's activities conducted and records maintained pursuant to this Grant Contract are subject to monitoring and evaluation by The Metropolitan Office of Financial Accountability or Metro's duly appointed representatives. The Recipient must make all audit, accounting, or financial records, notes, and other documents pertinent to this grant available for review by the Metropolitan Office of Financial Accountability, Internal Audit or Metro's representatives, upon request, during normal working hours.
- D.9. **Final Program Report.** The Recipient must submit a Final Program Report, to be received by Grants Director, Metro Public Health Department, within forty-five (45) days of the end of the Grant Contract. Said report must detail the activities funded under this Grant Contract.
- 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 is not a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition

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of this Grant Contract is considered to be waived, modified, or deleted except by a written amendment by the appropriate parties as indicated on the signature page of this Grant.

- D.11. **Insurance.** The Recipient agrees to carry adequate public liability and other appropriate forms of insurance, and to pay all applicable taxes incident to this Grant Contract.
- D.12. **Metro Liability.** Metro will have no liability except as specifically provided in this Grant Contract.
- D. 13. **Independent Contractor.** Nothing herein will in any way be construed or intended to create a partnership or joint venture between the Recipient and Metro or to create the relationship of principal and agent between or among the Recipient and Metro. The Recipient must not hold itself out in a manner contrary to the terms of this paragraph. Metro will not become liable for any representation, act, or omission of any other party contrary to the terms of this paragraph.
- D. 14. **Indemnification and Hold Harmless.**
- (a) Recipient agrees to indemnify, defend, and hold harmless Metro, its officers, agents and employees from any claims, damages, penalties, costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of Recipient, its officers, employees and/or agents, including its sub or independent contractors, in connection with the performance of the contract, and any claims, damages, penalties, costs and attorney fees arising from any failure of Recipient, its officers, employees and/or agents, including its sub or independent contractors, to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.
- (b) Metro will not indemnify, defend or hold harmless in any fashion the Recipient from any claims, regardless of any language in any attachment or other document that the Recipient may provide.
- (c) Recipient will pay Metro any expenses incurred as a result of Recipient's failure to fulfill any obligation in a professional and timely manner under this Contract.
- (d) Recipient's duties under this section will survive the termination or expiration of the grant.
- D.15. **Force Majeure.** The obligations of the parties to this Grant Contract are subject to prevention by causes beyond the parties' control that could not be avoided by the exercise of due care including, but not limited to, acts of God, riots, wars, strikes, epidemics or any other similar cause.
- D.16. **State, Local and Federal Compliance.** The Recipient agrees to comply with all applicable federal, state and local laws and regulations in the performance of this Grant Contract.
- D.17. **Governing Law and Venue.** The validity, construction and effect of this Grant Contract and any and all extensions and/or modifications thereof will be governed by and construed in accordance with the laws of the State of Tennessee. The venue for legal action concerning this Grant Contract will be in the courts of Davidson County, Tennessee.
- D.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 will not be construed as part of this Grant Contract.

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D.20. **Metro Interest in Equipment.** The Recipient will take legal title to all equipment and to all motor vehicles, hereinafter referred to as "equipment," purchased totally or in part with funds provided under this Grant Contract, subject to Metro's equitable interest therein, to the extent of its *pro rata* share, based upon Metro's contribution to the purchase price. "Equipment" is defined as an article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds Five Thousand dollars (\$5,000).

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

D. 21. **Assignment—Consent Required.** The provisions of this contract will inure to the benefit of and will be binding upon the respective successors and assignees of the parties hereto. Except for the rights of money due to Recipient under this contract, neither this contract nor any of the rights and obligations of Recipient hereunder may be assigned or transferred in whole or in part without the prior written consent of Metro. Any such assignment or transfer will not release Recipient from its obligations hereunder. Notice of assignment of any rights to money due to Recipient under this Contract must be sent to the attention of the Metro Department of Finance.

D.22. **Gratuities and Kickbacks.** It will be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparations of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore. It will be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or a person associated therewith, as an inducement for the award of a subcontract or order. Breach of the provisions of this paragraph is, in addition to a breach of this contract, a breach of ethical standards which may result in civil or criminal sanction and/or debarment or suspension from participation in Metropolitan Government contracts.

D.23. **Communications and Contacts.** All instructions, notices, consents, demands, or other communications from the Recipient required or contemplated by this Grant Contract must be in writing and must be made by facsimile transmission, or by first class mail, addressed to the respective party at the appropriate facsimile number or address as set forth below or to such other party, facsimile number, or address as may be hereafter specified by written notice.

Metro

Director of Financial Management
Metro Public Health Department
2500 Charlotte Avenue
Nashville, TN 37209

Recipient

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Aleena Robinson
4:13 Strong
PO Box 101425
Nashville, TN 37224

D.24. **Lobbying.** The Recipient certifies, to the best of its knowledge and belief, that:

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

D.25. **Effective Date.** This contract will not be binding upon the parties until it has been signed first by the Recipient and then by the authorized representatives of the Metropolitan Government and has been filed in the office of the Metropolitan Clerk. When it has been so signed and filed, this contract will be effective as of the date first written above.

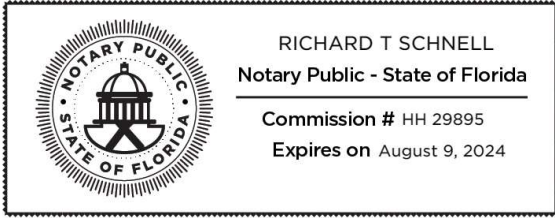
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IN WITNESS WHEREOF, the parties hereto have executed this Contract:

**Contractor:
4:13 Strong**

By: *Aleena Robinson*
Title: Development Director



Sworn to and subscribed to before me, a Notary Public, this 23rd March day of 2021, [Year], by Aleena Jeanne Robinson, the Development Director of Contractor and duly authorized to execute this instrument on Contractor's behalf.

Richard T Schnell
Notary Public Richard T Schnell

My Commission Expires 08/09/2024

Notarized online using audio-video communication

Produced Identification: driver license

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

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

<p>Doc uSigned y:  <small>5EE04500A8D6403...</small> <hr/> Interim Administrative Director Metro Public Health Department</p>	<p>3/23/2021 <hr/> Date</p>
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<p>DocuSigned by:  <small>7F973F49A0CA4DF...</small> <hr/> Chair, Board of Health</p>	<p>3/23/2021 <hr/> Date</p>
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APPROVED AS TO AVAILABILITY OF FUNDS:

<p>Doc uSigned y:  <small>6ACD207060E1450...</small> <hr/> Director, Department of Finance</p>	<p><small>DS</small>  <small>DS</small> </p>	<p>3/23/2021 <hr/> Date</p>
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APPROVED AS TO RISK AND INSURANCE:

<p>DocuSigned by:  <small>08804BF12FD741C...</small> <hr/> Director of Risk Management Services</p>	<p>3/23/2021 <hr/> Date</p>
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APPROVED AS TO FORM AND LEGALITY:

<p> <hr/> Metropolitan Attorney</p>	<p>3/24/2021 <hr/> Date</p>
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FILED:

<p>_____ Metropolitan Clerk</p>	<p>_____ Date</p>
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2020 Community Health Grant Opportunity Application	
Project Name:	Yoga and Meditation to Improve the Mental Health of Constituents of 4:13 Strong
Contact Name	Aleena Robinson
Contact Organization	4:13 Strong
Prior Year CPF Recipient	Yes/No: No Amount: \$
Prior Year Direct Appropriation Recipient	Yes/No: No Amount: \$
Contact e-mail; phone	aleena@413strong.org
Focus area: Select from the list of CAREs ACT Eligible Activity(ies)	Mental and behavioral health services delivered in response to the COVID-19 public health emergency
Funding Amount Requested:	\$30,000

Abstract (please limit to 250 words)
<p>4:13 Strong is partnering with Small World Yoga (SWY) to provide virtual yoga and meditation services to the constituents housed at 4:13 Strong during the 8-week intensive residential program cycles. 4:13 Strong provides training, skills and job placement for at-risk men to empower them to transform their lives so they can succeed personally and professionally. SWY is a Nashville-based nonprofit that brings the life-changing aspects of yoga and meditation to at-risk and underserved populations in Middle TN.</p> <p>SWY's highly trained yoga instructors teach live in-person and via Zoom to bring the healing power of yoga and meditation to formerly incarcerated young men who are struggling greatly during this unique time. Since the COVID-19 pandemic has struck Nashville, 4:13 Strong has been forced to close the facility to many volunteers and extra-curricular activities that bring joy, hope and balance to the participant's lives. Fortunately, SWY has launched a virtual outreach yoga initiative and are willing to provide in-person services in the 4:13 Strong courtyard and virtual services over Zoom so they can continue to serve, teach and interact on a personal level, even if over a screen. The recent partnership developed between 4:13 Strong and SWY has proven how invaluable the yoga and meditation classes are to the population served and their transformative benefits are vital now more than ever. These services open the men up to deeper conversations on mental health and reception of additional mental health resources provided by 4:13 Strong during the pandemic.</p>
1. Describe the population and the number estimated to be served.
<p>The population served are formerly incarcerated men who come from low-income and at-risk communities. Each 8-week rotation at 4:13 Strong consists of 20 constituents. From March 1 to December 30, 4:13 Strong will complete approximately 5.5 cycles, which translates to 120 men served.</p>
2. Describe the purpose and need.
<p>The purpose of the mental health programming, particularly the yoga, at 4:13 Strong is to bring healing, connection, and transformation to the men housed at the facility during the intensive. Typically, this population comes from low-income households that struggle with trauma in many forms, such as physical and verbal abuse, neglect, violence, malnutrition and abandonment. The solitude and uncertainty that has come from the COVID-19 pandemic creates yet another layer of extreme isolation and trauma for these men and also poses an even greater challenge for them mentally and emotionally as they attempt to reenter society.</p>

Yoga and meditation bring myriad physical, mental, and emotional benefits to populations who lack resources and skills for coping with trauma. SWY's services allows the men not only to improve their physical health through asanas, but also to learn valuable life skills such as mindfulness, breath work, self-massage, affirmations, and emotion sourcing and communication. Students feel physically more at ease and mentally calmer during and after a session and also translate the tools taught in the practice into their daily lives, making them more present and productive members of society.

Additionally, 4:13 Strong has added weekly social-emotional lessons for both staff and program participants with Coach Mark Robertson of PCC Executive Coaching. These lessons break down bad habits in relationship and communication with ourselves and others and replaces them with positive habits. In the classes, staff and participants learn together how past trauma can inform our future experiences without having to define it. Coach Mark breaks down the process of building trust in ourselves and others and empowers the men to develop more positive responses to triggering circumstances. The social-emotional classes, coupled with the trauma-informed yoga, have been essential in creating positive impact on the lives of the men, particularly during the pandemic when they are experiencing heightened levels of insecurity, uncertainty, and loneliness.

These services also directly correlate to 4:13 Strong's mission of ending the cycle of recidivism. In 2019, recidivism rates in the United States was 40% for nonviolent crimes and 64% for violent federal prisoners. (Clarke, 2019) In the state of Tennessee, 132,000 residents are either incarcerated or under supervision such as probation or parole. Over 50% of 4:13 Strong participants are or have been previously court-involved in these categories, making it difficult for them to secure sustainable employment. The other 50% of program participants have suffered in poverty, homelessness and dependency often due to parents, guardians and loved ones being incarcerated or court-involved throughout their childhood. Programming such as yoga and meditation at 4:13 offers an opportunity for rehab, a support network and creating new lifestyle habits that ultimately allows community members to stay out of detention facilities and in their new job placements.

Currently, there is a large need within 4:13 for outside programming and human interaction for the men. Due to the COVID-19 pandemic, 4:13 Strong has struggled to schedule extra-curricular programming that is vital to the morale, physical maintenance and mental improvement of those in the intensive. Those housed within the 4:13 Strong facility during the pandemic have had little to no interaction with those outside the facility. Because of this extreme isolation, the constituent's mental, physical and behavioral health is suffering. SWY's virtual yoga and the social-emotional lessons fill a crucial gap in the current lack of programming, particularly as it provides physical, mental and emotional health outcomes. Additionally, funding from the Community Partner Foundation would allow 4:13 Strong to increase the amount of yoga classes offered, as well as expand services into meditation and even a 40 Days to Personal Revolution workshop (this program utilizes yoga, meditation, nutrition and personal inquiry to radically breakthrough barriers and provide tools to living a healthy physical and mental life) for constituents. The programming brought to 4:13 Strong by SWY offers a host of mental health services through the obvious channels of yoga and inquiry, but also through human to human connection and the opportunity to be seen and heard as a whole and worthy individual.

3. Describe how the project aligns with the eligible activity(ies) selected from the list attached. You will be required to submit supporting documentation.

The partnership between 4:13 Strong and SWY to bring yoga and meditation to the men enrolled in the intensives directly aligns with providing a Public Health Support activity, particularly as it relates to mental and behavioral health services delivered in response to the COVID-19 public health emergency. As mentioned above, the 4:13 facility has been on tight restrictions with outside volunteers in order to mitigate the risk of the virus spreading amongst the constituents and staff. Because of this, the men have limited access to visitors as well as fewer chances to interact with community members and participate in activities that help to maintain, stabilize, and improve their mental well-being, which directly impacts behavior. Research has validated what the students have intuitively felt from the yoga and meditation practices. As cited in a January 2020 publication of AIIRJ, "The physical exercises (asanas) may increase patient's physical flexibility, coordination, and strength, while the breathing practices and meditation may calm and focus the mind to develop greater awareness and diminish anxiety, and thus result in higher quality of life. Other beneficial effects might involve a reduction of distress, blood pressure, and improvements in resilience, mood, and metabolic regulation." (Palne, 2020) It is imperative during this unique time that the men of 4:13 Strong have access to programming that not only teaches them tools to cope with trauma, stress, and anxiety, but also improves their self-efficacy and empowers them to feel confident as they graduate from 4:13 Strong and enter society seeking employment, healthy relationships, and a new way of being in the world.

4. Describe the team's experience and the management plan

In 2014, an established Davidson County YMCA vocational program, Y-Build, determined to close its operations. However, Y-Build volunteer and health industry professional Steve Norris negotiated to maintain the organization's mission and operations as 4:13 Strong, an independent nonprofit where he now serves as Executive Director since 2015. 4:13 Strong's current Program Director and Director of Workforce Training also made the transition from Y-Build to 4:13 Strong. Together, these two directors have 30 years of experience preparing men to break the multi-generational cycles of poverty, crime and dependency that have burdened their families for decades. A former Y-Build participant also serves 4:13 Strong as the Recruitment Coordinator, using his experience in the program to establish connections with men in need of a second chance and encourage them to participate. In addition to these staff members, 4:13 Strong leans on the 25 years of experience in the substance abuse treatment field that Case Manager Joe Umberger possesses to provide the best care and accountability for program participants.

SWY has been providing outreach yoga and meditation services since 2014 to an exponentially increasing number of community partners and students every subsequent year. SWY's Executive Director, Liz Veyhl, oversees all high-level programming, funding, distribution of funding, and tracking of finances for the organization. SWY's Outreach Manager, Natalie Thomas, has been with the organization since inception and is responsible for all non-school outreach conducted by SWY. This includes creating and maintaining sustainable relationships with community partners, ensuring all community partner locations have the necessary elements to conduct yoga and meditation classes (namely yoga mats, blocks, cleaning supplies, and more recently, technology), gathering feedback and testimonials, scheduling logistics, data acquisition, and managing 130 volunteer yoga instructors.

SWY's Outreach Manager will work in conjunction with 4:13 Strong's Executive Director to coordinate the scheduling of all classes, necessary technology setup, and acquisition of yoga equipment and cleaning supplies. SWY's Outreach Manager will be responsible for scheduling the rotation of volunteer yoga instructors and accumulation and storage of data. The Executive Director of 4:13 Strong will provide constructive feedback to the Outreach Manager to ensure the services are of the highest quality and effectiveness, as well as provide testimonials and feedback from the students.

5. Describe the role of any contractors if relevant. Otherwise state no contractors will be used.

No contractors will be used.

6. Describe how you will monitor the project including the operations and budget. Include the name and position of the persons(s) with monitoring responsibility. Specifically describe *how you will monitor (for purpose of future Audit) that funds 1) are only used only to assist those impacted by COVID-19 within CARES Act guidelines; 2) are only used for Davidson County Residents; 3) are only used for services provided between March 1, 2020 to December 30, 2020; 4) will be spent by December 30, 2020.*

Monitoring of the project will be conducted jointly between 4:13 Strong and SWY, specifically by 4:13 Strong Executive Director, Steve Norris, and SWY Executive Director, Liz Veyhl. These two leaders will ensure the specifics of the programming are being met as well as monitor expenditures of funds. More specifically, we will monitor that the funds are used only to assist those impacted by COVID-19 within CARES Act guidelines by only spending funds on the programming described above for the constituents of 4:13 Strong intensives. The funds will only be used for Davidson County residents as that is the population that the 4:13 Strong programming is open to. 4:13 Strong gains access to constituents' personal information, including residential address, as they are transferred into the intensive from incarceration. Finally, we will be tracking the use of funds through detailed financial spreadsheets to ensure they only cover costs incurred from March 1, 2020 and are used in entirety by December 30, 2020.

7. Describe how the funds will be used. Include dollars requested, total cost, budget estimates by category (capital, operations, staff, etc.). Describe any in-kind contributions (dollars or other resources) including partners, and recurring costs. Attach the budget forms.

4:13 Strong and Small World Yoga are requesting \$30,000 for yoga and mental health programming during the 4:13 Strong intensives. The total cost of the program is \$32,225. In terms of operations, \$16,375 in funds will be used to support the salary of the Executive Director and Outreach Manager. With regards to supplies, \$2,340 of funds will be used to purchase yoga mats, blocks, cleaning supplies, and disposable masks. \$11,125 in funding will be used to cover the costs of professional fees, including social-emotional classes, volunteer teacher honorariums, teacher recruitment and retention, and trauma-informed training workshops. Finally, \$160 in funding will cover the cost of an eight-month subscription to Zoom Pro.

Eligible Criteria for CPF Community Health Grant Awards Activities. Applicant may address one or more:

“The funds received through this contract are considered federal funds subject to the Single Audit Act and the related provisions of the Uniform Guidance. The population served with these funds need to be individuals or small businesses suffering from the impact of the coronavirus public health crisis. The expenditures may include addressing medical and public health needs, as well as economic support to those suffering from employment or business interruptions due to COVID-19-related business closures. All expenditures must be incurred during the period that begins March 1, 2020 and ends on December 30, 2020. Documentation will be required to support that the criteria was met or the funds will need to be returned to Metropolitan Government of Nashville and Davidson County.”

Specifically, for CPF Community Health Grants, the grants to be awarded will address one or more of the following criteria:

- Support for school-aged children and families related to education needs created or exacerbated by the COVID-19 outbreak;
- Any of the following activities for individuals or families who have been impacted by a loss of income or economic insecurity as a result of COVID-19:
 - Workforce training;
 - Emergency food assistance;
 - Care for at-risk or vulnerable populations to mitigate COVID-19 effects and/or enable compliance with COVID-19 public health precautions;
 - Emergency financial assistance to prevent homelessness, eviction or foreclosure;
 - Other similar services designed to mitigate the negative health or economic impact of the COVID-19 public health emergency.
- Providing uncompensated care or assistance for disabled or other vulnerable population to address new financial, health, or educational challenges that are in response to COVID-19.
- Public Health Support activities such as uncompensated or unreimbursed costs for services or activities dedicated to mitigating or responding to the COVID-19 public health emergency, including but not limited to
 - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency;
 - Mental and behavioral health services delivered in response to the COVID-19 public health emergency;
 - Expenses associated with supporting the housing or quarantining of COVID-19 positive individuals;
 - Any other expense incurred in relation to non-profit missions to directly support the public health response to COVID-19
- Any other non-profit support provided to Tennessee business entities such as
 - Acquisition or purchase of personal protective equipment or reimbursing costs associated with mitigating the spread of COVID-19;
 - Expenses related to mitigating the spread of COVID-19

4:13 Strong and Small World Yoga		
Program Budget: Yoga and Meditation to Improve the Mental Health of Constituents of 4:13 Strong		
SWY Executive Director Salary	\$4,000	10% of eight month full-time salary
SWY Outreach Manager Salary	\$8,600	25% of eight month full-time salary
Yoga Supplies	\$1,800	120 yoga mats (at \$10 each) and 120 yoga blocks (at \$5 each)
Cleaning Supplies	\$800	\$100 per month for 8 months for both cleaning yoga equipment and the yoga space/campus space
Masks	\$1,440	Purchase of 100 fabric masks for \$510 and 93 boxes of 50 disposable masks (at \$10 each) for students, staff and on-site teacher
Zoom Subscription	\$160	For eight months of Zoom Pro (\$20 per month)
Volunteer Teacher Honorarium	\$1,200	\$15 per class for 80 classes
Volunteer Teacher Recruitment and Retention	\$1,000	
Trauma-informed Teacher Workshops	\$3,000	Three workshops during the eight-month period at an average of \$1,000 each
Social-emotional Classes	\$6,000	Cost for Coach Mark from March through December 2020
Total:	\$28,000	

ATTACHMENT 2**GRANT BUDGET**

(BUDGET PAGE 1)

4:13 Strong

APPLICABLE PERIOD: The grant budget line-item amounts below shall be applicable only to expense incurred during the period beginning March 1, 2020, and ending December 30, 2020.

Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹ (detail schedule(s) attached as applicable)	GRANT CONTRACT	GRANTEE MATCH ³	TOTAL PROJECT
1	Salaries ²	\$12,600.00	\$0.00	\$12,600.00
2	Benefits & Taxes	\$0.00	\$0.00	\$0.00
4, 15	Professional Fee/ Grant & Award ²	\$9,000.00	\$0.00	\$9,000.00
5	Supplies	\$4,200.00	\$0.00	\$4,200.00
6	Telephone	\$0.00	\$0.00	\$0.00
7	Postage & Shipping	\$0.00	\$0.00	\$0.00
8	Occupancy	\$0.00	\$0.00	\$0.00
9	Equipment Rental & Maintenance	\$0.00	\$0.00	\$0.00
10	Printing & Publications	\$0.00	\$0.00	\$0.00
11, 12	Travel/ Conferences & Meetings ²	\$0.00	\$0.00	\$0.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals ²	\$2,200.00	\$0.00	\$2,200.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost (0% of S&B)	\$0.00	\$0.00	\$0.00
24	In-Kind Expense	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$28,000.00	\$0.00	\$28,000.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*. (posted on the Internet at: <https://www.tn.gov/assets/entities/finance/attachments/policy3.pdf>).

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

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

Grant contract between the Metropolitan Government of Nashville and Davidson County and Mental Health Cooperative, Contract # _____ October 6, 2020

**GRANT CONTRACT
BETWEEN THE METROPOLITAN GOVERNMENT
OF NASHVILLE AND DAVIDSON COUNTY
AND
MENTAL HEALTH COOPERATIVE**

This Grant Contract issued and entered into pursuant to RS2021-_____, by and between the Metropolitan Government of Nashville and Davidson County ("Metro"), and Mental Health Cooperative, ("Recipient"), is for the provision of services, as further defined in the "SCOPE OF PROGRAM." The Recipient's annual report and audit are incorporated herein by reference.

A. SCOPE OF PROGRAM:

- A.1. The Recipient will use the funds for the Emergency Psychiatric Services Project Community Partnership Fund Grant Proposal, attached and incorporated herein as Attachment 1. The funds will be used to achieve the following outcomes:
 - 1. Minimize exposure to crisis personnel to COVID 19 via televideo assessments
 - 2. Provide Personal Protective Equipment to customers that are admitted to the Crisis Treatment Center.
- A.2. The Recipient must spend these funds consistent with the Grant Spending Plan, attached and incorporated herein as Attachment 2. The Recipient must collect data to evaluate the effectiveness of their services and must provide those results to Metro upon request.
- A.3. The Recipient will only utilize these funds for services the Recipient provides to residents and/or visitors of Davidson County in psychiatric crisis through the Recipient's crisis psychiatric services program in Davidson County.
- A.4. Additionally, the Recipient must collect data on the primary county of residence of the clients it serves and provide that data to Metro upon request.

B. GRANT CONTRACT TERM:

- B.1. **Grant Contract Term.** The term of this Grant will be sixteen (16) months, commencing on March 1, 2020 and ending on June 30, 2021. Metro will have no obligation for services rendered by the Recipient that are not performed within this term.

C. PAYMENT TERMS AND CONDITIONS:

- C.1. **Maximum Liability.** In no event will Metro's maximum liability under this Grant Contract exceed Fifty Five Thousand Two Hundred dollars (\$55,200). The Grant Spending Plan will constitute the maximum amount to be provided to the Recipient by Metro for all of the Recipient's obligations hereunder. The Grant Spending Plan line items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Recipient.

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

- C.2. **Payment Methodology.** The Recipient will only be compensated for actual costs based upon the Grant Spending Plan, not to exceed the maximum liability established in Section C.1.

Grant contract between the Metropolitan Government of Nashville and Davidson County and Mental Health Cooperative, Contract # _____ October 6, 2020

Upon progress toward the completion of the work, as described in Section A of this Grant Contract, the Recipient shall submit invoices and any supporting documentation as requested by Metro to demonstrate that the funds are used as required by this Grant, prior to any payment for allowable costs. Such invoices shall be submitted no more often than quarterly and indicate at a minimum the amount charged by Spending Plan line-item for the period invoiced, the amount charged by line-item to date, the total amount charged for the period invoiced, and the total amount charged under this Grant Contract to date.

Recipient must send all invoices to **Financial Management, Metro Public Health Department, 2500 Charlotte Avenue, Nashville, TN 37209.**

Final invoices for the contract period should be received by Metro Payment Services by July 15, 2021. Any invoice not received by the deadline date will not be processed and all remaining grant funds will expire.

- C.3. **Annual Expenditure Report.** The Recipient must submit a final grant Annual Expenditure Report, to be received by Director of Financial Management, Metro Public Health Department, within forty-five (45) days of the end of the Grant Contract. Said report must be in form and substance acceptable to Metro and must be prepared by a Certified Public Accounting Firm or the Chief Financial Officer of the Recipient Organization.
- C.4. **Payment of Invoice.** The payment of any invoice by Metro will not prejudice Metro's right to object to the invoice or any other related matter. Any payment by Metro will neither be construed as acceptance of any part of the work or service provided nor as an approval of any of the costs included therein.
- C.5. **Unallowable Costs.** The Recipient's invoice may be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs. Utilization of Metro funding for services delivered outside of Davidson County is unallowable.
- C.6. **Deductions.** Metro reserves the right to adjust any amounts which are or become due and payable to the Recipient by Metro under this or any Contract by deducting any amounts which are or become due and payable to Metro by the Recipient under this or any Contract.
- C.7. **Travel Compensation.** Payment to the Recipient for travel, meals, or lodging is subject to amounts and limitations specified in Metro's Travel Regulations and subject to the Grant Spending Plan.
- C.8. **Electronic Payment.** Metro requires as a condition of this contract that the Recipient have on file with Metro a completed and signed "ACH Form for Electronic Payment". If Recipient has not previously submitted the form to Metro or if Recipient's information has changed, Recipient will have thirty (30) days to complete, sign, and return the form. Thereafter, all payments to the Recipient, under this or any other contract the Recipient has with Metro, must be made electronically.
- D. **STANDARD TERMS AND CONDITIONS:**
 - D.1. **Required Approvals.** Metro is not bound by this Grant Contract until it is approved by the appropriate Metro representatives as indicated on the signature page of this Grant.
 - D.2. **Modification and Amendment.** This Grant Contract may be modified only by a written amendment that has been approved in accordance with all Metro procedures and by appropriate legislation of the Metropolitan Council.

Grant contract between the Metropolitan Government of Nashville and Davidson County and Mental Health Cooperative, Contract # _____ October 6, 2020

- D.3. **Termination for Cause.** Should the Recipient fail to properly perform its obligations under this Grant Contract or if the Recipient violates any terms of this Grant Contract, Metro will have the right to immediately terminate the Grant Contract and the Recipient must return to Metro any and all grant monies for services or programs under the grant not performed as of the termination date. The Recipient must also return to Metro any and all funds expended for purposes contrary to the terms of the Grant. Such termination will not relieve the Recipient of any liability to Metro for damages sustained by virtue of any breach by the Recipient.
- D.4. **Subcontracting.** The Recipient may not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of Metro. Notwithstanding any use of approved subcontractors, the Recipient will be considered the prime Recipient and will be responsible for all work performed.
- D.5. **Conflicts of Interest.** The Recipient warrants that no part of the total Grant Amount will be paid directly or indirectly to an employee or official of Metro as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Recipient in connection with any work contemplated or performed relative to this Grant Contract.
- D.6. **Nondiscrimination.** The Recipient hereby agrees, warrants, and assures that no person will be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Recipient on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification which is in violation of applicable laws. The Recipient must, upon request, show proof of such nondiscrimination and must post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.7. **Records.** The Recipient must maintain documentation for all charges to Metro under this Grant Contract. The books, records, and documents of the Recipient, insofar as they relate to work performed or money received under this Grant Contract, must be maintained for a period of three (3) full years from the date of the final payment or until the Recipient engages a licensed independent public accountant to perform an audit of its activities. The books, records, and documents of the Recipient insofar as they relate to work performed or money received under this Grant Contract are subject to audit at any reasonable time and upon reasonable notice by Metro or its duly appointed representatives. Records must be maintained in accordance with the standards outlined in the Metro Grants Manual. The financial statements must be prepared in accordance with generally accepted accounting principles.
- D.8. **Monitoring.** The Recipient's activities conducted and records maintained pursuant to this Grant Contract are subject to monitoring and evaluation by The Metropolitan Office of Financial Accountability or Metro's duly appointed representatives. The Recipient must make all audit, accounting, or financial records, notes, and other documents pertinent to this grant available for review by the Metropolitan Office of Financial Accountability, Internal Audit or Metro's representatives, upon request, during normal working hours.
- D.9. **Final Program Report.** The Recipient must submit a Final Program Report, to be received by Grants Director, Metro Public Health Department, within forty-five (45) days of the end of the Grant Contract. Said report must detail the activities funded under this Grant Contract.
- 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 is not a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Grant Contract is considered to be waived, modified, or deleted except by a written amendment by the appropriate parties as indicated on the signature page of this Grant.

Grant contract between the Metropolitan Government of Nashville and Davidson County and Mental Health Cooperative, Contract # _____ October 6, 2020

- D.11. **Insurance.** The Recipient agrees to carry adequate public liability and other appropriate forms of insurance, and to pay all applicable taxes incident to this Grant Contract.
- D.12. **Metro Liability.** Metro will have no liability except as specifically provided in this Grant Contract.
- D.13. **Independent Contractor.** Nothing herein will in any way be construed or intended to create a partnership or joint venture between the Recipient and Metro or to create the relationship of principal and agent between or among the Recipient and Metro. The Recipient must not hold itself out in a manner contrary to the terms of this paragraph. Metro will not become liable for any representation, act, or omission of any other party contrary to the terms of this paragraph.
- D.14. **Indemnification and Hold Harmless.**
- (a) Recipient agrees to indemnify, defend, and hold harmless Metro, its officers, agents and employees from any claims, damages, penalties, costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of Recipient, its officers, employees and/or agents, including its sub or independent contractors, in connection with the performance of the contract, and any claims, damages, penalties, costs and attorney fees arising from any failure of Recipient, its officers, employees and/or agents, including its sub or independent contractors, to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.
 - (b) Metro will not indemnify, defend or hold harmless in any fashion the Recipient from any claims, regardless of any language in any attachment or other document that the Recipient may provide.
 - (c) Recipient will pay Metro any expenses incurred as a result of Recipient's failure to fulfill any obligation in a professional and timely manner under this Contract.
 - (d) Recipient's duties under this section will survive the termination or expiration of the grant.
- D.15. **Force Majeure.** The obligations of the parties to this Grant Contract are subject to prevention by causes beyond the parties' control that could not be avoided by the exercise of due care including, but not limited to, acts of God, riots, wars, strikes, epidemics or any other similar cause.
- D.16. **State, Local and Federal Compliance.** The Recipient agrees to comply with all applicable federal, state and local laws and regulations in the performance of this Grant Contract.
- D.17. **Governing Law and Venue.** The validity, construction and effect of this Grant Contract and any and all extensions and/or modifications thereof will be governed by and construed in accordance with the laws of the State of Tennessee. The venue for legal action concerning this Grant Contract will be in the courts of Davidson County, Tennessee.
- D.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 will not be construed as part of this Grant Contract.
- D.20. **Metro Interest in Equipment.** The Recipient will take legal title to all equipment and to all motor vehicles, hereinafter referred to as "equipment," purchased totally or in part with funds provided under this Grant Contract, subject to Metro's equitable interest therein, to the extent of its *pro rata*

Grant contract between the Metropolitan Government of Nashville and Davidson County and Mental Health Cooperative, Contract # _____ October 6, 2020

share, based upon Metro's contribution to the purchase price. "Equipment" is defined as an article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds Five Thousand dollars (\$5,000).

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

- D.21. **Assignment—Consent Required.** The provisions of this contract will inure to the benefit of and will be binding upon the respective successors and assignees of the parties hereto. Except for the rights of money due to Recipient under this contract, neither this contract nor any of the rights and obligations of Recipient hereunder may be assigned or transferred in whole or in part without the prior written consent of Metro. Any such assignment or transfer will not release Recipient from its obligations hereunder. Notice of assignment of any rights to money due to Recipient under this Contract must be sent to the attention of the Metro Department of Finance.
- D.22. **Gratuities and Kickbacks.** It will be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparations of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore. It will be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or a person associated therewith, as an inducement for the award of a subcontract or order. Breach of the provisions of this paragraph is, in addition to a breach of this contract, a breach of ethical standards which may result in civil or criminal sanction and/or debarment or suspension from participation in Metropolitan Government contracts.
- D.23. **Communications and Contacts.** All instructions, notices, consents, demands, or other communications from the Recipient required or contemplated by this Grant Contract must be in writing and must be made by facsimile transmission, or by first class mail, addressed to the respective party at the appropriate facsimile number or address as set forth below or to such other party, facsimile number, or address as may be hereafter specified by written notice.

Metro

Director of Financial Management
Metro Public Health Department
2500 Charlotte Avenue
Nashville, TN 37209

Recipient

Executive Director
Mental Health Cooperative
275 Cumberland Bend

Grant contract between the Metropolitan Government of Nashville and Davidson County and Mental Health Cooperative, Contract # _____ October 6, 2020

Nashville, TN 37228

- D.24. **Lobbying.** The Recipient certifies, to the best of its knowledge and belief, that:
- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the Recipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, and entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
 - b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this grant, loan, or cooperative agreement, the Recipient must complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
 - c. The Recipient will require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, subcontracts, and contracts under grants, loans, and cooperative agreements) and that all subcontractors of federally appropriated funds shall certify and disclose accordingly.
- D.25. **Effective Date.** This contract will not be binding upon the parties until it has been signed first by the Recipient and then by the authorized representatives of the Metropolitan Government and has been filed in the office of the Metropolitan Clerk. When it has been so signed and filed, this contract will be effective as of the date first written above

(THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK.)

Grant contract between the Metropolitan Government of Nashville and Davidson County and Mental Health Cooperative, Contract # _____ October 6, 2020

IN WITNESS WHEREOF, the parties hereto have executed this Contract:

Contractor:
Mental Health Cooperative

By: *Pam Womack*
[]

Sworn to and subscribed to before me, a Notary Public, this 17 day of March 2021, [Year], by Pam Womack, the CEO of Contractor and duly authorized to execute this instrument on Contractor's behalf.

Jenny Hawkins
Notary Public

My Commission Expires January 6, 2025



Grant contract between the Metropolitan Government of Nashville and Davidson County and Mental Health Cooperative, Contract # _____ October 6, 2020

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

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

DocuSigned by:
Tina Lester
 5EE94699A8D6403...

 Interim Administrative Director
 Metro Public Health Department

3/23/2021

 Date

DocuSigned by:
Alex Jalangir
 7F073F49A06A4DF...

 Chair, Board of Health

3/23/2021

 Date

APPROVED AS TO AVAILABILITY OF FUNDS:

DocuSigned by:
Kevin Crumboltz
 6ACD297069E14E9...

^{DS} *KW* ^{DS} *TE*

3/23/2021

 Director, Department of Finance
 Date

APPROVED AS TO RISK AND INSURANCE:

DocuSigned by:
Balogun Cobb
 68804BF12FD741C...

 Director of Risk Management Services

3/23/2021

 Date

APPROVED AS TO FORM AND LEGALITY:

Matthew Garth

 Metropolitan Attorney

3/24/2021

 Date

FILED:

 Metropolitan Clerk

 Date

2020 Community Health Grant Opportunity Application	
Project Name:	Mental Health Cooperative Emergency Psychiatric Services
Contact Name	Amanda Bracht
Contact Organization	Mental Health Cooperative
Prior Year CPF Recipient	Yes/No: No Amount: \$
Prior Year Direct Appropriation Recipient	Yes/No: No Amount: \$
Contact e-mail; phone	Abracht@mhc-tn.org 615-744-7442
Focus area: Select from the list of CAREs ACT Eligible Activity(ies)	Public Health Support-uncompensated cost for services and equipment to mitigate risk of COVID-19 Infection.
Funding Amount Requested:	\$63,608.85

Abstract (please limit to 250 words)

As the community continues to deal with the effects of the COVID-19 pandemic, Mental Health Cooperative (MHC) is starting to see the impact of this pandemic on the mental health of the community. As the designated 24/7 mental health crisis responder for Davidson county, MHC's Emergency Psychiatric Services team is on the front lines in addressing the mental health needs of the Nashville community. Throughout the pandemic, MHC has continued to provide services and mitigate risk by securing proper personal protective equipment (PPE) and utilizing telehealth as a means of connecting with people when a face to face assessment is not a safe option. MHC has continued to incur escalating costs to provide these services in a safe manner for employees and Consumers. In order to continue these efforts throughout the remainder of the year, MHC is seeking funding to help pay for additional PPE and telehealth equipment to ensure services are readily available for individuals experiencing a psychiatric crisis.

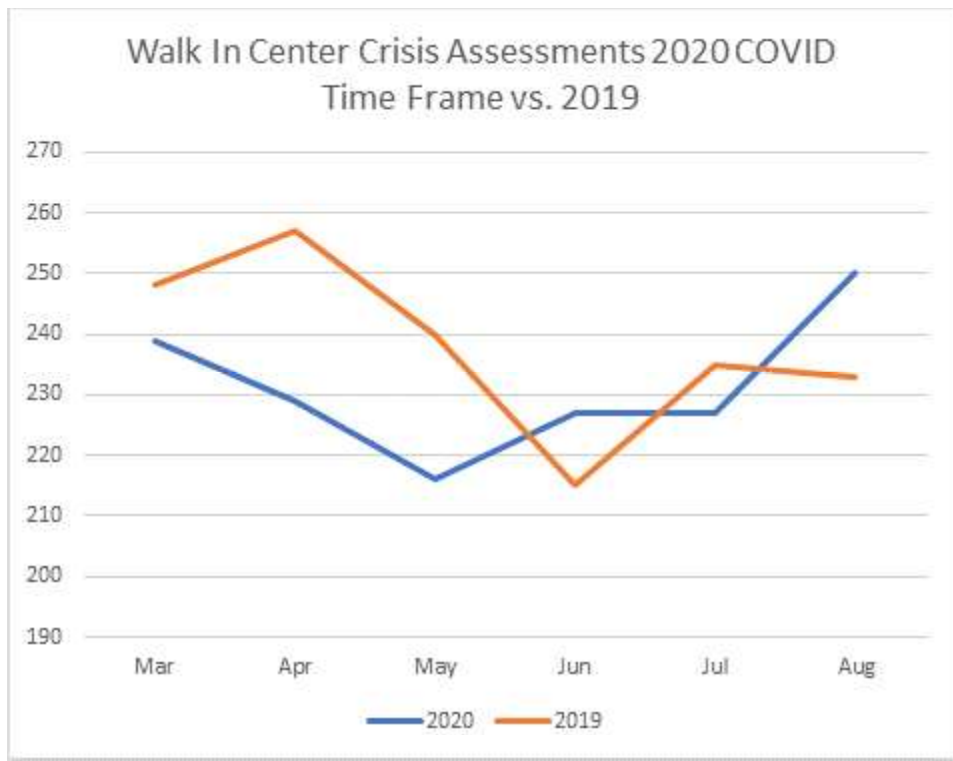
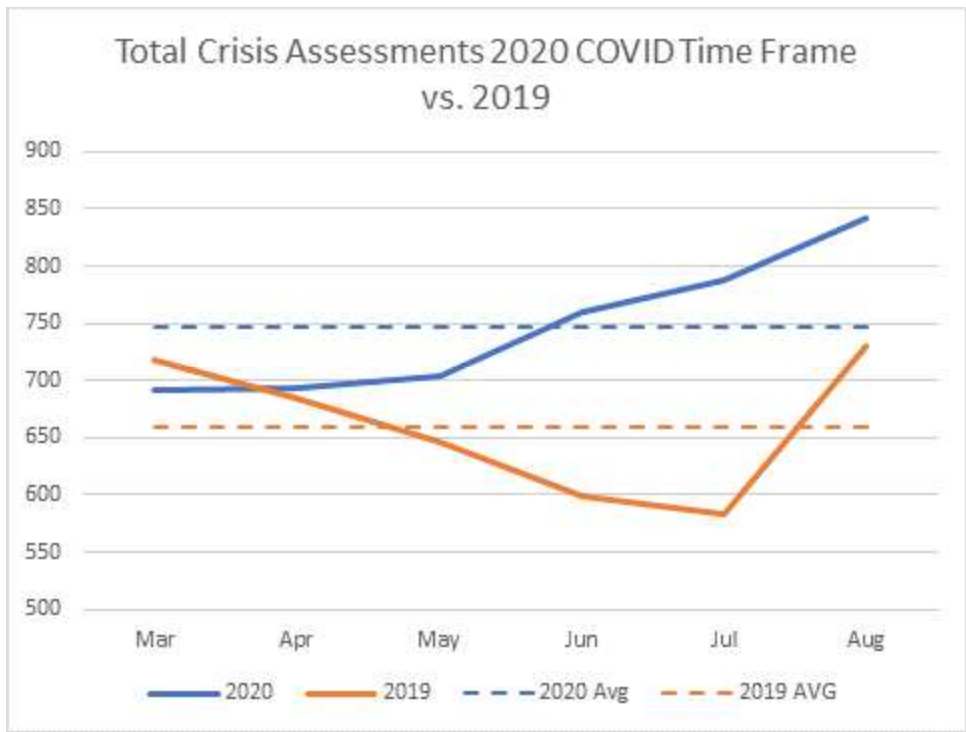
1. Describe the population and the number estimated to be served.

Mental Health Cooperative is designated by the Tennessee Department of Mental Health as the behavioral health crisis provider for Davidson County. MHC operates a full continuum of emergency psychiatric services that includes a 24/7 mobile crisis team, 24/7 walk-in assessment center, and treatment center known as the Crisis Treatment Center (CTC). Any Davidson County resident who is experiencing a psychiatric crisis is able to access services by calling the crisis triage line or presenting at the walk-in center. In addition, MHC conducts crisis intervention services at local hospitals, emergency rooms, homeless shelters, and other community-based social service agencies.

In the early days of the COVID-19 pandemic, call volume and requests for assessments went down briefly; however, as the pandemic continued, requests for services started to increase. As other community agencies limited services due to COVID restrictions and outbreaks, MHC began seeing an increase in the requests for services. In addition, MHC encountered difficulty with accessing needed resources for individuals who were ready for discharge from its treatment programs due to many agencies that MHC normally refers to for follow-up services limiting acceptance of new referrals due to COVID outbreaks. This led to increase in lengths of stay and increased costs for providing on-going PPE and general supplies needed at the CTC.

As the COVID-19 pandemic has continued, the impact on the mental health of the community is being felt as individuals deal with economic stress, social isolation, decrease access to community supports, barriers accessing on-going mental health services, and the direct impact of illness. As the community continues to deal with this global pandemic, the need for immediate mental health crisis services is critical.

The charts below show volume of Total Crisis Assessments and Total Walk-in Assessments at the Crisis Treatment Center during the recent months of COVID-19 compared with same timeframe in 2019. As the data shows, at the beginning of the pandemic, requests for crisis assessment services were down however these requests have started trending up in the most recent months.



2. Describe the purpose and need.

MHC is requesting funding to cover some of the expenses related purchase of personal protective equipment (PPE) needed for employees and Consumers who are assessed and treated by MHC's Emergency Psychiatric Services and televideo equipment. As a direct result of the COVID-19 pandemic, MHC was required to shift to utilizing technology, specifically televideo services, to continue to provide mental health crisis services to hospitals and other community agencies. While individuals in psychiatric emergencies continued to present to local ER's, hospitals were taking measures to minimize the number of individuals on-site at their facilities to reduce exposure. Governor Lee issued an executive order to lift restrictions related to use of telehealth to improve access for individuals in need of mental health services. Therefore, MHC shifted to utilization of televideo as a means to conduct assessments. Unfortunately, MHC does not currently have a sufficient supply of devices for all counselors to have immediate access to conduct these types of assessments. As the impact of the pandemic continues, the mental health needs of the community have continued and recent trends suggest that the need for mental health crisis services will increase as individuals are dealing with increased isolation, financial losses, increase in fear and anxiety. MHC Emergency Psychiatric Services needs to be equipped with immediate access to technology so immediate assessments and intervention services can be offered even when a direct in-person assessment is not an option. The use of this technology will not only improve access to care to those impacted but will also minimize risk of exposure to the staff and the individual in crisis.

3. Describe how the project aligns with the eligible activity(ies) selected from the list attached. You will be required to submit supporting documentation.

This project aligns with the following eligible activities

- Care for at-risk or vulnerable populations to mitigate COVID-19 effects and or/enable compliance with COVID-19 public health precautions
- Public Health Support activities with unreimbursed costs for responding to the COVID-19 pandemic
- Expenses for acquisition and distribution of medical supplies for mental health workers, nurses, mental health technicians, etc.
- Enhance access to mental health services in response to the COVID-19 public health emergency

4. Describe the team's experience and the management of the plan.

MHC is a not-for-profit agency that has been providing crisis services in Nashville since the company's inception in April of 1993. The leadership of MHC's Emergency Psychiatric Services has over 20 years of leadership experience providing mental health crisis services and responding to local disasters that impact the Nashville Community. For example, MHC was forced to evacuate our primary location during the 2010 floods that hit Nashville. Despite having to evacuate overnight, the MHC management team was able to immediately create and execute a plan that kept services operational despite having to relocate. During the March 2020 Tornado, MHC's main location was without power for 5 days. Once again, despite not having power, MHC was able to maintain essential operations to ensure individuals in need of mental health services received the care needed. MHC's management team has responded to the COVID-19 pandemic in a similar manner. MHC quickly implemented quarantine procedures for both Consumer's served and staff with possible exposure. These procedures allowed MHC to keep needed services operational and mitigate risk of further spread. MHC's EPS team will continue to evaluate changes that occur during COVID-19 and adjust to needed changes throughout the course of the pandemic.

5. Describe the role of any contractors if relevant. Otherwise state no contractors will be used.

No contractors will be used.

6. Describe how you will monitor the project including the operations and budget. Include the name and position of the persons(s) with monitoring responsibility. Specifically describe *how you will monitor (for purpose of future Audit) that funds 1) are only used only to assist those impacted by COVID-19 within CARES Act guidelines; 2) are only used for Davidson County Residents; 3) are only used for services provided between March 1, 2020 to December 30, 2020; 4) will be spent by December 30, 2020.*

MHC will assign a specific cost center to track only expenses related to this project during the March 1st-December 30th timeframe. Invoices for purchased equipment will be reviewed by finance team to ensure they fall within the timeline of the grant. Distribution of Personal Protective Equipment that is purchased via these grant funds will be monitored by MHC Nursing Management who will ensure equipment purchased are only distributed to Consumers and staff working in the Emergency Psychiatric Services Department. Monthly budget information will be prepared and monitored by MHC's agency Controller, Jenifer Felts.

The purchase of laptops for crisis personnel will be coordinated through the MHC Information Technology (IT) Department. The IT team will log the assignment of each device per MHC policy that requires staff members to sign for equipment issued and return equipment to MHC if employment with MHC ends. The MHC IT team will ensure devices acquired through these grant funds will only be assigned to personnel working in the EPS department. MHC finance team will submit invoices for lease or purchase of these devices.

MHC will track those served through monthly reports in the electronic health record along with demographic information that includes county of residence for those served. With these reports on-going review of those served and the need for requested equipment will be monitored.

Operations of the project will be monitored by Amanda Bracht, MHC's Senior Vice President of Clinical Services.

7. Describe how the funds will be used. Include dollars requested, total cost, budget estimates by category (capital, operations, staff, etc.). Describe any in-kind contributions (dollars or other resources) including partners, and recurring costs. Attach the budget forms.

These funds will be used to purchase Personal Protective Equipment (PPE) that will include masks, gloves, sanitizer, etc for Consumers of services and employees to mitigate risk of COVID-19 infection and spread. As a result of the COVID-19 pandemic, MHC has required all individuals admitted to CTC submit to a COVID-19 screening process that includes asking questions about possible exposure, taking temperatures, and review of any current symptoms. MHC requires all individuals admitted to CTC to wear a mask and if they do not have one a mask is given. In addition, staff are required to receive daily screenings of temperature and symptom monitoring in addition to being required to wear masks at all times. Staff who are required to be in close proximity with individuals during the initial screening process are issued N-95 masks for additional protection.

CTC staff are required to conduct additional cleaning of shared space several times throughout their shift. Since the beginning of the pandemic in March through August, MHC has treated 1,390 individuals at the CTC. Throughout this time, MHC has experienced very low rates of positive COVID-19 among staff and individuals being treated. MHC believes our late rate of positive exposures is a direct result of taking the measures outlined above. In order to keep up these measures, MHC needs to continue to have access to necessary PPE equipment (gloves, masks, cleaning wipes, etc). Based on current usage, MHC projects that \$4,800 will be needed for PPE during the grant period.

The funds will also be used to lease 39 portable computer devices that will allow clinical staff to connect via televideo with individuals who are in need of immediate crisis assessments. Throughout the pandemic, MHC crisis staff have utilized televideo connection to conduct assessments in Emergency Rooms in order to limit traffic in ER's and minimize exposure for those in crisis and staff performing the assessments. When crisis staff have reported a possible exposure they are required to quarantine at home. If they are not symptomatic they are still able to provide needed crisis assessments and intervention via televideo from their home if they have the necessary equipment. Unfortunately, MHC does not have the resources to have a ready supply of televideo capable devices for all staff to utilize in these situations. MHC would like to be able to expand capability for televideo intervention to help minimize direct exposure and ensure quick intervention for individuals in crisis. In order to achieve this, MHC would like need to purchase 39 portable dell computer devices for all triage and crisis responders. Total cost for purchase of these devices along with monthly connectivity fees for Counselors to be able to utilize these devices in the field is \$58,808.85. At the conclusion of this grant, MHC will assume the cost of the lease and connectivity costs for these devices.

Eligible Criteria for CPF Community Health Grant Awards Activities. Applicant may address one or more:

“The funds received through this contract are considered federal funds subject to the Single Audit Act and the related provisions of the Uniform Guidance. The population served with these funds need to be individuals or small businesses suffering from the impact of the coronavirus public health crisis. The expenditures may include addressing medical and public health needs, as well as economic support to those suffering from employment or business interruptions due to COVID-19-related business closures. All expenditures must be incurred during the period that begins March 1, 2020 and ends on December 30, 2020. Documentation will be required to support that the criteria was met or the funds will need to be returned to Metropolitan Government of Nashville and Davidson County.”

Specifically, for CPF Community Health Grants, the grants to be awarded will address one or more of the following criteria:

- Support for school-aged children and families related to education needs created or exacerbated by the COVID-19 outbreak;
- Any of the following activities for individuals or families who have been impacted by a loss of income or economic insecurity as a result of COVID-19:
 - Workforce training;
 - Emergency food assistance;
 - Care for at-risk or vulnerable populations to mitigate COVID-19 effects and/or enable compliance with COVID-19 public health precautions;
 - Emergency financial assistance to prevent homelessness, eviction or foreclosure;
 - Other similar services designed to mitigate the negative health or economic impact of the COVID-19 public health emergency.
- Providing uncompensated care or assistance for disabled or other vulnerable population to address new financial, health, or educational challenges that are in response to COVID-19.
- Public Health Support activities such as uncompensated or unreimbursed costs for services or activities dedicated to mitigating or responding to the COVID-19 public health emergency, including but not limited to
 - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency;
 - Mental and behavioral health services delivered in response to the COVID-19 public health emergency;
 - Expenses associated with supporting the housing or quarantining of COVID-19 positive individuals;
 - Any other expense incurred in relation to non-profit missions to directly support the public health response to COVID-19
- Any other non-profit support provided to Tennessee business entities such as
 - Acquisition or purchase of personal protective equipment or reimbursing costs associated with mitigating the spread of COVID-19;
 - Expenses related to mitigating the spread of COVID-19

**COMMUNITY PARTNERSHIP FUND: COMMUNITY HEALTH GRANT
SPENDING PLAN BUDGET NARRATIVE**

The applicant is required to attach a Spending Plan Narrative, which supports items and clarifies any budget item whose relationship to the proposal narrative is not obvious. The Spending Plan Narrative should be typed in this Word form. It justifies or explains Spending Plan items, relates them to project activities, and demonstrates that all costs are reasonable. For example, the narrative should explain how fringe benefits were calculated, how travel costs or other costs were estimated, or why particular equipment or supplies must be purchased in order to implement the strategies proposed.

There is no word limit in the Spending Plan Budget Narrative.

MENTAL HEALTH COOPERATIVE GRANT SPENDING PLAN

The Mental Health Cooperative (MHC) is proposing the following.

In order to minimize exposure to COVID-19, MHC crisis personnel have been attempting to conduct as many crisis assessments via televideo as possible. The request for funding for portable computer devices will allow us to expand these efforts and ensure there are televideo capable devices for all crisis responders. In addition, use of these devices will allow staff who have been exposed to COVID but not symptomatic to work from home while quarantining to prevent on-going spread of COVID-19.

Funding for on-going Personal Protective Equipment (PPE) is needed for Consumers who are admitted to MHC's Crisis Treatment Center and for staff who are working on the front lines. The budgeted amount is based on recent costs for acquiring supply of these items based on recent trends in volume of admissions and staff needs at the Crisis Treatment Center

39 portable computer devices needed	\$51,636 (Cost per unit \$1325)
Docking/Charging Stations	\$3,077.85 (Cost per unit \$205.19 x 15)
Connectivity Cost 39 staff	\$4,095 (\$35 per device per month x 3 months (Oct-Dec) for 39 staff)
Total cost for all devices	\$58,808.85
Total cost for PPE	\$4,800
Total request	\$63,608.85

ATTACHMENT 2**GRANT BUDGET****(BUDGET PAGE 1)****Mental Health Coop**

APPLICABLE PERIOD: The grant budget line-item amounts below shall be applicable only to expense incurred during the period beginning March 1, 2020, and ending December 30, 2020.

Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹ (detail schedule(s) attached as applicable)	GRANT CONTRACT	GRANTEE MATCH ³	TOTAL PROJECT
1	Salaries ²	\$0.00	\$0.00	\$0.00
2	Benefits & Taxes	\$0.00	\$0.00	\$0.00
4, 15	Professional Fee/ Grant & Award ²	\$0.00	\$0.00	\$0.00
5	Supplies	\$55,200.00	\$0.00	\$55,200.00
6	Telephone	\$0.00	\$0.00	\$0.00
7	Postage & Shipping	\$0.00	\$0.00	\$0.00
8	Occupancy	\$0.00	\$0.00	\$0.00
9	Equipment Rental & Maintenance	\$0.00	\$0.00	\$0.00
10	Printing & Publications	\$0.00	\$0.00	\$0.00
11, 12	Travel/ Conferences & Meetings ²	\$0.00	\$0.00	\$0.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals ²	\$0.00	\$0.00	\$0.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost (0% of S&B)	\$0.00	\$0.00	\$0.00
24	In-Kind Expense	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$55,200.00	\$0.00	\$55,200.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*. (posted on the Internet at: <https://www.tn.gov/assets/entities/finance/attachments/policy3.pdf>).

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

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

Grant contract between the Metropolitan Government of Nashville and Davidson County and Nashville Food Project, Contract # _____ October 6, 2020

**GRANT CONTRACT
BETWEEN THE METROPOLITAN GOVERNMENT
OF NASHVILLE AND DAVIDSON COUNTY
AND
NASHVILLE FOOD PROJECT**

This Grant Contract issued and entered into pursuant to RS2021-_____, by and between the Metropolitan Government of Nashville and Davidson County ("Metro"), and Nashville Food Project, ("Recipient"), is for the provision of services, as further defined in the "SCOPE OF PROGRAM." The Recipient's annual report and audit are incorporated herein by reference.

A. SCOPE OF PROGRAM:

A.1. The Recipient will use the funds for the COVID-19 Emergency Meals and Food Assistance Project Community Partnership Fund Grant Proposal, attached and incorporated herein as Attachment 1. The funds will be used to achieve the following outcomes:

1. To provide community meals and produce sharing to residents vulnerable to COVID-19
2. To purchase food supplies to support the COVID-19 meal and food assistance

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

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

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

B. GRANT CONTRACT TERM:

B.1. **Grant Contract Term.** The term of this Grant will be sixteen (16) months, commencing on March 1, 2020 and ending on June 30, 2021. Metro will have no obligation for services rendered by the Recipient that are not performed within this term.

C. PAYMENT TERMS AND CONDITIONS:

C.1. **Maximum Liability.** In no event will Metro's maximum liability under this Grant Contract exceed Fifty Thousand dollars (\$50,000). The Grant Spending Plan will constitute the maximum amount to be provided to the Recipient by Metro for all of the Recipient's obligations hereunder. The Grant Spending Plan line items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Recipient.

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

C.2. **Payment Methodology.** The Recipient will only be compensated for actual costs based upon the Grant Spending Plan, not to exceed the maximum liability established in Section C.1.

Grant contract between the Metropolitan Government of Nashville and Davidson County and Nashville Food Project, Contract # _____ October 6, 2020

Upon progress toward the completion of the work, as described in Section A of this Grant Contract, the Recipient shall submit invoices and any supporting documentation as requested by Metro to demonstrate that the funds are used as required by this Grant, prior to any payment for allowable costs. Such invoices shall be submitted no more often than quarterly and indicate at a minimum the amount charged by Spending Plan line-item for the period invoiced, the amount charged by line-item to date, the total amount charged for the period invoiced, and the total amount charged under this Grant Contract to date.

Recipient must send all invoices to **Financial Management, Metro Public Health Department, 2500 Charlotte Avenue, Nashville, TN 37209.**

Final invoices for the contract period should be received by Metro Payment Services by July 15, 2021. Any invoice not received by the deadline date will not be processed and all remaining grant funds will expire.

- C.3. **Annual Expenditure Report.** The Recipient must submit a final grant Annual Expenditure Report, to be received by Director of Financial Management, Metro Public Health Department, within forty-five (45) days of the end of the Grant Contract. Said report must be in form and substance acceptable to Metro and must be prepared by a Certified Public Accounting Firm or the Chief Financial Officer of the Recipient Organization.
- C.4. **Payment of Invoice.** The payment of any invoice by Metro will not prejudice Metro's right to object to the invoice or any other related matter. Any payment by Metro will neither be construed as acceptance of any part of the work or service provided nor as an approval of any of the costs included therein.
- C.5. **Unallowable Costs.** The Recipient's invoice may be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs. Utilization of Metro funding for services to non-Davidson County residents is not allowed.
- C.6. **Deductions.** Metro reserves the right to adjust any amounts which are or become due and payable to the Recipient by Metro under this or any Contract by deducting any amounts which are or become due and payable to Metro by the Recipient under this or any Contract.
- C.7. **Travel Compensation.** Payment to the Recipient for travel, meals, or lodging is subject to amounts and limitations specified in Metro's Travel Regulations and subject to the Grant Spending Plan.
- C.8. **Electronic Payment.** Metro requires as a condition of this contract that the Recipient have on file with Metro a completed and signed "ACH Form for Electronic Payment". If Recipient has not previously submitted the form to Metro or if Recipient's information has changed, Recipient will have thirty (30) days to complete, sign, and return the form. Thereafter, all payments to the Recipient, under this or any other contract the Recipient has with Metro, must be made electronically.
- D. **STANDARD TERMS AND CONDITIONS:**
 - D.1. **Required Approvals.** Metro is not bound by this Grant Contract until it is approved by the appropriate Metro representatives as indicated on the signature page of this Grant.
 - D.2. **Modification and Amendment.** This Grant Contract may be modified only by a written amendment that has been approved in accordance with all Metro procedures and by appropriate legislation approved by the Metropolitan Council.

Grant contract between the Metropolitan Government of Nashville and Davidson County and Nashville Food Project, Contract # _____ October 6, 2020

- D.3. **Termination for Cause.** Should the Recipient fail to properly perform its obligations under this Grant Contract or if the Recipient violates any terms of this Grant Contract, Metro will have the right to immediately terminate the Grant Contract and the Recipient must return to Metro any and all grant monies for services or programs under the grant not performed as of the termination date. The Recipient must also return to Metro any and all funds expended for purposes contrary to the terms of the Grant. Such termination will not relieve the Recipient of any liability to Metro for damages sustained by virtue of any breach by the Recipient.
- D.4. **Subcontracting.** The Recipient may not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of Metro. Notwithstanding any use of approved subcontractors, the Recipient will be considered the prime Recipient and will be responsible for all work performed.
- D.5. **Conflicts of Interest.** The Recipient warrants that no part of the total Grant Amount will be paid directly or indirectly to an employee or official of Metro as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Recipient in connection with any work contemplated or performed relative to this Grant Contract.
- D.6. **Nondiscrimination.** The Recipient hereby agrees, warrants, and assures that no person will be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Recipient on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification which is in violation of applicable laws. The Recipient must, upon request, show proof of such nondiscrimination and must post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.7. **Records.** The Recipient must maintain documentation for all charges to Metro under this Grant Contract. The books, records, and documents of the Recipient, insofar as they relate to work performed or money received under this Grant Contract, must be maintained for a period of three (3) full years from the date of the final payment or until the Recipient engages a licensed independent public accountant to perform an audit of its activities. The books, records, and documents of the Recipient insofar as they relate to work performed or money received under this Grant Contract are subject to audit at any reasonable time and upon reasonable notice by Metro or its duly appointed representatives. Records must be maintained in accordance with the standards outlined in the Metro Grants Manual. The financial statements must be prepared in accordance with generally accepted accounting principles.
- D.8. **Monitoring.** The Recipient's activities conducted and records maintained pursuant to this Grant Contract are subject to monitoring and evaluation by The Metropolitan Office of Financial Accountability or Metro's duly appointed representatives. The Recipient must make all audit, accounting, or financial records, notes, and other documents pertinent to this grant available for review by the Metropolitan Office of Financial Accountability, Internal Audit or Metro's representatives, upon request, during normal working hours.
- D.9. **Final Program Report.** The Recipient must submit a Final Program Report, to be received by Grants Director, Metro Public Health Department, within forty-five (45) days of the end of the Grant Contract. Said report must detail the activities funded under this Grant Contract.
- 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 is not a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Grant Contract is considered to be waived, modified, or deleted except by a written amendment by the appropriate parties as indicated on the signature page of this Grant.

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- D.11. **Insurance.** The Recipient agrees to carry adequate public liability and other appropriate forms of insurance, and to pay all applicable taxes incident to this Grant Contract.
- D.12. **Metro Liability.** Metro will have no liability except as specifically provided in this Grant Contract.
- D. 13. **Independent Contractor.** Nothing herein will in any way be construed or intended to create a partnership or joint venture between the Recipient and Metro or to create the relationship of principal and agent between or among the Recipient and Metro. The Recipient must not hold itself out in a manner contrary to the terms of this paragraph. Metro will not become liable for any representation, act, or omission of any other party contrary to the terms of this paragraph.
- D. 14. **Indemnification and Hold Harmless.**
- (a) Recipient agrees to indemnify, defend, and hold harmless Metro, its officers, agents and employees from any claims, damages, penalties, costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of Recipient, its officers, employees and/or agents, including its sub or independent contractors, in connection with the performance of the contract, and any claims, damages, penalties, costs and attorney fees arising from any failure of Recipient, its officers, employees and/or agents, including its sub or independent contractors, to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.
- (b) Metro will not indemnify, defend or hold harmless in any fashion the Recipient from any claims, regardless of any language in any attachment or other document that the Recipient may provide.
- (c) Recipient will pay Metro any expenses incurred as a result of Recipient's failure to fulfill any obligation in a professional and timely manner under this Contract.
- (d) Recipient's duties under this section will survive the termination or expiration of the grant.
- D.15. **Force Majeure.** The obligations of the parties to this Grant Contract are subject to prevention by causes beyond the parties' control that could not be avoided by the exercise of due care including, but not limited to, acts of God, riots, wars, strikes, epidemics or any other similar cause.
- D.16. **State, Local and Federal Compliance.** The Recipient agrees to comply with all applicable federal, state and local laws and regulations in the performance of this Grant Contract.
- D.17. **Governing Law and Venue.** The validity, construction and effect of this Grant Contract and any and all extensions and/or modifications thereof will be governed by and construed in accordance with the laws of the State of Tennessee. The venue for legal action concerning this Grant Contract will be in the courts of Davidson County, Tennessee.
- D.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 will not be construed as part of this Grant Contract.
- D.20. **Metro Interest in Equipment.** The Recipient will take legal title to all equipment and to all motor vehicles, hereinafter referred to as "equipment," purchased totally or in part with funds provided under this Grant Contract, subject to Metro's equitable interest therein, to the extent of its *pro rata*

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share, based upon Metro's contribution to the purchase price. "Equipment" is defined as an article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds Five Thousand dollars (\$5,000).

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

- D. 21. **Assignment—Consent Required.** The provisions of this contract will inure to the benefit of and will be binding upon the respective successors and assignees of the parties hereto. Except for the rights of money due to Recipient under this contract, neither this contract nor any of the rights and obligations of Recipient hereunder may be assigned or transferred in whole or in part without the prior written consent of Metro. Any such assignment or transfer will not release Recipient from its obligations hereunder. Notice of assignment of any rights to money due to Recipient under this Contract must be sent to the attention of the Metro Department of Finance.

- D.22. **Gratuities and Kickbacks.** It will be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparations of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore. It will be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or a person associated therewith, as an inducement for the award of a subcontract or order. Breach of the provisions of this paragraph is, in addition to a breach of this contract, a breach of ethical standards which may result in civil or criminal sanction and/or debarment or suspension from participation in Metropolitan Government contracts.

- D.23. **Communications and Contacts.** All instructions, notices, consents, demands, or other communications from the Recipient required or contemplated by this Grant Contract must be in writing and must be made by facsimile transmission, or by first class mail, addressed to the respective party at the appropriate facsimile number or address as set forth below or to such other party, facsimile number, or address as may be hereafter specified by written notice.

Metro

Director of Financial Management
Metro Public Health Department
2500 Charlotte Avenue
Nashville, TN 37209

Recipient

Nashville Food Project
Johnisha Levi
5904 California Avenue

Grant contract between the Metropolitan Government of Nashville and Davidson County and Nashville Food Project, Contract # _____ October 6, 2020

Nashville, TN 37209

- D.24. **Lobbying.** The Recipient certifies, to the best of its knowledge and belief, that:
- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the Recipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, and entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
 - b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this grant, loan, or cooperative agreement, the Recipient must complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
 - c. The Recipient will require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, subcontracts, and contracts under grants, loans, and cooperative agreements) and that all subcontractors of federally appropriated funds shall certify and disclose accordingly.
- D.25. **Effective Date.** This contract will not be binding upon the parties until it has been signed first by the Recipient and then by the authorized representatives of the Metropolitan Government and has been filed in the office of the Metropolitan Clerk. When it has been so signed and filed, this contract will be effective as of the date first written above.

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Grant contract between the Metropolitan Government of Nashville and Davidson County and Nashville Food Project, Contract # _____ October 6, 2020

IN WITNESS WHEREOF, the parties hereto have executed this Contract:

Contractor:
Nashville Food Project

By: [Signature]
Title: CEO, Interim Co-CEO

Sworn to and subscribed to before me, a Notary Public, this 10th day of March 2021, [Year], by Teresa Sloan, the CEO of Contractor and duly authorized to execute this instrument on Contractor's behalf.

[Signature]
Notary Public

My Commission Expires 3-7-2023



Grant contract between the Metropolitan Government of Nashville and Davidson County and Nashville Food Project, Contract # _____ October 6, 2020

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

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

DocuSigned by:
Tina Lester
5EE94599A8D6403

Interim Administrative Director
Metro Public Health Department

3/23/2021

Date

DocuSigned by:
Alex Jahangir
7E673E49A06A4DF

Chair, Board of Health

3/23/2021

Date

APPROVED AS TO AVAILABILITY OF FUNDS:

DocuSigned by:
Kevin Crumboltz
6ACD297069E14E9

Director, Department of Finance

DS DS
KW *TE*

3/23/2021

Date

APPROVED AS TO RISK AND INSURANCE:

DocuSigned by:
Balogun Colob
68804BE12ED741C

Director of Risk Management Services

3/23/2021

Date

APPROVED AS TO FORM AND LEGALITY:

Matthew Garth

Metropolitan Attorney

3/24/2021

Date

FILED:

Metropolitan Clerk

Date

2020 Community Health Grant Opportunity Application	
Project Name:	COVID-19 Emergency Meals and Food Assistance Program
Contact Name	Johnisha Levi
Contact Organization	The Nashville Food Project
Prior Year CPF Recipient	Yes/No: Yes Amount: \$50,000
Prior Year Direct Appropriation Recipient	Yes/No: No Amount: N/A
Contact e-mail; phone	johnisha@thenashvillefoodproject.org ; (615) 460-0172
Focus area: Select from the list of CAREs ACT Eligible Activity(ies)	Emergency Food assistance
Funding Amount Requested:	\$50,000

Abstract (please limit to 250 words)

The Nashville Food Project is requesting \$50,000 in funding to cover costs incurred for local food purchasing, other food and meal supplies as part of our COVID-19 Meals and Food Assistance emergency relief programming. Since the pandemic started in mid-March, The Nashville Food Project has been continuously working with over 25 community partner organizations to provide Davidson county residents most vulnerable to COVID-19 and related economic hardship (including seniors, immigrants and refugees, and children and youth) with nutritious prepared meals. In response to community needs, we also launched a new initiative that shares fresh, local, culturally appropriate produce with Davidson county families in need of grocery assistance. This produce is sourced from our Growing Together urban agriculture program and local farms, thus supporting and providing income to local agricultural workers while simultaneously providing food assistance to those most in need.

1. Describe the population and the number estimated to be served.

We are serving communities in Davidson county, mostly concentrated in Southeast and North Nashville. In these neighborhoods, residents have been especially devastated first by the destruction caused by recent tornadoes, followed closely by the spread of COVID-19 along with the accompanying crippling effects of income and job loss. In Southeast Nashville in particular, community partners and residents also have an increased need for fresh produce in light of COVID-19 outbreaks that have made it difficult for many immigrant and refugee residents to access grocery stores safely. Many frontline workers reside in this portion of Davidson County including those impacted by recent COVID-19 outbreaks at large factories. Southeast Nashville is also home to the largest percentage of New Americans in Davidson County, making culturally-appropriate produce a particular concern.

In addition to this programming focused in Southeast Nashville, we serve a high proportion of senior residents and children and youth through our meals programming throughout city. We estimate that over the course of the pandemic, we will have shared over 200,000 meals and snacks to approximately 25,000 people.

2. Describe the purpose and need.

According to the Metro Nashville 2019 Community Needs Evaluation, Davidson County had 99,120 residents who are classified as food insecure. A Feeding America Report projects the 2020 rates of food insecurity to be between 18 and 19% of Tennessee's overall population (and between 27% and 29% of Tennessee children). As the report notes, the COVID-19 crisis will only increase food insecurity nationwide. What's more is that "individuals who experience food insecurity are more likely to have poorer health, and to have diet-related conditions like diabetes," which in turn, make them even more susceptible to the health risks of COVID-19.

In order to build better access to nourishing food in our community, holistic and intersectional action is vital. By aligning our nutritious meal support with the programming of anti-poverty partner organizations, TNFP supports the reduction of poverty-induced burdens and alleviates the need for emergency food assistance. In our gardens, we are creating spaces for healing and community-building, while supporting increased access to culturally-appropriate, nutritious food.

3. Describe how the project aligns with the eligible activity(ies) selected from the list attached. You will be required to submit supporting documentation.

Our project is aligned with emergency food assistance activities in Davidson County. Our food assistance takes the form of both prepared meals and whole, fresh produce and is targeted at those individuals or families particularly susceptible to the health risks of COVID-19 and/or those individuals and families who have been impacted by a loss of income or economic insecurity as a result of COVID-19.

4. Describe the team's experience and the management plan

The Nashville Food Project was born from the idea that everyone should have access to the food they want and need. We connect people to nutritious food and to each other through vibrant urban agriculture projects, made-from-scratch meals cooked in our kitchens, and food shared with local poverty-disrupting partners. TNFP has been operating our community meals program in greater Nashville since 2011 and therefore has a long-standing history of working to ensure that Nashvillians are able to access the food they want and need.

The Nashville Food Project operates through a partnership model. Our community meal partners are poverty-disrupting organizations that serve those in most dire need in Nashville. Last year, we shared more than 260,000 meals with our community and recovered almost 150,000 pounds of food. Because we have had to suspend our kitchen volunteer activities due to COVID-19, our meals are currently prepared by staff alone in our two commercial kitchens (eight kitchen staff and two procurement/distribution staff). At times since March, we have supplemented our staff capacity with the labor of satellite kitchens that have prepared meals to our quality standards and specifications. Depending on the course the pandemic takes, we will plan accordingly to continue

to meet and increase our meal capacity either through adding an additional satellite kitchen or bringing back select kitchen volunteers.

Our newly created produce-sharing initiative started this spring due to needs in the Burmese and Bhutanese immigrant communities with which we already worked. We quickly began purchasing food from the collective of immigrant and refugee farmers we work with in our Growing Together urban agriculture program and other local food producers to create fresh food shares for families in need of this type of support. This solution allows us to economically support farmer participants in our Growing Together program, securing vital income for their families, while sharing this food with those in their immediate community who have been infected or otherwise impacted by COVID-19 outbreaks. We are currently sharing close to 1,000 pounds of food per week with 82 families (or approximately 328 people per week).

5. Describe the role of any contractors if relevant. Otherwise state no contractors will be used.

No contractors will be used in this project.

6. Describe how you will monitor the project including the operations and budget. Include the name and position of the persons(s) with monitoring responsibility. Specifically describe *how you will monitor (for purpose of future Audit) that funds 1) are only used only to assist those impacted by COVID-19 within CARES Act guidelines; 2) are only used for Davidson County Residents; 3) are only used for services provided between March 1, 2020 to December 30, 2020; 4) will be spent by December 30, 2020.*

Staff with monitoring responsibilities in this grant are Interim Co-CEO and Development Director Teri Sloan, Development Manager Johnisha Levi, and bookkeeper Katha Raulston. These positions work closely with our board Finance Committee to provide financial management and oversight for TNFP. For this funding, our Development Director and Development Manager will disseminate guidelines for staff on allowable expenses, specifying that these funds are only for Davidson County expenditures between July 1, 2020 and December 30, 2020 for food, supplies, and local farm investment costs for the Community Meals Program (75% of the total requested), as well as expenses for local farm investment costs for our produce-sharing initiative (the remaining 25% requested). Staff will indicate any expenses charged to the project when reporting expenses (i.e. credit transactions or requesting checks) and provide receipts and invoices for all charges. All expenses and project eligibility will be reviewed before submission to our bookkeeper. As submitted, our bookkeeper will mark all project expenses with a project code in Quickbooks ensuring proper tracking of all expenses. As with all expenses, copies of checks and credit card statements will be kept on file alongside all expense documentation. The Development Director and Development Manager will regularly review charges coded to the project to ensure accuracy of reporting. Our financial management processes are reviewed by an independent auditor annually.

7. Describe how the funds will be used. Include dollars requested, total cost, budget estimates by category (capital, operations, staff, etc.). Describe any in-kind contributions (dollars or other resources) including partners, and recurring costs. Attach the budget forms.

We are requesting a \$50,000 award to reimburse expenditures for our community meals and produce sharing initiative. The total budget for our COVID-19 Emergency Meals and Food Assistance Program is \$616,071. We are applying for funds to cover Davidson county expenditures between July 1, 2020 and December 30, 2020 for food, supplies, and local farm investment costs for the Community Meals Program (75% of the total requested), as well as expenses for local farm investment costs for our produce-sharing initiative (the remaining 25% requested). Supply costs have increased considerably as a result of COVID-19 precautions, as we have transitioned from mostly congregate meal service to individually portioned meals. In-kind contributions in the form of donated food from local groceries and other businesses account for \$468,000 of our 2020 budget. We have also received emergency support from various donors to cover staffing, costs to run our kitchens and travel and fuel, including Memorial Foundation, Center for Disaster Philanthropy, Jackson National Life, United Way of Middle Tennessee COVID-19 Response Fund, Joe C. Davis Foundation, Hays Foundation, Buckingham Foundation, Rich Foundation, Wells Fargo, and National Benevolent Association.

Eligible Criteria for CPF Community Health Grant Awards Activities. Applicant may address one or more:

“The funds received through this contract are considered federal funds subject to the Single Audit Act and the related provisions of the Uniform Guidance. The population served with these funds need to be individuals or small businesses suffering from the impact of the coronavirus public health crisis. The expenditures may include addressing medical and public health needs, as well as economic support to those suffering from employment or business interruptions due to COVID-19-related business closures. All expenditures must be incurred during the period that begins March 1, 2020 and ends on December 30, 2020. Documentation will be required to support that the criteria was met or the funds will need to be returned to Metropolitan Government of Nashville and Davidson County.”

Specifically, for CPF Community Health Grants, the grants to be awarded will address one or more of the following criteria:

- Support for school-aged children and families related to education needs created or exacerbated by the COVID-19 outbreak;
- Any of the following activities for individuals or families who have been impacted by a loss of income or economic insecurity as a result of COVID-19:
 - Workforce training;
 - Emergency food assistance;
 - Care for at-risk or vulnerable populations to mitigate COVID-19 effects and/or enable compliance with COVID-19 public health precautions;
 - Emergency financial assistance to prevent homelessness, eviction or foreclosure;
 - Other similar services designed to mitigate the negative health or economic impact of the COVID-19 public health emergency.
- Providing uncompensated care or assistance for disabled or other vulnerable population to address new financial, health, or educational challenges that are in response to COVID-19.
- Public Health Support activities such as uncompensated or unreimbursed costs for services or activities dedicated to mitigating or responding to the COVID-19 public health emergency, including but not limited to
 - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency;
 - Mental and behavioral health services delivered in response to the COVID-19 public health emergency;
 - Expenses associated with supporting the housing or quarantining of COVID-19 positive individuals;
 - Any other expense incurred in relation to non-profit missions to directly support the public health response to COVID-19
- Any other non-profit support provided to Tennessee business entities such as
 - Acquisition or purchase of personal protective equipment or reimbursing costs associated with mitigating the spread of COVID-19;
 - Expenses related to mitigating the spread of COVID-19

COMMUNITY PARTNERSHIP FUND: COMMUNITY HEALTH GRANT SPENDING PLAN BUDGET NARRATIVE

The applicant is required to attach a Spending Plan Narrative, which supports items and clarifies any budget item whose relationship to the proposal narrative is not obvious. The Spending Plan Narrative should be typed in this Word form. It justifies or explains Spending Plan items, relates them to project activities, and demonstrates that all costs are reasonable. For example, the narrative should explain how fringe benefits were calculated, how travel costs or other costs were estimated, or why particular equipment or supplies must be purchased in order to implement the strategies proposed.

There is no word limit in the Spending Plan Budget Narrative.

The Nashville Food Project is requesting an award of \$50,000 to cover expenditures for our COVID Emergency Meals and Food Assistance program: namely, for food costs, supply costs, and investments in local farms incurred as part of our Community Meals program and our produce sharing initiative. (The total budget for our COVID Emergency Meals and Food Assistance project is \$616,071.)

These expenditures reflect the following circumstances: 1) We were one of the few organizations on the ground to offer continuance; (2) Supply costs have increased considerably as a result of COVID-19 precautions, as we have transitioned from mostly congregate meal service to individually portioned meals; (3) We began to purchase food from the collective of immigrant and refugee farmers we work with in our Urban Agriculture program and other local food producers to create fresh food shares for families in need of this type of support. This solution allows us to economically support our farming collective, securing vital income for their families, while sharing this food with those in their immediate community who have been infected or otherwise impacted by COVID-19 outbreaks. We are currently sharing close to 1,000 pounds of food per week with 82 families (or approximately 328 people per week).

Funds will be apportioned in the following way and reimburse expenses incurred during the months of July 1, 2020 through December 30, 2020. This will avoid duplication of reimbursement, as we have also been awarded TN Cares Funding for reimbursement of expenses between March 1, 2020 and June 30, 2020. Neither will any of this funding be applied to any staffing costs, thus avoiding any duplication of funds received through the federal Paycheck Protection Program.

Food Costs for Meals Programming: \$16,323 of \$31,323 budgeted for Emergency COVID Relief.

Supply Costs for Meals Programming: \$19,230 out of \$52,431 budgeted for Emergency COVID Relief.

Investment in Local Farm Costs for Meals Programming and Produce Sharing: \$14,447 out of \$20,670 budgeted for Emergency COVID relief.

ATTACHMENT 2**GRANT BUDGET****(BUDGET PAGE 1)****Nashville Food Project**

APPLICABLE PERIOD: The grant budget line-item amounts below shall be applicable only to expense incurred during the period beginning March 1, 2020, and ending December 30, 2020.

Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹ (detail schedule(s) attached as applicable)	GRANT CONTRACT	GRANTEE MATCH ³	TOTAL PROJECT
1	Salaries ²	\$0.00	\$0.00	\$0.00
2	Benefits & Taxes	\$0.00	\$0.00	\$0.00
4, 15	Professional Fee/ Grant & Award ²	\$0.00	\$0.00	\$0.00
5	Supplies	\$50,000.00	\$0.00	\$50,000.00
6	Telephone	\$0.00	\$0.00	\$0.00
7	Postage & Shipping	\$0.00	\$0.00	\$0.00
8	Occupancy	\$0.00	\$0.00	\$0.00
9	Equipment Rental & Maintenance	\$0.00	\$0.00	\$0.00
10	Printing & Publications	\$0.00	\$0.00	\$0.00
11, 12	Travel/ Conferences & Meetings ²	\$0.00	\$0.00	\$0.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals ²	\$0.00	\$0.00	\$0.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost (0% of S&B)	\$0.00	\$0.00	\$0.00
24	In-Kind Expense	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$50,000.00	\$0.00	\$50,000.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*. (posted on the Internet at: <https://www.tn.gov/assets/entities/finance/attachments/policy3.pdf>).

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

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

Grant contract between the Metropolitan Government of Nashville and Davidson County and Trevecca Nazarene University, Contract # _____ October 6, 2020

**GRANT CONTRACT
BETWEEN THE METROPOLITAN GOVERNMENT
OF NASHVILLE AND DAVIDSON COUNTY
AND
TREVECCA NAZARENE UNIVERSITY**

This Grant Contract issued and entered into pursuant to RS2021-_____, by and between the Metropolitan Government of Nashville and Davidson County ("Metro"), and TREVECCA NAZARENE UNIVERSITY, ("Recipient"), is for the provision of services, as further defined in the "SCOPE OF PROGRAM." The Recipient's annual report and audit are incorporated herein by reference.

A. SCOPE OF PROGRAM:

- A.1. The Recipient will use the funds for the TreeCycle Collaborative COVID-19 Response Project Community Partnership Fund Grant Proposal, attached and incorporated herein as Attachment 1. The funds will be used to achieve the following outcomes:
1. Provide emergency food provisions to the low-income neighbors that are affected by COVID 19
 2. Provide physical activity and stipends to the low income students through the delivery of the emergency food provisions.
- A.2. The Recipient must spend these funds consistent with the Grant Spending Plan, attached and incorporated herein as Attachment 2. The Recipient must collect data to evaluate the effectiveness of their services and must provide those results to Metro upon request.
- A.3. The Recipient will only utilize these funds for services the Recipient provides to documented residents of Davidson County. Documentation of residency may be established with a recent utility bill; voter's registration card; driver's license or other government issued-ID; current record from a school showing address; affidavit by landlord; or affidavit by a nonprofit treatment, shelter, half-way house, or homeless assistance entity located within Davidson County. Recipient agrees that it will not use Metro funding for services to non-Davidson County residents.
- A.4. Additionally, the Recipient must collect data on the primary county of residence of the clients it serves and provide that data to Metro upon request.

B. GRANT CONTRACT TERM:

- B.1. **Grant Contract Term.** The term of this Grant will be sixteen (16) months, commencing on March 1, 2020 and ending on June 30, 2021. Metro will have no obligation for services rendered by the Recipient that are not performed within this term.

C. PAYMENT TERMS AND CONDITIONS:

- C.1. **Maximum Liability.** In no event will Metro's maximum liability under this Grant Contract exceed Fifty Thousand dollars (\$50,000). The Grant Spending Plan will constitute the maximum amount to be provided to the Recipient by Metro for all of the Recipient's obligations hereunder. The Grant Spending Plan line items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Recipient.

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

Grant contract between the Metropolitan Government of Nashville and Davidson County and Trevecca Nazarene University, Contract # _____ October 6, 2020

- C.2. **Payment Methodology.** The Recipient will only be compensated for actual costs based upon the Grant Spending Plan, not to exceed the maximum liability established in Section C.1.

Upon progress toward the completion of the work, as described in Section A of this Grant Contract, the Recipient shall submit invoices and any supporting documentation as requested by Metro to demonstrate that the funds are used as required by this Grant, prior to any payment for allowable costs. Such invoices shall be submitted no more often than quarterly and indicate at a minimum the amount charged by Spending Plan line-item for the period invoiced, the amount charged by line-item to date, the total amount charged for the period invoiced, and the total amount charged under this Grant Contract to date.

Recipient must send all invoices to **Financial Management, Metro Public Health Department, 2500 Charlotte Avenue, Nashville, TN 37209.**

Final invoices for the contract period should be received by Metro Payment Services by July 15, 2021. Any invoice not received by the deadline date will not be processed and all remaining grant funds will expire.

- C.3. **Annual Expenditure Report.** The Recipient must submit a final grant Annual Expenditure Report, to be received by Director of Financial Management, Metro Public Health Department, within forty-five (45) days of the end of the Grant Contract. Said report must be in form and substance acceptable to Metro and must be prepared by a Certified Public Accounting Firm or the Chief Financial Officer of the Recipient Organization.
- C.4. **Payment of Invoice.** The payment of any invoice by Metro will not prejudice Metro's right to object to the invoice or any other related matter. Any payment by Metro will neither be construed as acceptance of any part of the work or service provided nor as an approval of any of the costs included therein.
- C.5. **Unallowable Costs.** The Recipient's invoice may be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs. Utilization of Metro funding for services to non-Davidson County residents is not allowed.
- C.6. **Deductions.** Metro reserves the right to adjust any amounts which are or become due and payable to the Recipient by Metro under this or any Contract by deducting any amounts which are or become due and payable to Metro by the Recipient under this or any Contract.
- C.7. **Travel Compensation.** Payment to the Recipient for travel, meals, or lodging is subject to amounts and limitations specified in Metro's Travel Regulations and subject to the Grant Spending Plan.
- C.8. **Electronic Payment.** Metro requires as a condition of this contract that the Recipient have on file with Metro a completed and signed "ACH Form for Electronic Payment". If Recipient has not previously submitted the form to Metro or if Recipient's information has changed, Recipient will have thirty (30) days to complete, sign, and return the form. Thereafter, all payments to the Recipient, under this or any other contract the Recipient has with Metro, must be made electronically.

D. **STANDARD TERMS AND CONDITIONS:**

- D.1. **Required Approvals.** Metro is not bound by this Grant Contract until it is approved by the appropriate Metro representatives as indicated on the signature page of this Grant.

Grant contract between the Metropolitan Government of Nashville and Davidson County and Trevecca Nazarene University, Contract # _____ October 6, 2020

- 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 approved by the Metropolitan Council.
- D.3. **Termination for Cause.** Should the Recipient fail to properly perform its obligations under this Grant Contract or if the Recipient violates any terms of this Grant Contract, Metro will have the right to immediately terminate the Grant Contract and the Recipient must return to Metro any and all grant monies for services or programs under the grant not performed as of the termination date. The Recipient must also return to Metro any and all funds expended for purposes contrary to the terms of the Grant. Such termination will not relieve the Recipient of any liability to Metro for damages sustained by virtue of any breach by the Recipient.
- D.4. **Subcontracting.** The Recipient may not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of Metro. Notwithstanding any use of approved subcontractors, the Recipient will be considered the prime Recipient and will be responsible for all work performed.
- D.5. **Conflicts of Interest.** The Recipient warrants that no part of the total Grant Amount will be paid directly or indirectly to an employee or official of Metro as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Recipient in connection with any work contemplated or performed relative to this Grant Contract.
- D.6. **Nondiscrimination.** The Recipient hereby agrees, warrants, and assures that no person will be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Recipient on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification which is in violation of applicable laws. The Recipient must, upon request, show proof of such nondiscrimination and must post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.7. **Records.** The Recipient must maintain documentation for all charges to Metro under this Grant Contract. The books, records, and documents of the Recipient, insofar as they relate to work performed or money received under this Grant Contract, must be maintained for a period of three (3) full years from the date of the final payment or until the Recipient engages a licensed independent public accountant to perform an audit of its activities. The books, records, and documents of the Recipient insofar as they relate to work performed or money received under this Grant Contract are subject to audit at any reasonable time and upon reasonable notice by Metro or its duly appointed representatives. Records must be maintained in accordance with the standards outlined in the Metro Grants Manual. The financial statements must be prepared in accordance with generally accepted accounting principles.
- D.8. **Monitoring.** The Recipient's activities conducted and records maintained pursuant to this Grant Contract are subject to monitoring and evaluation by The Metropolitan Office of Financial Accountability or Metro's duly appointed representatives. The Recipient must make all audit, accounting, or financial records, notes, and other documents pertinent to this grant available for review by the Metropolitan Office of Financial Accountability, Internal Audit or Metro's representatives, upon request, during normal working hours.
- D.9. **Final Program Report.** The Recipient must submit a Final Program Report, to be received by Grants Director, Metro Public Health Department, within forty-five (45) days of the end of the Grant Contract. Said report must detail the activities funded under this Grant Contract.
- 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 is not a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition

Grant contract between the Metropolitan Government of Nashville and Davidson County and Trevecca Nazarene University, Contract # _____ October 6, 2020

of this Grant Contract is considered to be waived, modified, or deleted except by a written amendment by the appropriate parties as indicated on the signature page of this Grant.

- D.11. **Insurance.** The Recipient agrees to carry adequate public liability and other appropriate forms of insurance, and to pay all applicable taxes incident to this Grant Contract.
- D.12. **Metro Liability.** Metro will have no liability except as specifically provided in this Grant Contract.
- D. 13. **Independent Contractor.** Nothing herein will in any way be construed or intended to create a partnership or joint venture between the Recipient and Metro or to create the relationship of principal and agent between or among the Recipient and Metro. The Recipient must not hold itself out in a manner contrary to the terms of this paragraph. Metro will not become liable for any representation, act, or omission of any other party contrary to the terms of this paragraph.
- D. 14. **Indemnification and Hold Harmless.**
- (a) Recipient agrees to indemnify, defend, and hold harmless Metro, its officers, agents and employees from any claims, damages, penalties, costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of Recipient, its officers, employees and/or agents, including its sub or independent contractors, in connection with the performance of the contract, and any claims, damages, penalties, costs and attorney fees arising from any failure of Recipient, its officers, employees and/or agents, including its sub or independent contractors, to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.
- (b) Metro will not indemnify, defend or hold harmless in any fashion the Recipient from any claims, regardless of any language in any attachment or other document that the Recipient may provide.
- (c) Recipient will pay Metro any expenses incurred as a result of Recipient's failure to fulfill any obligation in a professional and timely manner under this Contract.
- (d) Recipient's duties under this section will survive the termination or expiration of the grant.
- D.15. **Force Majeure.** The obligations of the parties to this Grant Contract are subject to prevention by causes beyond the parties' control that could not be avoided by the exercise of due care including, but not limited to, acts of God, riots, wars, strikes, epidemics or any other similar cause.
- D.16. **State, Local and Federal Compliance.** The Recipient agrees to comply with all applicable federal, state and local laws and regulations in the performance of this Grant Contract.
- D.17. **Governing Law and Venue.** The validity, construction and effect of this Grant Contract and any and all extensions and/or modifications thereof will be governed by and construed in accordance with the laws of the State of Tennessee. The venue for legal action concerning this Grant Contract will be in the courts of Davidson County, Tennessee.
- D.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 will not be construed as part of this Grant Contract.

Grant contract between the Metropolitan Government of Nashville and Davidson County and Trevecca Nazarene University, Contract # _____ October 6, 2020

D.20. **Metro Interest in Equipment.** The Recipient will take legal title to all equipment and to all motor vehicles, hereinafter referred to as "equipment," purchased totally or in part with funds provided under this Grant Contract, subject to Metro's equitable interest therein, to the extent of its *pro rata* share, based upon Metro's contribution to the purchase price. "Equipment" is defined as an article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds Five Thousand dollars (\$5,000).

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

D. 21. **Assignment—Consent Required.** The provisions of this contract will inure to the benefit of and will be binding upon the respective successors and assignees of the parties hereto. Except for the rights of money due to Recipient under this contract, neither this contract nor any of the rights and obligations of Recipient hereunder may be assigned or transferred in whole or in part without the prior written consent of Metro. Any such assignment or transfer will not release Recipient from its obligations hereunder. Notice of assignment of any rights to money due to Recipient under this Contract must be sent to the attention of the Metro Department of Finance.

D.22. **Gratuities and Kickbacks.** It will be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparations of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore. It will be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or a person associated therewith, as an inducement for the award of a subcontract or order. Breach of the provisions of this paragraph is, in addition to a breach of this contract, a breach of ethical standards which may result in civil or criminal sanction and/or debarment or suspension from participation in Metropolitan Government contracts.

D.23. **Communications and Contacts.** All instructions, notices, consents, demands, or other communications from the Recipient required or contemplated by this Grant Contract must be in writing and must be made by facsimile transmission, or by first class mail, addressed to the respective party at the appropriate facsimile number or address as set forth below or to such other party, facsimile number, or address as may be hereafter specified by written notice.

Metro

Director of Financial Management
Metro Public Health Department
2500 Charlotte Avenue
Nashville, TN 37209

Recipient

Grant contract between the Metropolitan Government of Nashville and Davidson County and Trevecca Nazarene University, Contract # _____ October 6, 2020

Janice Lovell
Director of Grants and Foundation Relations
Trevecca Nazarene University
333 Murfreesboro Road
Nashville, TN 37210

D.24. **Lobbying.** The Recipient certifies, to the best of its knowledge and belief, that:

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

D.25. **Effective Date.** This contract will not be binding upon the parties until it has been signed first by the Recipient and then by the authorized representatives of the Metropolitan Government and has been filed in the office of the Metropolitan Clerk. When it has been so signed and filed, this contract will be effective as of the date first written above.

(THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK.)

Grant contract between the Metropolitan Government of Nashville and Davidson County and Trevecca Nazarene University, Contract # _____ October 6, 2020

IN WITNESS WHEREOF, the parties hereto have executed this Contract:

Contractor:
Trevecca Nazarene University

By: *Janice E Lovell*
Title: *Director*
Grants & Foundation Relations

Sworn to and subscribed to before me, a Notary Public, this 16th day of March 2021, [Year], by _____, the

_____ of Contractor and duly authorized to execute this instrument on Contractor's behalf.

Lisa R. Hathcock
Notary Public

My Commission Expires 1-3-2023



Grant contract between the Metropolitan Government of Nashville and Davidson County and Trevecca Nazarene University, Contract # _____ October 6, 2020

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

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

DocuSigned by:
Tina Lester
5EE94599A8D6403...

 Interim Administrative Director
 Metro Public Health Department

3/23/2021

 Date

DocuSigned by:
Alex Jahangir
7F073F49A06A4DF...

 Chair, Board of Health

3/23/2021

 Date

APPROVED AS TO AVAILABILITY OF FUNDS:

DocuSigned by:
Kevin Crumboltz
6ACD297069E14E9...

 Director, Department of Finance

DS
RW
DS
TE

3/23/2021

 Date

APPROVED AS TO RISK AND INSURANCE:

DocuSigned by:
Balogun Cobb
68804BE12FD741C...

 Director of Risk Management Services

3/23/2021

 Date

APPROVED AS TO FORM AND LEGALITY:

Matthew Garth

 Metropolitan Attorney

3/24/2021

 Date

FILED:

 Metropolitan Clerk

 Date

2020 Community Health Grant Opportunity Application	
Project Name:	South Nashville TreeCycle Collaborative COVID-19 Response
Contact Name	Janice Lovell
Contact Organization	Trevecca Nazarene University
Prior Year CPF Recipient	Yes/No: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$50,000
Prior Year Direct Appropriation Recipient	Yes/No: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$
Contact e-mail; phone	jelovell@trevecca.edu ; Cell (615) 479 – 5103 Office (615) 248-1563
Focus area: Select from the list of CAREs ACT Eligible Activity(ies)	Support for school-age children and families related to education needs created or exacerbated by the Covid-19 outbreak and care for at-risk & vulnerable populations to mitigate Covid-19 negative health effects
Funding Amount Requested:	\$50,000

Abstract (please limit to 250 words)
<p>TreeCycle is a youth outreach program of the Trevecca Urban Farm connecting youth to one another, to near-peer mentors, to jobs, to transportation, safe exercise, connection with nature, and healthy food. Deprived of the structure and safety of in-person schooling, our neighborhood youth have little or no access to healthy food, physical activity, or settings that promote social-emotional health. The Trevecca Urban Farm is joining with some long-term partners—Midtown Fellowship, Harvest Hands, and City of Refuge Center—who are providing emergency food and support and tools for these low-income students struggling to meet expectations for remote learning during COVID-19. Further, COVID-19 pandemic containment measures have had particularly adverse consequences for our neighborhood youth. In an effort to fight these consequences, TreeCycle provides youth with a safe environment and motivation for physical activity while also ensuring families are educated about COVID-19 safety. By investing heavily in personal protective equipment and implementing strict COVID-19 protocols, TreeCycle programming teaches youth how to function safely in a pandemic setting. TreeCycle programming includes safe ridership training, weekly youth bike rides, community bike clinics, bike donations to at-risk youth, healthy meals, and paid work fixing bikes and planting fruit trees in the neighborhood.</p>
1. Describe the population and the number estimated to be served.
<p>TreeCycle will work to provide safe, outdoor activity, stipends and food for youth in the South Nashville neighborhoods of Napier, Sudekum, and Chestnut Hill. These neighborhoods comprise the 37210 zip code, which has one of the top 5 highest ratings on the poverty index (94/100) in Tennessee. This makes 37210 home to some of the most at-risk citizens of Davidson County.</p> <p>Through their Napier Kitchen ministry, Midtown Church serves populations in public housing with food boxes. The number of people served is 85-120 per week.</p> <p>Harvest Hands serves students struggling to thrive in a remote learning context of COVID-19. Their students are low-income, minority students whose homes are not conducive to attending and performing remote classes. They serve 50 youth per week.</p> <p>The City of Refuge Center serves low-income and homeless individuals by providing free meals one night each week. They serve 75 people per week in the neighborhood.</p> <p>The population of Nashville's 37210 zip code is racially diverse and includes a majority of single-parent households. The average household income of our neighbors is less than half of the national average income. Other contributing factors have rendered the population highly vulnerable to COVID-19 infection, including poor air quality, high numbers of essential workers, and a high percentage of</p>

minority populations. In addition to their increased risk of infection, 37210 residents disproportionately bear the brunt of the negative effects of COVID-19 restrictions. For youth living in low-income households, these effects are particularly devastating.

2. Describe the purpose and need.

Emergency food provision for very low income neighbors and safe outdoor activities supporting the physical and mental health of low income youth are the focus of this proposal. Safe outdoor activity, connection to peers, and connection to nature is one of the greatest needs of students who are schooling remotely. The mental health crisis among students brought on by the COVID-19 pandemic is broadly recognized. Isolation that results from schooling at home can be deeply traumatic, and reduced peer interaction is a detrimental consequence of remote learning. In addition, low-income households tend to experience problems such as overcrowding, lack of adequate space for physical activity, and lack of childcare support. The need to get outside and participate in physical activity that is safe, fun, and socially stimulating has never been greater. Cycling is an excellent activity for physical and mental health as well as a less risky transportation option than public transit, especially since shared modes of transportation may heighten exposure to COVID-19. However, the rush on bikes and bike parts during the pandemic has created a barrier for those who want to cycle. As with many consumer goods during this time, bikes are an item buyers are seeking out to participate in a COVID-safe activity. As a result, bikes and the parts to fix them are being sold out, making them even more difficult to access for people with low incomes. Thanks to the past investment of the Community Health Grant, TreeCycle has bikes, parts, and tools that can be used to serve the neighborhood during this time of need. Additionally, a free campus bike lease program will serve the needs for exercise and connection to the outdoors by Trevecca University's college students, who represent the demographic experiencing the highest level of mental health challenges.

During our events, healthy snacks and meals will be provided—supplying needed food during a period of acute suffering from hunger. Stipends paid to participants for planting trees and fixing bikes will bring a small measure of funds to struggling families. Because residents of our neighborhood are frequently employed in the service industry, they have little opportunity for remote work, so any alternative sources of income are of vital help. TreeCycle employment takes place outdoors in a socially-distanced environment. Community bike clinics will activate the considerable number of bikes already in the community but that are sitting unused because of a minor repair that is needed.

Two close partners, Midtown Fellowship Church and Harvest Hands, are presently involved in supporting neighbors in our community. With the closing of schools and advent of remote learning, receiving school meals may not option for children. These meals constitute a majority of the food access for many of the families in the community, and COVID-19 has interrupted this food source, creating a dire need for emergency food access throughout our neighborhood. In response to this need, Midtown Fellowship's Napier Kitchen is delivering weekly free or reduced cost fresh food boxes from local farms to the doors of participants in public housing. Harvest Hands is also providing emergency meals, as well as supporting students in their facility in their remote learning. A degree of accountability is lost with remote schooling, putting students at greater risk of falling behind grade-level expectations. With COVID-safe precautions, Harvest Hands is combatting this problem by providing supervised help in their facility for students who are struggling to learn remotely from their homes. Another partner, City of Refuge Center, is hosting weekly community meals for the low-income and homeless population on Murfreesboro Road. As possible students may assist in the preparation and delivery of food boxes with the partners.

3. Describe how the project aligns with the eligible activity(ies) selected from the list attached. You will be required to submit supporting documentation.

This project supports school-aged children and families in meeting education needs created or exacerbated by the COVID-19 outbreak. The supervision and assistance for struggling remote learners impacted by COVID-19 is strongly aligned with the eligible activities. A safe environment and academic support are crucial to educational success.

TreeCycle encourages a holistic view of wellness, emphasizing the importance of staying active while simultaneously urging youth and families to heed safety measures to avoid contracting COVID-19. The mental health support of cycling in socially distanced groups of peers will be helpful for participants. TreeCycle will provide personal protective equipment (PPE) along with CDC-recommended COVID-19 screenings for all participants and information on social distancing, community safety, COVID-19 symptoms and indicators, and testing options in our community. This focus aims to facilitate widespread cooperation with COVID-19 measures. Access to free health equipment will prevent families from having to choose between purchasing masks and meeting their basic needs. Trevecca Urban Farm has also implemented strict protocols in our facilities, and these protocols have been developed and refined through our robust summer programs working with youth. Further, Trevecca University's campus has instituted preventative measures, including daily screenings and distancing rules. By enforcing such measures within our program and providing COVID-safety education, we aim to encourage practices that will prevent transmission outside the program as well.

Stipends for work planting trees in their neighborhood will be of financial help to participants and their families. The pandemic has intensified financial burdens for low-income households, as households with incomes less than \$30,000 per year tend to have experienced the greatest loss of wage. Additional funds will empower families to meet their needs, especially those related to housing, food, and healthcare.

Emergency food for families and individuals experiencing deep poverty aligns directly with "emergency food assistance." COVID-19 has severely exacerbated food insecurity issues in our community, particularly for low-income youth and our homeless neighbors. Since school-aged children can no longer attend school in-person, many children in the 37210 zip code have lost access to a critical source of food. Without access to hand washing stations and a home in which to practice social distancing, our homeless neighbors are experiencing challenges adhering to health guidelines while meeting their food-related needs. Our community partners are actively bridging these gaps by supplying community meals and food boxes, working to alleviate hunger among these populations. Napier Kitchen and Harvest Hands are directly supporting households with children who no longer receive food from school. City of Refuge Center is providing meals for homeless individuals who have been hard-hit by COVID-19.

4. Describe the team's experience and the management plan

The applicant, Trevecca Urban Farm (TUF), has been working with the Napier, Sudekum, and Chestnut Hill neighborhoods in 37210 to improve and protect the air, land, and water of the Browns Creek watershed area for over ten years. TUF has also been building and developing the TreeCycle program for almost a year now. TUF has planted school gardens and trees at Napier Elementary, LEAD Academy, and Johnson School as well as helping to start community gardens in Chestnut Hill. The farm team has been working to clean up South Nashville with large volunteer groups and environmental science classes. The efforts of TreeCycle have expanded these practices from the TUF by empowering youth to do this work more widely throughout the neighborhood.

Through an EPA Grant awarded in 2011, "Grassroots Environmental Justice," TUF partnered with the aforementioned schools to educate and execute planting projects on school grounds while talking about

health outcomes in areas of concentrated pollution and ways to reduce risks. The Trevecca Urban Farm brings together experience from a decade of work in this neighborhood and around these issues by combining the best practices of youth mobilization and youth empowerment.

Jason Adkins, resident of Chestnut Hill, founded and began directing the Trevecca Urban Farm ten years ago. He has been teaching Environmental Justice for ten years. Jason co-managed the establishment of a TN Urban Forestry certified Level 2 Arboretum on Trevecca's campus and also helped to establish and maintain a Tree Campus USA distinction from the Arbor Day Foundation. Prior to his work at Trevecca, he founded and managed Sonfarm in Joelton, TN, a boys' program serving fatherless boys in Nashville.

Karen Shaw has been the Farm Coordinator for five years and recently retired as a licensed therapist, specializing in trauma therapy.

Janice Lovell is the Director of Grants and has managed grants more than thirty years—first for TSU and more recently for Trevecca University.

TUF also has seven student famers and two AmeriCorps VISTA members, one of whose time will be dedicated to the TreeCycle program. The management plan will be directed by Jason Adkins and Janice Lovell.

Jonathan Nash is a resident of the neighborhood and a pastor at Midtown Fellowship. He has been organizing in the community for 4 years, especially around food.

Harvest Hands is a member of CCDA—Christian Community Development Association—and has a 12 year history of work in the neighborhood. They have a large staff and strong capacity for delivering neighborhood services.

City of Refuge Center operates the Eyes of Love program, a non-profit ministry based on Murfreesboro Road. The program has been serving the neighborhood continuously for 7 years.

Bike safety and maintenance training will be supported by the Oasis Bike Center.

Identifying tree planting sites and the raised bed gardens will be managed by the AmeriCorps VISTA members and community partners, such as Harvest Hands, Jonathan Nash of Midtown Fellowship.

Green Collar job training and employment skills will be led by AmeriCorps VISTA members.

Reporting will be led by Janice Lovell and executed by Jason Adkins and an AmeriCorps VISTA worker.

5. Describe the role of any contractors if relevant. Otherwise state no contractors will be used.

No contractors will be used.

6. Describe how you will monitor the project including the operations and budget. Include the name and position of the persons(s) with monitoring responsibility. Specifically describe *how you will monitor (for purpose of future Audit) that funds 1) are only used only to assist those impacted by COVID-19 within CARES Act guidelines; 2) are only used for Davidson County Residents; 3) are only used for services provided between March 1, 2020 to December 30, 2020; 4) will be spent by December 30, 2020.*

Jason Adkins, TUF Director and Environmental Projects faculty member, will oversee the entire program. Assisting with grant activities daily during the funding period will be TUF Manager and TUF assigned AmeriCorps VISTA members. The farm team will serve as the front line faces for neighborhood youth and their families impacted by COVID-19 seeking assistance made available from this grant opportunity. Janice Lovell will coordinate reporting requirements with the farm team. The budget will be monitored bi-weekly by Jason Adkins and Janice Lovell. Katrina Ford, Fiscal Analyst with the Fiscal Services Department at Trevecca Nazarene University, keeps updated budget accounts in real time that can be accessed by Jason Adkins or Janice Lovell at any time. Weekly TUF staff meetings will be used to assess the progress of the project, to evaluate the project, to plan for upcoming events, and to review budgets. The timeline will be placed on the Trevecca Urban Farm calendar with advanced alerts for all our benchmarks, projects, and deadlines.

7. Describe how the funds will be used. Include dollars requested, total cost, budget estimates by category (capital, operations, staff, etc.). Describe any in-kind contributions (dollars or other resources) including partners, and recurring costs. Attach the budget forms.

Trevecca Urban Farm – overview of funding pattern. See attachments for detailed Budget Narrative and the Community Health Spending Plan.

Cost Categories	Total CARES Act Contract Spending Plan Requested
Salaries & Wages	11,732
Benefits & Taxes (33%)	3,871
Professional Fees	0
Supplies	8,317
Communications	300
Postage & Shipping	0
Occupancy	0
Equip Rent & Maint	0
Print & Publications	750
Travel & Meetings	88
Insurance	0
Specific Assistance	6,912
Other Non-Personnel	13,030
Indirect @ 10%	5,000
GRAND TOTAL	\$ 50,000

**COMMUNITY PARTNERSHIP FUND: COMMUNITY HEALTH GRANT
SPENDING PLAN BUDGET NARRATIVE
Trevecca Nazarene University
South Nashville TreeCycle Collaborative COVID-19 Response**

Salaries and Wages

Funds requested will provide pay for Jason Adkins, Director of TUF up to six additional hours per week and salary support for TUF Manager as experienced program managers to facilitate designs, orders, and implementation of the project. Fiscal analyst is requested to handle the fiscal management aspects of the project.

Key Staff Position Title	Annual Salary	% of Time on Grant Assignment	Months on Grant Assignment	Salary Charged to Grant
Jason Adkins, TUF Director	41,600	+15	4	2,080
TUF Manager	31,200	80	4	8,320
Fiscal Analyst	40,000	10	4	1,332
Total Salaries				11,732

Benefits and Taxes

Fringe benefits have been calculated at 33.0 percent for each of the **TUF TreeCycle** project key personnel.

Detailed Categories	Percentage	Dollar Amounts
Retirement	5%	587
Group Insurance	20.00%	2,346
FICA and FICA –Med	7.65%	897
Other	Up to 1%	41
Total Fringe 33.0%		3,871

Professional Fees

No grant funds requested

Supplies

TUF will invest in protective face masks and gear to distribute to all participants and their families. These supplies will collectively support TUF's mission to combat COVID-19 while creating opportunities to strengthen mental and physical wellness.

UF will provide bike safety training and equipment such as helmets, pads, and etc. to promote best practices in bicycle safety. Funds will further support the purchase of a cargo bike to assist our community partners in their food box delivery initiatives.

Categories	Total
Personal Protection Equipment	3,069
Cargo Bike	3,248
Bike parts and safety equipment	1,000
Green Collar Work Supplies	1,000
Total Supplies	8,317

Communications

Virtual communications will center on wellness-related information, especially with regard to COVID-19.

Category	Total
Digital equipment and tools to promote healthy practices and COVID-19 mitigation measures within the 37210 zip code	300
Total Communications	300

Postage and Shipping

No grant funds requested

Occupancy

No grant funds requested

Equipment Rental and Maintenance

No grant funds requested

Printing and Publications

Funds will support production of print marketing for participation and recognition of neighborhood participants.

Category	Estimate	Total
Tools for print, and connections with partners and funding agency to promote TreeCycle success	250 per month	750
Total Printing and Publications		750

Travel/Conferences and Meetings

Travel is allocated for the TUF Director & Manager reimbursement for 600 miles is allocated at .55 for attendance at local events for the purpose of outreach and promotion, and for collaboration during the grant period.

Position	Mileage	Total
TUF Director	80 @ .55	44
TUF Manager	80 @ .55	44
Total Travel		88

Insurance

<u>No grant funds requested</u>

Specific Assistance to Individuals

Stipends to support up to 360 hours of local green collar workers (neighborhood youth) assisting primary work of delivering food boxes and participating in other environmental activities, such as planting edible trees in connection with TUF Director and Manager. Youth participants, a population at high risk of facing adverse health consequences from COVID-19, will be connected to Trevecca Urban Farm for training and supervision while gaining lifelong skills which emphasize environment, mental and emotional help for all citizens. Participants and their families may receive additional funds to address unmet needs related to food and necessary health services.

Categories	Total
Green Collar workers (up to 360 hours @ \$8 hour)	2,880
Emergency Financial Assistance for Food and Health Services	4,032
Total Assistance	6,912

Other Non-Personnel

Additional funds will be distributed to three partner organizations: Harvest Hands, The Napier Kitchen, and City of Refuge Center. These organizations advance TreeCycle's health-based mission by providing access to nutritious food, safe environments, and opportunities for physical activity.

Community Partner	Work	Cost	Total
Harvest Hands	Weekly food boxes	\$180 per week x 28 weeks	5,040
The Napier Kitchen	Emergency food boxes	\$180 per week x 28 weeks	5,040
City of Refuge Center	Community meals	\$150 per week x 13 weeks + \$1,000 for meals for the care of vulnerable population	2,950
Total Other Non-personnel			13,030

Indirect @ 10%

The negotiated indirect rate for Trevecca is 10% and estimated for the operating this grant for one year.

Requested Amount	Indirect Rate	Total Indirect
\$50,000	10%	5,000

Metro Grant Funds requested \$50,000

ATTACHMENT 2**GRANT BUDGET****(BUDGET PAGE 1)****Trevecca Nazarene University**

APPLICABLE PERIOD: The grant budget line-item amounts below shall be applicable only to expense incurred during the period beginning March 1, 2020, and ending December 30, 2020.

Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹ (detail schedule(s) attached as applicable)	GRANT CONTRACT	GRANTEE MATCH ³	TOTAL PROJECT
1	Salaries ²	\$11,732.00	\$0.00	\$11,732.00
2	Benefits & Taxes	\$3,871.00	\$0.00	\$3,871.00
4, 15	Professional Fee/ Grant & Award ²	\$0.00	\$0.00	\$0.00
5	Supplies	\$8,317.00	\$0.00	\$8,317.00
6	Telephone	\$300.00	\$0.00	\$300.00
7	Postage & Shipping	\$0.00	\$0.00	\$0.00
8	Occupancy	\$0.00	\$0.00	\$0.00
9	Equipment Rental & Maintenance	\$0.00	\$0.00	\$0.00
10	Printing & Publications	\$750.00	\$0.00	\$750.00
11, 12	Travel/ Conferences & Meetings ²	\$88.00	\$0.00	\$88.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals ²	\$6,912.00	\$0.00	\$6,912.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$13,030.00	\$0.00	\$13,030.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost (0% of S&B)	\$5,000.00	\$0.00	\$5,000.00
24	In-Kind Expense	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$50,000.00	\$0.00	\$50,000.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*. (posted on the Internet at: <https://www.tn.gov/assets/entities/finance/attachments/policy3.pdf>).

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

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