

**Grant contract between the Metropolitan Government of Nashville and Davidson County and  
(Meharry Medical College (MMCO Center for Health Policy ), Contract  
# \_\_\_\_\_ June 23, 2021**

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

This Grant Contract issued and entered pursuant to RS2021- \_\_\_\_\_ by and between the Juvenile Justice Center, a Department of the Metropolitan Government of Nashville and Davidson County, a municipal corporation of the State of Tennessee hereinafter referred to as "Metro", and **MMC CENTER FOR HEALTH POLICY**, hereinafter referred to as the "Grantee," is for the **Choosing How I Lead Life (CHILL) program**, to continue CHILL programming in Whites Creek High School, McKissick Middle School, and additional youth service programs in the city, as further defined in the "SCOPE OF PROGRAM." (Attachment 1).

**RECITALS**

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

**WHEREAS MMC CENTER FOR HEALTH POLICY**, (hereinafter called "Agency") is the Grantee of funds from the Community Partnership Fund; and,

**WHEREAS**, expenditures will take place or have been retroactively used during the time frame from July 1, 2021 through June 30, 2022; and,

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

**WHEREAS**, the Grantee will serve youth attending Whites Creek High School and McKissack Middle School and participating youths' siblings registered as a Davidson County NMPS student, youth referred from the Juvenile Court Diversion Partners

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Program (DP2). Students in the Diversion Program may attend schools outside of Whites Creek High School or McKissack Middle School (but still in the MNPS District). Programming will expand to include Alex Green Elementary School, which serves in the Whites Creek High School Cluster and will be expanding to 5th grade in the 2021-2022 school year; and,

**WHEREAS**, the CHILL program utilizes a mentoring approach with the Aggressors, Victims, and Bystanders (AVB) evidence-based curriculum to ensure Davidson County youth increase social competencies and conflict resolution skills through a peer-to-peer learning model to avert community and gun violence to prevent delinquency or escalation of delinquency of justice youth; and,

**WHEREAS**, subrecipient's goals include:

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

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

**Activity 1.1:** Participation in AVB sessions.

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

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

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

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

**Activity 2.1:** Pair student with college mentors for academic and social support.

**Activity 2.1.1:** Introduce students to business and community leaders that can serve as mentors beyond the academic setting.

**Objective 2.2:** Students will create a post-secondary school plan.

**Activity 2.2:** Students will complete a profile with aspirations for after high school (attend college, work, attend trade school). Students will have the opportunity to work with career counselor to design plans.

**WHEREAS**, Measurable outcomes include:

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- 1) 80% of participants reflect improvement in conflict management measured by pre and post surveys.
- 2) 80% of participants that complete the program will show an improvement in their academic and behavior performance at school measured by their academic record (grade improvement from first semester to end of school year) and behavior record (decrease in disciplinary actions at school).
- 3) 90% of participants that complete the program will report feeling more connected to their school and home community; measured by student engagement through event surveys and event attendance.

**WHEREAS**, Juvenile Court and **MMC CENTER FOR HEALTH POLICY**, propose to utilize forty thousand dollars (\$40,000.00) of the CPF grant to fund the grantee to serve Davidson County youth.

**A. RECITALS AND SCOPE OF PROGRAM:**

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

**SCOPE OF PROGRAM:**

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

**B. GRANT CONTRACT TERM:**

- B.1. **Grant Contract Term.**

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The term of this Grant shall be for a period of twelve (12) months, commencing on July 1, 2021 and ending on June 30,2022. This grant is retroactive, beginning July 1, 2021. Metro shall have no obligation for services rendered by the Grantee which are not performed within this term.

**C. PAYMENT TERMS AND CONDITIONS:**

**C.1. Maximum Liability.**

In no event shall the maximum liability of Metro under this Grant Contract exceed **forty thousand dollars (\$40,000.00)**. The Grant Spending Plan is attached and incorporated herein as part of **Attachment 1**, and shall constitute the maximum amount to be provided to the Grantee by Metro for all of the Grantee's obligations hereunder.

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

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

**C.2. Compensation Firm.**

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

**C.3. Payment Methodology.**

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

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

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



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

Final invoices for the contract period must be received by Juvenile Court by July 6, 2022.

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

**C.5. Payment of Invoice.**

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

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

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

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

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

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

Tips included on supplies and service are not reimbursable.

**C.7. Deductions.**

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

**C.8. Travel Compensation.**

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

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

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

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

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

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

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

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

Reasonable taxi or rideshare fares are allowable from airports. Bus, limousine, or light rail services to or from airports will be used when available and practical.

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In traveling between hotel, other lodging, meeting or conference sites, reasonable taxi or rideshare fees will be allowed. Taxi or rideshare reimbursements are not allowed from conference and meeting sites for meals unless exceptional circumstances are documented.

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

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

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

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

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

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

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

**C.9. Electronic Payment.**

Metro requires as a condition of this contract that the Grantee shall complete and sign Metro's **iSupplier** form authorizing electronic payments to the Grantee.

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Grantees who have not already submitted the form to Metro will have thirty (30) days from the beginning of the contract to complete, sign, and return the form. Thereafter, all payments to the Grantee, under this or any other contract the Grantee has with Metro, must be made electronically.

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

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

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

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

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

**D. STANDARD TERMS AND CONDITIONS:**

**D.1. Required Approvals.**

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

**D.2. Modification and Amendment.**

This Grant Contract may be modified only by a written amendment that has been approved in accordance with all Metro procedures and by appropriate legislation of the Metropolitan Council. The Grantee shall make proposed changes in writing by email to the attention of [shelleyhudson@iisnashville.gov](mailto:shelleyhudson@iisnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager). The Juvenile Court Grants Management team will review the requested changes to determine if the changes are allowable, and if they warrant a contract amendment.

**D.3. Termination for Cause.**

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

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

**D.4. Subcontracting.**

The Grantee shall not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of Metro. The Grantee shall make subcontracting requests in writing by email to the attention of [shelleyhudson@iisnashville.gov](mailto:shelleyhudson@iisnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager). Notwithstanding any use of approved subcontractors, the Grantee shall be considered the prime grant Recipient and shall be responsible for all work performed. Make all subcontract requests to the Juvenile Court Grants Management team.

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

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

**D.6. Nondiscrimination.**

The Grantee hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification which is in violation of applicable laws. **The Grantee shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees, clients, and applicants, notices of nondiscrimination.**

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

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

The Grantee shall retain all books of original entry, source documents to support accounting transactions, general ledger(s), subsidiary ledger(s), personnel and payroll records, cancelled checks, and documents and records related to the funds provided by Metro.

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

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

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

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

**D.8. Monitoring.**

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

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

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

**D.9. Reporting.**

Reporting details the Grantee's progress on each of the core performance measures identified in the grant solicitation and any program specific and/or outcome measures identified in the Grantee's Grant Spending Plan as funded under this Grant Contract. The Grantee is required to gather and maintain statistical data relating to grant project activities. The data collected should support the information submitted on all reports.

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The Grantee shall submit an **Interim Program Report** no later than **November 1, 2021**. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding November 1, 2021.

The Grantee shall submit a **Final Program Report** no later than **June 30, 2022**. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding June 30, 2022.

The Grantee shall submit an **Annual Expenditure Report**, to reconcile grant receipts with grant revenues. The report is due 45 days after the end of the grant period. The grantee can submit the report earlier. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding **August 14, 2022**. Said report shall be in form and substance acceptable to Metro and shall be prepared by a **Certified Public Accounting Firm or the Chief Financial Officer** of the Recipient Organization.

The Grantee shall send all reports electronically to the attention of [shelleyhudson@iisnashville.gov](mailto:shelleyhudson@iisnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager).

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

**D.10. Strict Performance.**

Failure by Metro to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this agreement shall not be construed as a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Grant Contract shall be held to be waived, modified, or deleted except by a written amendment by the appropriate parties as indicated on the signature page of this Grant.

**D.11. Insurance.**

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

**D.12. Metro Liability.**

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

**D. 13. Independent Contractor.**

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

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

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

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

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

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

**D.15. Force Majeure.**

"Force Majeure Event" means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the party. Except as provided in this Section, any failure or delay by a party in the performance of its obligations under this Contract arising from a Force Majeure Event is not a breach under this Contract. The non-performing party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the party continues to use diligent, good faith efforts to resume performance without delay. Grantee will promptly notify Metro within forty-eight (48) hours of any delay caused by a Force Majeure Event and will describe in reasonable detail the nature of the Force Majeure Event.

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

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

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



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

**D.18. Completeness.**

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

**D.19. Headings.**

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

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

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

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

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

**D. 21. Assignment - Consent Required.**

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

**D.22. Gratuities and Kickbacks.**

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

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

**D.23. Lobbying.**

The Grantee certifies, to the best of its knowledge and belief, that:

- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

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- b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this contract, grant, loan, or cooperative agreement, the Grantee shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- c. The Grantee shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-Grantees shall certify and disclose accordingly.

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

**D.25. Public Accountability.**

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

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

**D. 26. Disclosure of Personal Identity Information.**

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

**Grant contract between the Metropolitan Government of Nashville and Davidson County and (Meharry Medical College (MMCO Center for Health Policy ), Contract # \_\_\_\_\_ June 23, 2021**

**D.23. Written Policies and Procedures.**

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

**D.25. Communications and Contacts.**

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

**Metro**

For contract-related matters inquiries regarding programming and invoices:

**Metro Juvenile Court CPF Grant Program Contact:**

Shelley Hudson  
Special Project Program Manager  
Juvenile Court  
P.O. Box 196306  
Nashville, Tennessee 37219-6306  
Office: 615-862-8079  
Cell: 615-500-3391  
[shelleyhudson@jisenashville.gov](mailto:shelleyhudson@jisenashville.gov)

**Metro Juvenile Court CPF Grant Invoicing Contact.**

**Joe Atchley**  
Juvenile Court Accountant III  
Juvenile Court  
P.O. Box 196306  
Nashville, Tennessee 37219-6306  
**Office: (615) 880-2368**  
[JoeAtchley@jisenashville.gov](mailto:JoeAtchley@jisenashville.gov)

**Recipient:**

Mr. Dexter Samuels, PhD.  
Senior Vice President for Student Affairs  
Meharry Medical College  
1005 D. B. Todd Jr. Blvd.

**Grant contract between the Metropolitan Government of Nashville and Davidson County and  
(Meharry Medical College (MMCO Center for Health Policy ), Contract  
# \_\_\_\_\_ June 23, 2021**

Nashville, TN 37208  
Phone : 615-327-6435  
Email : [dsamuels@mmc.edu](mailto:dsamuels@mmc.edu)

**D. 25. Effective Date.**

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

(THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK)

**Grant contract between the Metropolitan Government of Nashville and Davidson County and  
(Meharry Medical College (MMCO Center for Health Policy ), Contract  
# \_\_\_\_\_ June 23, 2021**

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

**RECIPIENT:** Meharry Medical College  
**By:** [Signature]  
**Title:** SVP & Executive Director

APPROVED AS TO  
AVAILABILITY OF FUNDS:

[Signature]  
\_\_\_\_\_  
Director of Finance

Sworn to and subscribed to before me a  
Notary Public, this 8<sup>th</sup> day  
of July, 2021

APPROVED AS TO FORM AND  
LEGALITY

[Signature]  
\_\_\_\_\_  
Metropolitan Attorney

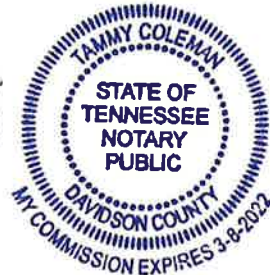
Notary Public

[Signature]  
\_\_\_\_\_

My Commission  
expires 3/8/2022

FILED IN THE OFFICE OF THE  
CLERK:

[Signature]  
\_\_\_\_\_  
Metropolitan Clerk



**Grant contract between the Metropolitan Government of Nashville and Davidson County and  
(Meharry Medical College (MMCO Center for Health Policy ), Contract  
# \_\_\_\_\_ June 23, 2021**

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

**RECIPIENT:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**APPROVED AS TO  
AVAILABILITY OF FUNDS:**

DocuSigned by:

*Kevin Crumbo/mfw*

Director of Finance

Sworn to and subscribed to before me a  
Notary Public, this \_\_\_ day  
of \_\_\_\_\_, 2021\_\_

**APPROVED AS TO FORM AND  
LEGALITY**

Notary Public

DocuSigned by:

*Neki Eke*

Metropolitan Attorney

<sup>DS</sup>  
BL

My Commission  
expires \_\_\_\_\_

**FILED IN THE OFFICE OF THE  
CLERK:**

\_\_\_\_\_  
Metropolitan Clerk

Meharry Medical College-Center for Health Policy  
Youth Violence Reduction CPF Funding Application FY 21-22

Primary Authors:

A. Dexter Samuels, PhD.  
Sr. Vice President Student Affairs/Executive Director  
RWJF Center for Health Policy  
Meharry Medical College

Terrica R. Arnold, M.Ed.  
Senior Research Program Manager  
RWJF Center for Health Policy  
Meharry Medical College  
Email: [sampsont@mmc.edu](mailto:sampsont@mmc.edu)



|   |   |
|---|---|
| Name of Organization/Agency Applicant   | Meharry Medical College- Center for Health Policy   |
| Is the Applicant the primary (Parent) or secondary (Child) applicant?   | <input checked="" type="checkbox"/> Primary <input type="checkbox"/> Secondary  |
| <p>If your organization/agency is filing under another agency's financial audit then your organization is considered the secondary (Child) agency. If the applicant is a secondary (Child) applicant, then their parent (Primary) applicant must file for this grant and subcontract with the secondary (child) agency.</p> |   |
| Name of Program Supported by the Grant:   | Choosing How I Lead Life (CHILL)  |
| Name of Individual Signing the Contract:  | A. Dexter Samuels   |
| Position:   | Sr. Vice President Student Affairs/ Executive Director Center for Health Policy   |
| Primary Phone:  | 615-327-6435  |
| Email:  | dsamuels@mmc.edu  |
| Is the Applicant a prior Metro CPF Recipient<br>Year:   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$76,549.50<br>2020                                       |
| Is the Applicant a prior year Metro Direct<br>Appropriation   | <input type="checkbox"/> Yes <input type="checkbox"/> No Amount:  |
| <b>REALLOCATED FUNDING AMOUNT</b>   | <b>Amount: \$40,000</b>   |
| <b>TERM OF GRANT FUNDING</b>  | <b>JULY 1, 2021 – JUNE 30, 2022</b>   |
| <u>SECTION I</u>  | Please include the names (s) of the person (s) and contact information below  |
| Name of Individual Completing Application:  | Name: Terrica Arnold<br>Title: Senior Research Program Manager<br>Phone number: 615-327-5889<br>Email: sampson@mmc.edu                |
| Name of Individual over program monitoring:   | Name: Terrica Arnold<br>Title: Senior Research Program Manager<br>Phone number: 615-327-5889<br>Email: sampson@mmc.edu                |
| Name of Individual over financial monitoring:   | Name: Shalaw Bareek<br>Title: Financial Analyst, Office of Grants & Contracts<br>Phone number: 615-327-6550<br>Email: sbareek@mmc.edu |
| <u>SECTION II: ELIGIBILITY CRITERIA</u>   |   |

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

1. Applicants must serve residents of Nashville, Davidson County.

Yes  No

2. Applicants must have a 501(c) (3) designation of exemption from federal taxation from the Internal Revenue Service (IRS) as provided by 26 U.S. C. A.;

Yes  No

If Yes, has there been a change in the applicant's 501(c) (3) status?

Yes  No

If yes, please explain \_\_\_\_\_.

**Please attach a copy of the agency's 501 (c) (3) document with this application.**

3. Applicants must have an incorporation as a non-profit with registration identification number provided by the Secretary of State as a Charitable Organization or proof of such exemption as allowed.

Yes  No

If Yes, has there been a change in the applicant's non-profit status?

Yes  No

If yes, please explain \_\_\_\_\_.

**Please attach a copy of the agency's non-profit registration and identification document with this application.** yes

4. Applicants must have been in existence for at least one full year by application due date.

Yes  No

If yes, how long has the applicant been in existence? 1876\_\_\_\_\_.

5. Applicants must be in compliance with grant contract award requirements from Metro in any previous year(s).

Yes  No

If yes, when was the last time the applicant was audited by Metro? 202.

Was the applicant in compliance?

Yes  No

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

Yes  No

6. Applicants must provide a copy of a financial audit of its latest completed fiscal year by a certified public accountant. The year-end or the issue date of the report should be within the preceding 12 months of the application due date. For example: If the NPO's fiscal year end is December 31, 2020 and application date is March 1, 2021; the audit for the 2020 year will probably not be completed by the application deadline, the NPO can submit the audit for the prior year if that audit was issued between March 2, 2020 and March 1, 2021.

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

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

**SECTION III: VISION, MISSION, AND VALUES STATEMENTS**

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

Provide the agency’s vision, mission, and values statements here.

**Vision**

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

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

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

**Mission Statement**

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

**Core Values**

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

These are our core values:

- Accountability with transparency
- Equity with inclusion
- Respect with collegiality
- Service with compassion
- Integrity without exception

**SECTION IV: NEEDS STATEMENT**

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

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

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

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

The reallocation funding allows for the continued support of the CHILL Program and curriculum within Whites Creek High School, McKissack Middle School and additional youth service programs in the city. These additional youth programs include the Diversion Program under the Juvenile court. Students in the Diversion Program may attend schools outside of Whites Creek High School or McKissack Middle School (but still in the MNPS District). CHILL also serves the siblings of participants at Whites Creek High School or McKissack Middle school, as long as they are also a MNPS student. Thus, the program is touching students in all four quadrants of MNPS. Lastly, CHILL hopes to expand services to include Alex Green Elementary School. Alex Green serves in the Whites Creek High School Cluster and will be expanding to 5<sup>th</sup> grade in the 2021-2022 school year. With this addition, a foundation can be established and the student receive services and support as they matriculate to high school graduation.

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

**SECTION V: GOALS, OBJECTIVES, ACTIVITIES**

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

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

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

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

**Activity 1.1: Participation in AVB sessions.**

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

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

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

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

**Activity 2.1: Pair student with college mentors for academic and social support.**

**Activity 2.1.1: Introduce students to business and community leaders that can serve as mentors beyond the academic setting.**

**Objective 2.2: Students will create a post-secondary school plan.**

**Activity 2.2: Students will complete a profile with aspirations for after high school (attend college, work, attend trade school). Students will have the opportunity to work with career counselor to design plans.**

**SECTION VI: MEASURABLE OUTCOMES**

Measurable outcomes are quantifiable (numeric value, percentage, scores, value, or characteristic) used to measure achievement of program outcomes: events, occurrences, or changes in conditions or attitudes that indicate progress toward a program’s goals. These are specific, measurable and meaningful. Achieving an outcome indicates fulfillment of purpose and program toward long-term goals.

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

- 1) 80% of participants reflect improvement in conflict management measured by pre and post surveys.
- 2) 80% of participants that complete the program will show an improvement in their academic and behavior performance at school measured by their academic record (grade improvement from first semester to end of school year) and behavior record (decrease in disciplinary actions at school).
- 3) 90% of participants that complete the program will report feeling more connected to their school and home community; measured by student engagement through event surveys and event attendance.

**SECTION VII: PROGRAM INPUTS**

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

- 1) Agency resources: The physicians, residents, administrators and student doctors of Meharry Medical College will continue to serve in the role of mentors to CHILL participants and provide support and encouragement to the program enrollees.
- 2) Agency collaborations: Meharry School of Medicine, Meharry BRIDGE Program, Whites Creek High School, McKissack Middle School, Nashville Peacemakers
- 3) Evidence-based programming: The AVB Curriculum will continued to be used alongside emotional intelligence curriculum and ACEs centered programming.

**SECTION VIII: MONITOR AND TRACKING PROGRAM SERVICE DELIVERY**

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

- 1) Briefly describe the agency’s plan to monitor and track the program progress:

CHILL is monitored monthly to determine if participant’s needs are met. Participants complete surveys as well as open feedback discussions to suggest concerns or provide praise to the program. Program mentors also provide feedback on the progress of their mentees and if additional support is needed.

**SECTION IX: PROGRAM EVALUATION PLAN**

Briefly

describe below the agency's plan to evaluate program effectiveness and corrective action plans: This includes completeness of the evaluation plan to include what you will do to judge the success or effectiveness of your program.

Briefly describe evaluation processes and corrective action plan(s):

A standard assessment form has been used from year to year with the CHILL Program. Effectiveness is determined by success of the stated objectives.

Annual assessments are also utilized to compare data from year to year in order to make adjustments to the program.

**SECTION X: BUDGET, DETAILED BUDGET NARRATIVE, AND ORGANIZATIONAL PLAN**

Grant Recipients shall be compensated on a **quarterly** (July-September, October-December, January-March; and, April-June) reimbursement basis for actual direct program costs based upon the Grant Spending Plan, not to exceed the maximum liability. Documentation shall serve as proof of delivered services of a kind and type as specified by the contract and accompany the submission of invoices in order to be eligible for payment. The Recipient's invoice shall be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of Metro Grants allowable and unallowable costs (See Attachment). Indirect costs are not allowable for this grant funding. Juvenile Court Grant Management personnel will consider written requests for monthly reimbursement and advise Recipient in writing if approved.

Please describe the processes and systems in place related to financial administration and accounting:

Purchasing occurs through the Meharry Banner system, where expenditures are tracked and approved. An invoice is prepared to be submitted for reimbursement once the purchase is completed and goods/services received. The Meharry Grants and Contracts office oversees this process.

**Required Attachments:**

- Attach the applicant's budget
- Attach the detailed budget narrative
- Attach the agency organizational chart

**SECTION XI: SUSTAINABILITY PLAN**

Please describe the agency’s plan to sustain this funded project in the future if Metro funding decreases or discontinues in the future.

The use of the AVB curriculum with youth at Whites Creek High School and McKissack Middle School can inform the way in which current high school staff approach youth who have interacted with the juvenile court system and with those who are at-risk. Because the curriculum focuses on the many actors in a violent situation – the aggressor, the victim, and the bystander – every young person can play a role in dissuading the use of violence among themselves or others. The success and sustainability of this program hinges on the following factors:

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



**SECTION XII: DATA COLLECTION**

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

The following data is collected from the program participants:

Pre and Post Survey on AVB Curriculum

ACEs score

Events satisfaction questionnaire regarding service learning and mentoring meetings

Academic and Behavioral records

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

Describe how the agency will use the data collected to evaluate the goals of the project and the work performed and plan accordingly.

Data collected will be used to determine if the program is effective among its current participants and if there are areas in which improvement is needed.

If improvements are needed, a plan will be created by the team and executed in a timely manner.

Describe how the agency shares data with the agency's board and other community partners.

Information is shared bi-annually during advisory board meetings. Additionally information is shared with the school communities via quarterly community partnership meetings.

| JUVENILE COURT GRANTS MANAGEMENT TEAM CONTACT INFORMATION  |  |
|--|--|
| <p><b>Metro Juvenile Court Finance Director</b><br/> <b>Mr. Jim Swack, J.D.</b><br/>                     Juvenile Court Deputy Court Administer<br/>                     Finance and Business Operations<br/>                     (615) 862-8022<br/> <a href="mailto:jimswack@jjsnashville.gov">jimswack@jjsnashville.gov</a></p> | <p><b>Metro Juvenile Court Grants and Contracts Manager Contact</b><br/> <b>Mrs. L'Tannia Williams, M.S.</b><br/>                     Juvenile Court Grants and Contracts Program<br/>                     Manager<br/>                     (615) 862-8023<br/> <a href="mailto:l'tanniawilliams@jjsnashville.gov">l'tanniawilliams@jjsnashville.gov</a></p> |
| <p><b>Metro Juvenile Curt CPF Grant Program Contact</b><br/> <b>Mrs. Shelley Hudson, M.A.</b><br/>                     Juvenile Court Special Projects Program Manager<br/>                     (615) 862-8079<br/> <a href="mailto:shelleyhudson@jjsnashville.gov">shelleyhudson@jjsnashville.gov</a></p>                         | <p><b>Metro Juvenile Court CPF Grant Invoicing Contact</b><br/> <b>Mr. Joe Atchley</b><br/>                     Juvenile Court Accountant III<br/>                     (615) 880-2368<br/> <a href="mailto:JoeAtchley@jjsnashville.gov">JoeAtchley@jjsnashville.gov</a></p>  |

| GRANT BUDGET   |                                    |                    |                 |                    |
|--|------------------------------------|--------------------|-----------------|--------------------|
| AGENCY NAME:   |                                    |                    |                 |                    |
|  |                                    |                    |                 |                    |
|  |                                    |                    |                 |                    |
| The grant budget line-item amounts below shall be applicable only to expense incurred during the following |                                    |                    |                 |                    |
| Applicable Period:   |                                    | BEGIN: MM/DD/YYYY  | END: MM/DD/YYYY |                    |
|  | EXPENSE OBJECT LINE-ITEM CATEGORY  | GRANT CONTRACT     | GRANTEE MATCH   | TOTAL PROJECT      |
|  | Salaries and Wages                 | \$15,000.00        | \$0.00          | \$15,000.00        |
|  | Benefits and Taxes (26.18)         | \$3,927.00         | \$0.00          | \$3,927.00         |
|  | Professional Fees                  | \$5,000.00         | \$0.00          | \$5,000.00         |
|  | Supplies                           | \$2,000.00         | \$0.00          | \$2,000.00         |
|  | Communications                     | \$0.00             | \$0.00          | \$0.00             |
|  | Postage and Shipping               | \$73.00            | \$0.00          | \$73.00            |
|  | Occupancy                          | \$0.00             | \$0.00          | \$0.00             |
|  | Equipment Rental and Maintenance   | \$0.00             | \$0.00          | \$0.00             |
|  | Printing and Publications          | \$1,000.00         | \$0.00          | \$1,000.00         |
|  | Travel/Conferences and Meetings    | \$9,000.00         | \$0.00          | \$9,000.00         |
|  | Insurance                          | \$0.00             | \$0.00          | \$0.00             |
|  | Specific Assistance to Individuals | \$0.00             | \$0.00          | \$0.00             |
|  | Other Non-Personnel                | \$4,000.00         | \$0.00          | \$4,000.00         |
|  | <b>GRAND TOTAL</b>                 | <b>\$40,000.00</b> | <b>\$0.00</b>   | <b>\$40,000.00</b> |

|                               |         |         |                    |
|-------------------------------|---------|---------|--------------------|
| <b>Total Match Amount</b>     | \$0.00  |         |                    |
| <b>Total Match Percentage</b> | 0.0000% | UNKNOWN | <b>Fund Source</b> |

(Note: any changes to the contract budget must be pre-approved by Juvenile Court to be eligible for reimbursemen

**GRANT BUDGET LINE-ITEM DETAIL:**

Meharry Medical College- Center for Health Policy

0

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| <b>SALARIES, WAGES, BENEFITS AND TAXES:</b>   | <b>AMOUNT</b>      |
|---|--------------------|
| Summary of individual positions that will support project activities. Review Instructions for examples. | \$0.00             |
| Position 1: Program Director Salary (\$15,000) & Benefits(26.18%) for 20% time allocation to program    | \$18,927.00        |
|   | \$0.00             |
|   | \$0.00             |
|   | \$0.00             |
| <b>TOTAL</b>  | <b>\$18,927.00</b> |

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

| <b>PROFESSIONAL FEES:</b>   | <b>AMOUNT</b>     |
|---|-------------------|
| AVB Instruction: Professional will lead the AVB session curriculum for participants. A total of 12 sessions will occur over one academic school year. | \$2,500.00        |
| Emotional Intelligence Instruction. A total of 10 emotional intelligence sessions will occur over one academic school year.                           | \$2,500.00        |
|   | \$0.00            |
| <b>TOTAL</b>  | <b>\$5,000.00</b> |

| <b>SUPPLIES:</b>   | <b>AMOUNT</b>     |
|--|-------------------|
| Office supplies and school supplies/material for participants. | \$2,000.00        |
|  | \$0.00            |
|  | \$0.00            |
|  | \$0.00            |
|  | \$0.00            |
| <b>TOTAL</b>   | <b>\$2,000.00</b> |

| <b>COMMUNICATIONS:</b> | <b>AMOUNT</b> |
|------------------------|---------------|
|                        | \$0.00        |
|                        | \$0.00        |
|                        | \$0.00        |
|                        | \$0.00        |
| <b>TOTAL</b>           | <b>\$0.00</b> |

| <b>POSTAGE AND SHIPPING:</b>                      | <b>AMOUNT</b>  |
|---|----------------|
| Mailing of program materials to participant homes | \$73.00        |
| <b>TOTAL</b>                                      | <b>\$73.00</b> |

| <b>OCCUPANCY:</b> | <b>AMOUNT</b> |
|-------------------|---------------|
|                   | \$0.00        |
|                   | \$0.00        |
| <b>TOTAL</b>      | <b>\$0.00</b> |

| <b>EQUIPMENT RENTAL AND MAINTENANCE:</b> | <b>AMOUNT</b> |
|--|---------------|
|  | \$0.00        |
|  | \$0.00        |
| <b>TOTAL</b>                             | <b>\$0.00</b> |

| <b>PRINTING AND PUBLICATIONS:</b>                     | <b>AMOUNT</b>     |
|---|-------------------|
| Printing of supplemental workbooks and CHILL material | \$1,000.00        |
| <b>TOTAL</b>  | <b>\$1,000.00</b> |

| <b>TRAVEL/CONFERENCE AND MEETINGS:</b>                                | <b>AMOUNT</b>     |
|---|-------------------|
| Monthly meetings food and materials/travel to service learning events | \$6,000.00        |
| Conference Travel to Present Program to National Organizations        | \$3,000.00        |
| <b>TOTAL</b>  | <b>\$9,000.00</b> |

| <b>INSURANCE:</b> | <b>AMOUNT</b> |
|-------------------|---------------|
|                   | \$0.00        |
|                   | \$0.00        |
| <b>TOTAL</b>      | <b>\$0.00</b> |

| <b>SPECIFIC ASSISTNACE TO INDIVIDUALS:</b> | <b>AMOUNT</b> |
|--|---------------|
|  | \$0.00        |
|  | \$0.00        |
| <b>TOTAL</b>                               | <b>\$0.00</b> |

| <b>OTHER NON-PERSONNEL:</b>   | <b>AMOUNT</b>     |
|---|-------------------|
| Incentive items for participants: shirts, bags, stress releif balls, planners, etc. | \$4,000.00        |
|   | \$0.00            |
|   | \$0.00            |
|   | \$0.00            |
| <b>TOTAL</b>  | <b>\$4,000.00</b> |

Grant contract between the Metropolitan Government of Nashville and Davidson County and (STARS Nashville), Contract # \_\_\_\_\_ June 23, 2021

**GRANT CONTRACT  
BETWEEN THE JUVENILE JUSTICE CENTER  
(Metro Juvenile Court),  
A DEPARTMENT OF THE METROPOLITAN GOVERNMENT  
OF NASHVILLE AND DAVIDSON COUNTY  
AND  
STARS NASHVILLE**

This Grant Contract issued and entered pursuant to RS2021-\_\_\_\_\_ by and between the Juvenile Justice Center, a Department of the Metropolitan Government of Nashville and Davidson County, a municipal corporation of the State of Tennessee hereinafter referred to as "Metro", and **STARS NASHVILLE**, hereinafter referred to as the "Grantee," is for the **Youth Overcoming Drug Abuse (YODA)**, to provide **intensive outpatient treatment program for adolescents and youth adults with substance abuse and co-occurring disorders, and who do not have insurance**, as further defined in the "SCOPE OF PROGRAM." (Attachment 1).

**RECITALS**

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

**WHEREAS STARS NASHVILLE**, (hereinafter called "Agency") is the Grantee of funds from the Community Partnership Fund; and,

**WHEREAS**, expenditures will take place or have been retroactively used during the time frame from July 1, 2021 through June 30, 2022; and,

**WHEREAS**, African Americans make up 27% of Davidson County's population, yet comprise 51% of its probationers compared to Caucasians who make up the majority of the population, but only a third (36%) of probationers; and,

**WHEREAS**, the Grantee will serve low income minority at risk youth ages 13 to 18, having multiple risk factors for substance abuse, co-occurring disorders, and cannot afford substance abuse treatment services; and,

**Grant contract between the Metropolitan Government of Nashville and Davidson County and (STARS Nashville), Contract # \_\_\_\_\_ June 23, 2021**

**WHEREAS**, substance abuse and mental health services focused on relapse prevention, drug addiction, and drug-refusal skills are essential to ensure Davidson County youth do not transition to the adult criminal justice system due to untreated substance abuse and mental health issues to prevent delinquency or escalation of delinquency of justice youth; and,

**WHEREAS**, subrecipient's goals include:

**Goal 1:** To intervene in the rapid progression of substance use disorder and chemical dependency during critical developmental stages.

Objective 1.1: Clients show an increase in pro-social behavior

Activity 1.1: YODA program participants will participate in an eighteen session, outpatient treatment program that follows the research-based interventions: Hazeldon Matrix Model, Hazelden Adolescent Co-occurring Disorders, Adolescent Community Reinforcement Approach, Motivational Interviewing, and Cognitive Behavioral Therapy.

Objective 1.2: Clients show an increase in drug-refusal skills.

Activity 1.2: YODA program participants will participate in an eighteen session, outpatient treatment program that follows the research-based interventions: Hazeldon Matrix Model, Hazelden Adolescent Co-occurring Disorders, Adolescent Community Reinforcement Approach, Motivational Interviewing, and Cognitive Behavioral Therapy.

Objective 1.3: Clients show an increase in scholastic activity

Activity 1.3: YODA program participants will participate in an eighteen session, outpatient treatment program that follows the research-based interventions: Hazeldon Matrix Model, Hazelden Adolescent Co-occurring Disorders, Adolescent Community Reinforcement Approach, Motivational Interviewing, and Cognitive Behavioral Therapy; and,

**WHEREAS**, Measurable outcomes include:

Outcome 1: 65% of youth who complete the program will show a reduction in the rate of re-offenses with Juvenile Court.

Outcome 2: 70% of youth who complete the program will have increased connection to people, places and experiences that support healthy development.

Outcome 3: 70% of youth who complete the program will show an increase in cognitive skills and knowledge related to healthy alternatives.

**WHEREAS**, Juvenile Court and **STARS NASHVILLE** propose to **utilize twenty-five thousand (\$25,000.00) dollars**, of the CPF grant to fund the Grantee to serve Davidson County youth.

**Grant contract between the Metropolitan Government of Nashville and Davidson County and (STARS Nashville), Contract # \_\_\_\_\_ June 23, 2021**

**A. RECITALS AND SCOPE OF PROGRAM:**

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

**SCOPE OF PROGRAM:**

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

**B. GRANT CONTRACT TERM:**

**B.1. Grant Contract Term.**

The term of this Grant shall be for a period of twelve (12) months, commencing on July 1, 2021 and ending on June 30, 2022. This grant is retroactive, beginning July 1, 2021. Metro shall have no obligation for services rendered by the Grantee which are not performed within this term.

**C. PAYMENT TERMS AND CONDITIONS:**

**C.1. Maximum Liability.**

In no event shall the maximum liability of Metro under this Grant Contract exceed **twenty-five thousand dollars (\$25,000.00)**. The Grant Spending Plan is attached and incorporated herein as part of **Attachment 1**, and shall constitute the maximum amount to be provided to the Grantee by Metro for all of the Grantee's obligations hereunder.

The Grant Spending Plan line items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct program costs incurred or to be



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incurred by the Recipient during the contract term. Indirect costs are not allowable for this grant.

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

**C.2. Compensation Firm.**

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

**C.3. Payment Methodology.**

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

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

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

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

**Final invoices for the contract period must be received by Juvenile Court by July 6, 2022.**

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

**C.5. Payment of Invoice.**

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

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

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

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

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

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

Tips included on supplies and service are not reimbursable.

**C.7. Deductions.**

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

**C.8. Travel Compensation.**

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

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

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

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

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

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

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

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

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

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

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

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

If travel is by air, the Grantee will be reimbursed the allowable mileage reimbursement for one round trip from the Grantee's official work station (or residence on weekends/evenings) and long-term airport parking; or the cost of

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one round trip taxi or rideshare fare from the Grantee's official work station (or residence on weekends/evenings) if the taxi or rideshare fare is lesser than mileage and airport parking; or the appropriate mileage reimbursement for two round trips from the Grantee's official workstation or residence when dropped off at the airport.

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

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

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

**C.9. Electronic Payment.**

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

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

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

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

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

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

**D. STANDARD TERMS AND CONDITIONS:**

**D.1. Required Approvals.**

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

**D.2. Modification and Amendment.**

This Grant Contract may be modified only by a written amendment that has been approved in accordance with all Metro procedures and by appropriate legislation of the Metropolitan Council. The Grantee shall make proposed changes in writing by email to the attention of [shelleyhudson@iisnashville.gov](mailto:shelleyhudson@iisnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager). The Juvenile Court Grants Management team will review the requested changes to determine if the changes are allowable, and if they warrant a contract amendment.

**D.3. Termination for Cause.**

Should the Grantee fail to properly perform its obligations under this Grant Contract or if the Recipient violates any terms of this Grant Contract, Metro shall have the right to immediately terminate the Grant Contract and the Grantee shall return to Metro any and all grant monies for services or programs under the grant not performed as of the termination date. The Grantee shall also return to Metro any and all funds expended for purposes contrary to the terms of the Grant. Such termination shall not relieve the Grantee of any liability to Metro for damages sustained by virtue of any breach by the Grantee. See the Metro Grants Manual, Section: Failure to Comply, page 5.

**D.4. Subcontracting.**

The Grantee shall not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of Metro. The Grantee shall make subcontracting requests in writing by email to the attention of [shelleyhudson@iisnashville.gov](mailto:shelleyhudson@iisnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager). Notwithstanding any use of approved subcontractors, the Grantee shall be considered the prime grant Recipient and shall be responsible for all work performed. Make all subcontract requests to the Juvenile Court Grants Management team.

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

The Grantee warrants that no part of the total Grant Amount shall be paid directly or indirectly to an employee or official of Metro as wages, compensation, or gifts

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in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Grantee in connection with any work contemplated or performed relative to this Grant Contract.

**D.6. Nondiscrimination.**

The Grantee hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification which is in violation of applicable laws. **The Grantee shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees, clients, and applicants, notices of nondiscrimination.**

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

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

The Grantee shall retain all books of original entry, source documents to support accounting transactions, general ledger(s), subsidiary ledger(s), personnel and payroll records, cancelled checks, and documents and records related to the funds provided by Metro.

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

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

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

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



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**D.8. Monitoring.**

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

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

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

**D.9. Reporting.**

Reporting details the Grantee's progress on each of the core performance measures identified in the grant solicitation and any program specific and/or outcome measures identified in the Grantee's Grant Spending Plan as funded under this Grant Contract. The Grantee is required to gather and maintain statistical data relating to grant project activities. The data collected should support the information submitted on all reports.

The Grantee shall submit an **Interim Program Report** no later than **November 1, 2021**. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding November 1, 2021.

The Grantee shall submit a **Final Program Report** no later than **June 30, 2022**. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding June 30, 2022.

The Grantee shall submit an **Annual Expenditure Report**, to reconcile grant receipts with grant revenues. The report is due 45 days after the end of the grant period. The grantee can submit the report earlier. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding **August 14, 2022**. Said report shall be in form and substance acceptable to Metro and shall be prepared by a **Certified Public Accounting Firm or the Chief Financial Officer** of the Recipient Organization.

The Grantee shall send all reports electronically to the attention of [shelleyhudson@iisnashville.gov](mailto:shelleyhudson@iisnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager).

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

D.10. **Strict Performance.**

Failure by Metro to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this agreement shall not be construed as a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Grant Contract shall be held to be waived, modified, or deleted except by a written amendment by the appropriate parties as indicated on the signature page of this Grant.

D.11. **Insurance.**

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

D.12. **Metro Liability.**

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

D. 13. **Independent Contractor.**

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

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

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

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

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



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

**D.15. Force Majeure.**

"Force Majeure Event" means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the party. Except as provided in this Section, any failure or delay by a party in the performance of its obligations under this Contract arising from a Force Majeure Event is not a breach under this Contract. The non-performing party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the party continues to use diligent, good faith efforts to resume performance without delay. Grantee will promptly notify Metro within forty-eight (48) hours of any delay caused by a Force Majeure Event and will describe in reasonable detail the nature of the Force Majeure Event.

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

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

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

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

**D.18. Completeness.**

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

**D.19. Headings.**

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

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

The Grantee shall take legal title to all equipment, hereinafter referred to as "equipment," purchased totally or in part with funds provided under this Grant

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Contract, subject to Metro's equitable interest therein, to the extent of its *pro rata* share, based upon Metro's contribution to the purchase price. "Equipment" shall be defined as an article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds \$5,000.00.

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

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

**D. 21. Assignment - Consent Required.**

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

**D.22. Gratuities and Kickbacks.**

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

It shall be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to

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the prime contractor or higher tier subcontractor or a person associated therewith, as an inducement for the award of a subcontract or order. Breach of the provisions of this paragraph is, in addition to a breach of this contract, a breach of ethical standards which may result in civil or criminal sanction and/or debarment or suspension from participation in Metropolitan Government contracts.

**D.23. Lobbying.**

The Grantee certifies, to the best of its knowledge and belief, that:

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

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

**D.25. Public Accountability.**

The Grantee is subject to Tenn. Code Ann. § 8-4-401 et seq., or if this Grant Contract involves the provision of services to citizens by the Grantee on behalf of the State, the Grantee agrees to establish a system through which recipients of services may present grievances about the operation of the service program. The Grantee shall also display in a prominent place, located near the passageway through which the public enters in order to receive Grant supported services, a

**Grant contract between the Metropolitan Government of Nashville and Davidson County and (STARS Nashville), Contract # \_\_\_\_\_ June 23, 2021**

sign at least eleven inches (11") in height and seventeen inches (17") in width stating:

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

**D. 26. Disclosure of Personal Identity Information.**

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

**D.23. Written Policies and Procedures.**

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

**D.25. Communications and Contacts.**

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

**Metro**

For contract-related matters inquiries regarding programming and invoices:

**Metro Juvenile Court CPF Grant Program Contact:**

Shelley Hudson  
Special Project Program Manager  
Juvenile Court  
P.O. Box 196306

**Grant contract between the Metropolitan Government of Nashville and Davidson County and (STARS Nashville), Contract # \_\_\_\_\_ June 23, 2021**

Nashville, Tennessee 37219-6306  
Office: 615-862-8079  
Cell: 615-500-3391  
[shelleyhudson@jjsnashville.gov](mailto:shelleyhudson@jjsnashville.gov)

**Metro Juvenile Court CPF Grant Invoicing Contact.**

**Joe Atchley**  
Juvenile Court Accountant III  
Juvenile Court  
P.O. Box 196306  
Nashville, Tennessee 37219-6306  
**Office:** (615) 880-2368  
[JoeAtchley@jjsnashville.gov](mailto:JoeAtchley@jjsnashville.gov)

**Recipient:**

Mr. Roger Din Widdie  
CEO  
STARS  
1704 Charlotte Avenue, Suite 200  
Nashville, TN 37203  
Phone : 615-279-0058  
Email : [prdinwiddie@starsnashville.org](mailto:prdinwiddie@starsnashville.org)

**D. 25. Effective Date.**

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

(THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK)

Grant contract between the Metropolitan Government of Nashville and Davidson County and (STARS Nashville), Contract # \_\_\_\_\_ June 23, 2021

THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY:

RECIPIENT: Rodger Dinwiddie

By: Rodger Dinwiddie

Title: CEO

APPROVED AS TO AVAILABILITY OF FUNDS:

DocuSigned by:

Kevin Crumbo/mjw  
Director of Finance

Sworn to and subscribed to before me a Notary Public, this 24<sup>th</sup> day of June, 2021

APPROVED AS TO FORM AND LEGALITY

Notary Public

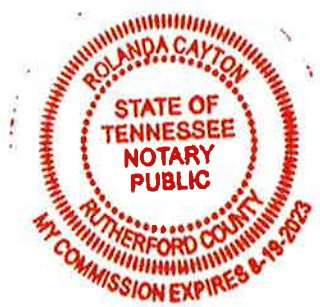
DocuSigned by:

Niki Eke  
Metropolitan Attorney

DS  
BC

Rolanda Cayton

My Commission expires 8-19-2021



FILED IN THE OFFICE OF THE CLERK:

\_\_\_\_\_  
Metropolitan Clerk



**Community Partnership Reallocation Funds Grant  
Provided by the Davidson County Juvenile Court  
Youth Violence Reduction Program Application**

|   |   |
|---|---|
| Name of Organization/Agency Applicant   | STARS Nashville   |
| Is the Applicant the primary (Parent) or secondary (Child) applicant?   | <input checked="" type="checkbox"/> Primary <input type="checkbox"/> Secondary  |
| <p>If your organization/agency is filing under another agency's financial audit then your organization is considered the secondary (Child) agency. If the applicant is a secondary (Child) applicant, then their parent (Primary) applicant must file for this grant and subcontract with the secondary (child) agency.</p> |   |
| Name of Program Supported by the Grant:   | Youth Overcoming Drug Abuse (YODA)  |
| Name of Individual Signing the Contract:  | Rodger Dinwiddie  |
| Position:   | CEO   |
| Primary Phone:  | 615-983-6821  |
| Email:  | <a href="mailto:prdinwiddie@starsnashville.org">prdinwiddie@starsnashville.org</a>  |
| Is the Applicant a prior Metro CPF Recipient<br>Year:   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amount: (\$29,708 -<br>FY 20-21); (\$35,000 – FY 19-20)                                     |
| Is the Applicant a prior year Metro Direct<br>Appropriation   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Amount:   |
| <b>REALLOCATED FUNDING AMOUNT</b>   | <b>Amount:</b>  |
| <b>TERM OF GRANT FUNDING</b>  | <b>JULY 1, 2021 – JUNE 30, 2022</b>   |
| <u>SECTION I</u>  | Please include the names (s) of the person (s) and contact information below  |
| Name of Individual Completing Application:<br>Erin Daunic   | Name: James Bush<br>Title: Director of YODA<br>Phone number: 615-983-6803<br>Email: <a href="mailto:jbush@starsnashville.org">jbush@starsnashville.org</a>      |
| Name of Individual over program monitoring:<br>Sandy Schmahl and James Bush   | Name: Sandy Schmahl<br>Title: COO<br>Phone number: 615-983-8729<br>Email: <a href="mailto:sschmahl@starsnashville.org">sschmahl@starsnashville.org</a>          |
| Name of Individual over financial monitoring:<br>Cynthia Whetstone  | Name: Rodger Dinwiddie<br>Title: CEO<br>Phone number: 615-983-6821<br>Email: <a href="mailto:prdinwiddie@starsnashville.org">prdinwiddie@starsnashville.org</a> |

**SECTION II: ELIGIBILITY CRITERIA**

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

1. Applicants must serve residents of Nashville, Davidson County.

Yes  No

2. Applicants must have a 501(c) (3) designation of exemption from federal taxation from the Internal Revenue Service (IRS) as provided by 26 U.S. C. A.;

Yes  No

If Yes, has there been a change in the applicant's 501(c) (3) status?

Yes  No

If yes, please explain \_\_\_\_\_.

**Please attach a copy of the agency's 501 (c) (3) document with this application.**

3. Applicants must have an incorporation as a non-profit with registration identification number provided by the Secretary of State as a Charitable Organization or proof of such exemption as allowed.

Yes  No

If Yes, has there been a change in the applicant's non-profit status?

Yes  No

If yes, please explain \_\_\_\_\_.

**Please attach a copy of the agency's non-profit registration and identification document with this application.**

4. Applicants must have been in existence for at least one full year by application due date.

Yes  No

If yes, how long has the applicant been in existence? Established in 1984.

5. Applicants must be in compliance with grant contract award requirements from Metro in any previous year(s).

Yes  No

If yes, when was the last time the applicant was audited by Metro?

STARS was last audited on May 10, 2021 for the fiscal year ending June 30, 2020.

Was the applicant in compliance?

Yes  No

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

Yes  No

6. Applicants must provide a copy of a financial audit of its latest completed fiscal year by a certified public accountant. The year-end or the issue date of the report should be within the preceding 12 months of the application due date. For example: If the NPO's fiscal year end is December 31, 2020 and application date is March 1, 2021; the audit for the 2020 year will probably not be completed by



the application deadline, the NPO can submit the audit for the prior year if that audit was issued between March 2, 2020 and March 1, 2021.

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

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

**SECTION III: VISION, MISSION, AND VALUES STATEMENTS**

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

**Provide the agency’s vision, mission, and values statements here.**

**Vision:** We maintain a position supported by research; that simply treating the symptoms of addiction in the presence of other mental health issues is not effective. For this reason, we endeavor to work as part of a parallel model of care in which the person-served receives treatment for mental health issues, with a mental health provider, at the same time being treated for substance use disorder, if needed.

**Mission:** The mission of STARS is to help young people pursue their unlimited potential by providing hope, health, and connection.

**Values:** Hope. Health. Connection.

**SECTION IV: NEEDS STATEMENT**

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

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

Our target population is primarily minority youth (ages 13 to 18), living below the poverty level in Davidson County. We provide the only intensive outpatient treatment program for adolescents and young adults with substance abuse and co-occurring disorders, and who do not have insurance. Most have had some sort of involvement with the juvenile justice system due to drug use. The population we serve has multiple risk factors for substance abuse, as well as mental and health related issues. They are in the early stages of substance abuse or dependence, having the potential to be a chronic, life-long condition. This population is also at risk because they may be children of ex-offenders; are economically disadvantaged; live in single parent households; have substance abusing caregivers; live in neighborhoods with high levels of drug activity; may have been in foster care at one point in their lives; have had involvement with the juvenile justice system; have been subjected to parental abuse or neglect; and may have been sexually abused. An unfortunate reality is that most of our YODA clients come to us with multiple risk factors for trauma including poverty, homelessness, and abuse. While YODA serves anyone who cannot afford treatment services, need has always been greatest for the population of low income, substance dependent, minority probationers with extreme barriers to services and engagement. The link between peer delinquency and teen substance use is even stronger for older teens. Our target population is largely minority. African Americans make up 27% of Davidson County's population, yet comprise

51% of its probationers compared to Caucasians who make up the majority of the population, but only a third (36%) of probationers. These numbers are indicative of a significantly disproportionate impact. When other minority ethnic groups are factored in, this minority representation percentage is even higher, further highlighting the disproportionality of minority probationers. Regardless of ethnicity, these probationers are youth who are poised for change --positive if some intervention is put in place, or negative if nothing is done. They are youth who will eventually transition to the adult criminal justice system if they do not receive help for their substance abuse issues. Combined, these factors make our target population very vulnerable to developing substance abuse problems and addiction.

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

Funds will be used to provide an additional counselor to help co-facilitate treatment groups. By providing two caring clinicians allows for a deeper level engagement for our clients and their families.

**SECTION V: GOALS, OBJECTIVES, ACTIVITIES**

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

**Goal 1:** To intervene in the rapid progression of substance use disorder and chemical dependency during critical developmental stages.

**Objective 1.1:** Clients show an increase in pro-social behavior

**Activity 1.1** YODA program participants will participate in an eighteen session, outpatient treatment program that uses the following research-based interventions; Hazelden Matrix Model, Hazelden Adolescent Co-occurring Disorders, Adolescent Community Reinforcement Approach (ACR-A) Motivational Interviewing, and Cognitive Behavioral Therapy. The main topics include: relapse prevention, drug education and drug-refusal skills.

**Objective 1.2:** Clients show an increase in drug refusal skills

**Activity 1.2** YODA program participants will participate in an eighteen session, outpatient treatment program that uses the following research-based interventions; Hazelden Matrix Model, Hazelden Adolescent Co-occurring Disorders, Adolescent Community Reinforcement Approach (ACR-A) Motivational Interviewing, and Cognitive Behavioral Therapy. The main topics include: relapse prevention, drug education and drug-refusal skills.

**Objective 1.3:** Clients show an increase in scholastic activity

**Activity 1.3** YODA program participants will participate in an eighteen session, outpatient treatment program that uses the following research-based interventions; Hazelden Matrix Model, Hazelden Adolescent Co-occurring Disorders, Adolescent Community Reinforcement Approach (ACR-A) Motivational Interviewing, and Cognitive Behavioral Therapy. The main topics include: relapse prevention, drug education and drug-refusal skills.

**SECTION VI: MEASURABLE OUTCOMES**

Measurable outcomes are quantifiable (numeric value, percentage, scores, value, or characteristic) used to measure achievement of program outcomes: events, occurrences, or changes in conditions or attitudes that indicate progress toward a program’s goals. These are specific, measurable and meaningful. Achieving an outcome indicates fulfillment of purpose and program toward long-term goals.

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

**Outcome 1:** 65% of youth who complete the program will show a reduction in the rate of re-offenses with Juvenile Court.

**Outcome 2:** 70% of youth who complete the program will have increased connection to people, places and experiences that support healthy development.

**Outcome 3:** 70% of youth who complete the program will show an increase in cognitive skills and knowledge related to healthy alternatives.

**SECTION VII: PROGRAM INPUTS**

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

- 1) **Agency resources:** STARS provides Director of Clinical Services provides weekly clinical supervision for YODA staff. We contract with Dr. Anne Fottrell who serves as our Medical Director. We hold monthly Corporate Compliance meetings to review all policies and procedures as required by our CARF accreditation protocol.
- 2) **Agency collaborations:** YODA staff sit on the treatment team of Juvenile Drug Court as a clinical consultants and collaborators with probation officers and other legal, social and mental health providers. STARS partners with the Tennessee Department of Education and the Tennessee Office of Civil Rights to provide state-wide Policy to Practice trainings for educators and school districts to address the issue of bullying and harassment called: Bullying, Harassment, and Hazing: Policy and Best Practice Updates Tennessee Department of Education from the Office of Safe and Supportive Schools and in partnership with STARS. Our staff are members of the Tennessee Association of Alcohol, Drug & other Addiction Services, a statewide, consumer-oriented, association representing consumers in recovery, family members, healthcare professionals & providers, to educate, support and engage our members and public, influence policy and advocate for prevention, treatment and recovery services. Our CEO is co-chair of the social and emotional learning committee of PASSAGE (“Positive and Safe Schools Advancing Greater Equity”) - an action and learning network to examine racial and other disparities in school discipline and move away from punitive, exclusionary approaches that contribute significantly to persistent achievement gaps. STARS has a strong history

working in collaboration with school districts, United Ways, other nonprofit agencies, the Tennessee Department of Education, the Tennessee Department of Substance Abuse & Mental Health Services, Tennessee Prevention Network, as well as national and federal agencies. Beyond our ability to work collaboratively with other non-profits, our staff work collaboratively with each family we serve to ensure treatment plans are appropriate and manageable; that families have access to resources and education needed to support the mental well-being of their child and their families of origin.

- 3) **Evidence-based programming:** YODA services are accredited by the Commission for the Accreditation of Rehabilitation Facilities (CARF) and STARS as an agency is recognized by the Substance Abuse & Mental Health Services Administration (SAMHSA)'s National Registry of Evidence-Based Programs and Practices (NREPP). The YODA program is an eighteen session, outpatient treatment program that uses interventions that are all derived from the National Registry Evidenced-based Programs and Practices (NREPP). The programs are the Hazelden Matrix Model, Hazelden Adolescent Co-Occurring Disorders, Adolescent Community Reinforcement Approach (ACR-A) Motivational Interviewing, and Cognitive Behavioral Therapy. The main topics covered include: relapse prevention, drug education and drug-refusal skills. By learning this new information, persons served show decreases in substance abuse and have lower criminal arrests than those who do not participate in the program. "The consequences of undiagnosed, untreated, or undertreated co-occurring disorders can lead to a higher likelihood of experiencing homelessness, incarceration, medical illnesses, suicide, or even early death (SAMHSA website, 2016).

**SECTION VIII: MONITOR AND TRACKING PROGRAM SERVICE DELIVERY**

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

- 1) **Briefly describe the agency's plan to monitor and track the program progress:**

We utilize audits of the following: our progress notes; patient progress conducted within six months through on-site interview utilizing the ASI, or telephone interview; and an audit of drug court proceedings and information gathered from probation officers. All clients complete a client satisfaction survey at the end of treatment services which measures the clients coping skills; program impact on recovery; ability to self-regulate behaviors; value of group interventions; perceived impact of hopefulness; feelings of safety outside program; and perceived impact on life activities. All of these audits and reports will be made available to the Juvenile Court.

**SECTION IX: PROGRAM EVALUATION PLAN**

Briefly

describe below the agency's plan to evaluate program effectiveness and corrective action plans: This includes completeness of the evaluation plan to include what you will do to judge the success or effectiveness of your program.

**Briefly describe evaluation processes and corrective action plan(s):**

YODA youth will be evaluated during intake, and at discharge with the Teen Addiction Severity Index (T-ASI). We utilize audits of the following: our progress notes; patient progress conducted within six months through on-site interview utilizing the ASI, or telephone interview; and an audit of drug court proceedings and information gathered from probation officers. All clients complete a client satisfaction survey at the

end of treatment services which measures the clients coping skills; program impact on recovery; ability to self-regulate behaviors; value of group interventions; perceived impact of hopefulness; feelings of safety outside program; and perceived impact on life activities. All of these audits and reports will be made available to the Juvenile Court. Should there be a need to take corrective action, our Compliance Officer would work with the Compliance committee to investigate and amend any infractions found.

#### **SECTION X: BUDGET, DETAILED BUDGET NARRATIVE, AND ORGANIZATIONAL PLAN**

Grant Recipients shall be compensated on a **quarterly** (July-September, October-December, January-March; and, April-June) reimbursement basis for actual direct program costs based upon the Grant Spending Plan, not to exceed the maximum liability. Documentation shall serve as proof of delivered services of a kind and type as specified by the contract and accompany the submission of invoices in order to be eligible for payment. The Recipient's invoice shall be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of Metro Grants allowable and unallowable costs (See Attachment). Indirect costs are not allowable for this grant funding. Juvenile Court Grant Management personnel will consider written requests for monthly reimbursement and advise Recipient in writing if approved.

#### **Please describe the processes and systems in place related to financial administration and accounting:**

STARS uses a cloud based accounting software that is capable of segregating revenue and expenses by designated funding sources ensuring grant funds are not co-mingled. STARS has experienced and qualified accounting personnel that monitor transactions ensuring 2 C.F.R 200 Uniform Administrative Requirements are followed. STARS monitors and follows all policies related to internal controls and conflict of interests. STARS financial statements are approved on a monthly basis by the board and the agency has an audit completed each year by an independent accounting firm.

#### **Required Attachments:**

- Attach the applicant's budget
- Attach the detailed budget narrative
- Attach the agency organizational chart

#### **SECTION XI: SUSTAINABILITY PLAN**

#### **Please describe the agency's plan to sustain this funded project in the future if Metro funding decreases or discontinues in the future.**

STARS is diligent to ensure the agency maintains a healthy balance of unrestricted cash on hand. The budget is monitored throughout the year and adjustments are made when necessary to keep the bottom line as close to break-even as possible. Due to the diversity of our funding sources, our evidence-based prevention, intervention and treatment programs are not reliant upon one source of financial support. If we do not receive the full amount of our funding requests, we are still be able to offer our prevention, intervention, and treatment services although we will not be able to reach as many youth and their families.

#### **SECTION XII: DATA COLLECTION**

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

The T-ASI assessment process is an individual, face-to face, interview with the Primary Counselor and the person-served to review, evaluate and document their involvement with alcohol and other drugs, including the type of substances used, route of administration, amount, frequency and duration of use. Family members or legal guardians are encouraged to attend the assessment meeting to assist the Primary Counselor in data collection and to establish an accurate history of presenting problems.

Using a multidimensional assessment tool, the Teen-Addiction Severity Index (T-ASI) (Appendix R), the YODA Primary Counselor assesses and documents the person's-served involvement with alcohol and other drugs. The Primary Counselor then reviews the results with the individual and completes an Assessment of Outcome form which states the level of care/treatment recommendations. If person meets the program requirements, then the person-served completes the intake process.

Individuals are screened, assessed utilizing a standardized evaluation tool prior to admission to determine appropriate level of care, identify needs and establish a framework for an individualized treatment plan. This is a collaborative effort between the Primary Counselor and the person-served.

Upon completion of the program, all clients have

- Completion Certificate (including to/from dates)
- YODA Person-Served Exit Survey
- Post-treatment Personal Drug Use Quest (SOCRATES 8D)
- Discharge- TNWITS – Teen-ASI Assessment (post-treatment assessment - Online State Report)
- Discharge- Summary/ Aftercare Plan
- Client satisfaction survey

**Describe how the agency will use the data collected to evaluate the goals of the project and the work performed and plan accordingly.**

Evaluation is critical in assessing the effectiveness of services and providing opportunities for quality improvement. Multiple stakeholders' perspectives are collected to examine the relationship between program activities and client outcomes.

**Describe how the agency shares data with the agency's board and other community partners.**

STARS has a very transparent relationship with its board of directors. We provide bi-monthly program updates to the and feature "mission moments" at each board meeting. We work collaboratively with our community partners in our mutual dedication to the hope, health, and connection of our young people.

| <b>GRANT BUDGET</b>  |                                    |                   |                 |                 |
|--|------------------------------------|-------------------|-----------------|-----------------|
| AGENCY NAME: STARS Nashville   |                                    |                   |                 |                 |
|  |                                    |                   |                 |                 |
| The grant budget line-item amounts below shall be applicable only to expense incurred during the following |                                    |                   |                 |                 |
| Applicable Period:   |                                    | BEGIN: 07/01/2021 | END: 06/30/2022 |                 |
|  | EXPENSE OBJECT LINE-ITEM CATEGORY  | GRANT CONTRACT    | GRANTEE MATCH   | TOTAL PROJECT   |
|  | Salaries and Wages                 | \$ 19,815         | \$0.00          | \$19,815        |
|  | Benefits and Taxes (19%)           | \$ 3,765          | \$0.00          | \$3,765         |
|  | Professional Fees                  | \$ -              | \$0.00          | \$0             |
|  | Supplies                           | \$ 628            | \$0.00          | \$628           |
|  | Communications                     | \$ -              | \$0.00          | \$0             |
|  | Postage and Shipping               | \$ -              | \$0.00          | \$0             |
|  | Occupancy                          | \$ -              | \$0.00          | \$0             |
|  | Equipment Rental and Maintenance   | \$ -              | \$0.00          | \$0             |
|  | Printing and Publications          | \$ -              | \$0.00          | \$0             |
|  | Travel/Conferences and Meetings    | \$ 792            | \$0.00          | \$792           |
|  | Insurance                          | \$ -              | \$0.00          | \$0             |
|  | Specific Assistance to Individuals | \$ -              | \$0.00          | \$0             |
|  | Other Non-Personnel                | \$ -              | \$0.00          | \$0             |
|  | <b>GRAND TOTAL</b>                 | <b>\$ 25,000</b>  | <b>\$0.00</b>   | <b>\$25,000</b> |

|                               |         |         |             |
|-------------------------------|---------|---------|-------------|
| <b>Total Match Amount</b>     | \$0.00  |         |             |
| <b>Total Match Percentage</b> | 0.0000% | UNKNOWN | Fund Source |

(Note: any changes to the contract budget must be pre-approved by Juvenile Court to be eligible for reimbursement)

**GRANT BUDGET LINE-ITEM DETAIL:**

AGENCY NAME: STARS Nashville

0

0

| <b>SALARIES, WAGES, BENEFITS AND TAXES:</b>   | <b>AMOUNT</b>   |
|---|-----------------|
| Summary of individual positions that will support project activities. Review Instructions for examples. | \$0             |
| Position 1: Primary Specialist; \$45,161.79/\$8,580.74; 40% (16 hours week)                             | \$21,497        |
| Position 2: IOP Program Director; \$69,992.62/\$13,298.60; 2.5% (1.0 hours week)                        | \$2,082         |
|   |                 |
| <b>Repeat row(s) as Necessary</b>   | \$0             |
| <b>TOTAL</b>  | <b>\$23,579</b> |

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

| <b>PROFESSIONAL FEES:</b>         | <b>AMOUNT</b> |
|-----------------------------------|---------------|
| <Please provide description here> | \$0.00        |
| <Please provide description here> | \$0.00        |
| <b>Repeat row(s) as Necessary</b> | \$0.00        |
| <b>TOTAL</b>                      | <b>\$0.00</b> |

| <b>SUPPLIES:</b>  | <b>AMOUNT</b> |
|---|---------------|
| <i>Snacks for group time- \$12 per week for 45 weeks</i>                      | \$540.00      |
| Miscellaneous Office supplies - post it notes, paper, pens, file folders, etc | \$88          |
|   |               |
| <Please provide description here>   | \$0.00        |
| <b>Repeat row(s) as Necessary</b>   | \$0.00        |
| <b>TOTAL</b>  | <b>\$628</b>  |

| <b>COMMUNICATIONS:</b>            | <b>AMOUNT</b> |
|-----------------------------------|---------------|
| <Please provide description here> | \$0.00        |
| <Please provide description here> | \$0.00        |
| <Please provide description here> | \$0.00        |
| <b>Repeat row(s) as Necessary</b> | \$0.00        |
| <b>TOTAL</b>                      | <b>\$0.00</b> |

| <b>POSTAGE AND SHIPPING:</b>      | <b>AMOUNT</b> |
|-----------------------------------|---------------|
| <Please provide description here> | \$0.00        |
| <b>TOTAL</b>                      | <b>\$0.00</b> |

| <b>OCCUPANCY:</b>                               | <b>AMOUNT</b> |
|---|---------------|
| <Please provide descriptions of occupancy here> | \$0.00        |
| <b>Repeat row(s) as Necessary</b>               | \$0.00        |
| <b>TOTAL</b>                                    | <b>\$0.00</b> |

| <b>EQUIPMENT RENTAL AND MAINTENANCE:</b> | <b>AMOUNT</b> |
|--|---------------|
|  |               |
| <b>Repeat row (s) as Necessary</b>       | \$0.00        |
| <b>TOTAL</b>                             | <b>\$0.00</b> |



| <b>PRINTING AND PUBLICATIONS:</b> | <b>AMOUNT</b> |
|-----------------------------------|---------------|
| <Please provide description here> | \$0.00        |
| <b>TOTAL</b>                      | <b>\$0.00</b> |

| <b>TRAVEL/CONFERENCE AND MEETINGS:</b>                    | <b>AMOUNT</b>   |
|---|-----------------|
| Bus Passes for participants at \$33 per month for 2 youth | \$792.00        |
| Repeat row(s) as Necessary                                | \$0.00          |
| <b>TOTAL</b>  | <b>\$792.00</b> |

| <b>INSURANCE:</b>                              | <b>AMOUNT</b> |
|--|---------------|
| <Please provide description of Insurance here> | \$0.00        |
| Repeat row (s) as Necessary                    | \$0.00        |
| <b>TOTAL</b>                                   | <b>\$0.00</b> |

| <b>SPECIFIC ASSISTNACE TO INDIVIDUALS:</b>                              | <b>AMOUNT</b> |
|---|---------------|
| <Please provide description of specific assistance to individuals here> | \$0.00        |
| Repeat row(s) as Necessary  | \$0.00        |
| <b>TOTAL</b>  | <b>\$0.00</b> |

| <b>OTHER NON-PERSONNEL:</b>       | <b>AMOUNT</b> |
|-----------------------------------|---------------|
| <Please provide description here> | \$0.00        |
| <Please provide description here> | \$0.00        |
| <Please provide description here> | \$0.00        |
| Repeat row(s) as Necessary        | \$0.00        |
| <b>TOTAL</b>                      | <b>\$0.00</b> |

Grant contract between the Metropolitan Government of Nashville and Davidson County and  
(Oasis Center, Inc.), Contract # \_\_\_\_\_ June 23, 2021

**GRANT CONTRACT  
BETWEEN THE JUVENILE JUSTICE CENTER  
(Metro Juvenile Court),  
A DEPARTMENT OF THE METROPOLITAN GOVERNMENT  
OF NASHVILLE AND DAVIDSON COUNTY  
AND  
OASIS CENTER, INC.**

This Grant Contract issued and entered pursuant to **RS2021-** \_\_\_\_\_ by and between the Juvenile Justice Center, a Department of the Metropolitan Government of Nashville and Davidson County, a municipal corporation of the State of Tennessee hereinafter referred to as "Metro", and **OASIS CENTER INC.**, hereinafter referred to as the "Grantee," is for the **Reaching Excellence As Leaders (REAL)**, to provide **evidence-based programming for youth to empower them with strengths and skills to perform better in school, develop positive relationships, and avoid court-involvement**, as further defined in the "SCOPE OF PROGRAM." (Attachment 1).

**RECITALS**

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

**WHEREAS OASIS CENTER INC.**, (hereinafter called "Agency") is the Grantee of funds from the Community Partnership Fund; and,

**WHEREAS**, expenditures will take place or have been retroactively used during the time frame from July 1, 2021 through June 30, 2022; and,

**WHEREAS**, according to the Department of Justice, youth of color are more than five times more likely to be detained or committed compared to white youth; and,

**WHEREAS**, the Grantee will serve youth of color; and,

**WHEREAS**, services-learning, family engagement, community engagement, physical activity and cultural experiences are essential to prevent delinquency or escalation of delinquency of justice youth; and,

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**WHEREAS**, subrecipient's goals include:

**Goal 1:** Equip youth (who are involved with the justice system or at-risk of justice involvement) to improve their personal behaviors & attitudes in order to avoid justice involvement and transition into a healthy adulthood.

**Objective 1.1:** 40 youth will develop skills and tactics to maintain/improve good behaviors and mindsets that help them avoid justice involvement.

**Activity 1.1:** Utilizing the Preventing Long-term Anger and Aggression in Youth (PLAAY) curriculum, REAL staff will engage participants in weekly group sessions that promote the development of helpful coping skills through evidence-based cognitive behavioral strategies.

**Objective 1.2:** 40 youth will build stronger connections to law enforcement.

**Activity 1.2:** REAL will host quarterly workshops with MNPD officers in which youth participants have round-table discussions with officers with the guidance of mental health professionals, mediators, and/or Oasis staff.

**Goal 2:** Empower youth to explore and use their voice to positively impact their lives and their community.

**Objective 2.1:** 40 youth will gain opportunities to positively impact their community.

**Activity 2.1:** Oasis' Action Advocacy & Action Committee will host quarterly service-learning projects, in which REAL participants can actively take steps to improve their community by designing and implementing activities that directly address issues important to them.

**Objective 2.2:** 40 youth will build a positive identity and improve their sense of self.

**Activity 2.2:** Youth will engage in weekly discussions with positive adults, peers, local professionals, and volunteer mentors, to explore their sense of self, dismantle negative stigmas/stereotypes, and identify personal, educational, and professional interests and goals as well as pathways to achieving those goals; and,

**WHEREAS**, Measurable outcomes include:

1) 75% (30 of 40) of participants will have no new adjudicated charges as reported by the Juvenile Court at three months post-program exit.

2) 75% (30 of 40) of participants will report feeling more connected to their community.

3) 60% (24 of 40) of participants will report having more positive feelings towards law enforcement.

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4) 70% (28 of 40) of participants will report feeling a good about themselves and their futures; and ,

**WHEREAS**, Juvenile Court **OASIS CENTER INC.** propose to utilize **forty-five thousand (\$ 45,000.00)** of the CPF grant to fund the grantee to serve Davidson County youth.

**A. RECITILS AND SCOPE OF PROGRAM:**

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

**SCOPE OF PROGRAM:**

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

**B. GRANT CONTRACT TERM:**

**B.1. Grant Contract Term.**

The term of this Grant shall be for a period of twelve (12) months, commencing on July 1, 2021 and ending on June 30,2022. This grant is retroactive, beginning July 1, 2021. Metro shall have no obligation for services rendered by the Grantee which are not performed within this term.

**C. PAYMENT TERMS AND CONDITIONS:**

**C.1. Maximum Liability.**

In no event shall the maximum liability of Metro under this Grant Contract exceed **forty-five thousand dollars (\$45,000.00)**. The Grant Spending Plan is attached

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and incorporated herein as part of **Attachment 1**, and shall constitute the maximum amount to be provided to the Grantee by Metro for all of the Grantee's obligations hereunder.

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

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

**C.2. Compensation Firm.**

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

**C.3. Payment Methodology.**

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

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

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

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

**Final invoices for the contract period must be received by Juvenile Court by July 6, 2022.**

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

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**C.5. Payment of Invoice.**

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

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

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

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

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

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

Tips included on supplies and service are not reimbursable.

**C.7. Deductions.**

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

**C.8. Travel Compensation.**

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by a Grantee or Grantee's employee who is in travel status on official business of the organization. Conference and or meeting costs include seminars designed to increase the vocational effectiveness of employees, including registration fees and other related costs. Travel, conferences, and meeting costs are allowable when they are directly attributable to specific work

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under the grant or are incurred in the normal course of administration of the organization. Travel costs must be evidenced by an approved travel claim. **Grantees must establish and use their own internal travel policy.** Each grantee is subject to their established travel policy. See Grants Manual, Chapter 5: Allowable Costs.

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

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

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

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

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

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

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

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

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

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

When a Grantee uses their personal vehicle for official business, their personal auto coverage will be primary up to limits of their policies. In the event of an

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accident that results in damage to a Grantee's personal vehicle, the Grantee is responsible for that damage.

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

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

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

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

**C.9. Electronic Payment.**

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

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

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

**Note: This is a critical step that can only be accomplished by the Grantee seeking payment by Metro. At the conclusion of the vendor registration process, registrants receive an email advising them of their system assigned iSupplier number and of having successfully registered. They should email**



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[iSupplier@nashville.gov](mailto:iSupplier@nashville.gov) if they have questions about or issues with navigating the vendor registration process.

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

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

**D. STANDARD TERMS AND CONDITIONS:**

**D.1. Required Approvals.**

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

**D.2. Modification and Amendment.**

This Grant Contract may be modified only by a written amendment that has been approved in accordance with all Metro procedures and by appropriate legislation of the Metropolitan Council. The Grantee shall make proposed changes in writing by email to the attention of [shelleyhudson@iisnashville.gov](mailto:shelleyhudson@iisnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager). The Juvenile Court Grants Management team will review the requested changes to determine if the changes are allowable, and if they warrant a contract amendment.

**D.3. Termination for Cause.**

Should the Grantee fail to properly perform its obligations under this Grant Contract or if the Recipient violates any terms of this Grant Contract, Metro shall have the right to immediately terminate the Grant Contract and the Grantee shall return to Metro any and all grant monies for services or programs under the grant not performed as of the termination date. The Grantee shall also return to Metro any and all funds expended for purposes contrary to the terms of the Grant. Such termination shall not relieve the Grantee of any liability to Metro for damages sustained by virtue of any breach by the Grantee. See the Metro Grants Manual, Section: Failure to Comply, page 5.

**D.4. Subcontracting.**

The Grantee shall not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of Metro. The Grantee shall make subcontracting requests in writing by email to the attention of [shelleyhudson@iisnashville.gov](mailto:shelleyhudson@iisnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager). Notwithstanding any use of approved subcontractors, the Grantee shall be considered the prime grant Recipient and shall be responsible for all work

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performed. Make all subcontract requests to the Juvenile Court Grants Management team.

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

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

**D.6. Nondiscrimination.**

The Grantee hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification which is in violation of applicable laws. **The Grantee shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees, clients, and applicants, notices of nondiscrimination.**

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

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

The Grantee shall retain all books of original entry, source documents to support accounting transactions, general ledger(s), subsidiary ledger(s), personnel and payroll records, cancelled checks, and documents and records related to the funds provided by Metro.

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

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

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

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

**D.8. Monitoring.**

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

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

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

**D.9. Reporting.**

Reporting details the Grantee's progress on each of the core performance measures identified in the grant solicitation and any program specific and/or outcome measures identified in the Grantee's Grant Spending Plan as funded under this Grant Contract. The Grantee is required to gather and maintain statistical data relating to grant project activities. The data collected should support the information submitted on all reports.

The Grantee shall submit an **Interim Program Report** no later than **November 1, 2021**. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding November 1, 2021.

The Grantee shall submit a **Final Program Report** no later than **June 30, 2022**. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding June 30, 2022.

The Grantee shall submit an **Annual Expenditure Report**, to reconcile grant receipts with grant revenues. The report is due 45 days after the end of the grant period. The grantee can submit the report earlier. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding **August 14, 2022**. Said report shall be in form and substance acceptable to Metro and shall be prepared by a **Certified Public Accounting Firm or the Chief Financial Officer** of the Recipient Organization.

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The Grantee shall send all reports electronically to the attention of [shelleyhudson@iisnashville.gov](mailto:shelleyhudson@iisnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager).

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

**D.10. Strict Performance.**

Failure by Metro to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this agreement shall not be construed as a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Grant Contract shall be held to be waived, modified, or deleted except by a written amendment by the appropriate parties as indicated on the signature page of this Grant.

**D.11. Insurance.**

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

**D.12. Metro Liability.**

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

**D. 13. Independent Contractor.**

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

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

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

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

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

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

**D.15. Force Majeure.**

"Force Majeure Event" means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the party. Except as provided in this Section, any failure or delay by a party in the performance of its obligations under this Contract arising from a Force Majeure Event is not a breach under this Contract. The non-performing party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the party continues to use diligent, good faith efforts to resume performance without delay. Grantee will promptly notify Metro within forty-eight (48) hours of any delay caused by a Force Majeure Event and will describe in reasonable detail the nature of the Force Majeure Event.

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

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

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

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

**D.18. Completeness.**

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

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**D.19. Headings.**

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

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

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

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

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

**D. 21. Assignment - Consent Required.**

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

**D.22. Gratuities and Kickbacks.**

It shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparations of any part of a program requirement or a purchase request, influencing the content of any specification or procurement

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standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore.

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

**D.23. Lobbying.**

The Grantee certifies, to the best of its knowledge and belief, that:

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

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



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**D.25. Public Accountability.**

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

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

**D. 26. Disclosure of Personal Identity Information.**

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

**D.23. Written Policies and Procedures.**

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

**D.25. Communications and Contacts.**

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



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**Metro**

For contract-related matters inquiries regarding invoices:

**Metro Juvenile Court CPF Grant Program Contact:**

Shelley Hudson  
Special Project Program Manager  
Juvenile Court  
P.O. Box 196306  
Nashville, Tennessee 37219-6306  
Office: 615-862-8079  
Cell: 615-500-3391  
[shelleyhudson@jjsnashville.gov](mailto:shelleyhudson@jjsnashville.gov)

**Metro Juvenile Court CPF Grant Invoicing Contact.**

**Joe Atchley**  
Juvenile Court Accountant  
Juvenile Court  
P.O. Box 196306  
Nashville, Tennessee 37219-6306  
**Office:** (615) 880-2368  
[JoeAtchley@jjsnashville.gov](mailto:JoeAtchley@jjsnashville.gov)

**Recipient:**

Mr. Mark Dunkerley  
President and CEO  
Oasis Center.  
1704 Charlotte Avenue, Suite 200  
Nashville, TN 37203  
Phone : 615-983-6848  
Email : [amcgee@oasiscenter.org](mailto:amcgee@oasiscenter.org)

**D. 25. Effective Date.**

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

**Grant contract between the Metropolitan Government of Nashville and Davidson County and  
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**Community Partnership Reallocation Funds Grant  
Provided by the Davidson County Juvenile Court  
Youth Violence Reduction Program Application**

|   |   |
|---|---|
| Name of Organization/Agency Applicant   | Oasis Center, Inc.  |
| Is the Applicant the primary (Parent) or secondary (Child) applicant?   | <input checked="" type="checkbox"/> Primary <input type="checkbox"/> Secondary  |
| <p>If your organization/agency is filing under another agency's financial audit then your organization is considered the secondary (Child) agency. If the applicant is a secondary (Child) applicant, then their parent (Primary) applicant must file for this grant and subcontract with the secondary (child) agency.</p> |   |
| Name of Program Supported by the Grant:   | Reaching Excellence As Leaders (REAL)   |
| Name of Individual Signing the Contract:  | Mark Dunkerley  |
| Position:   | President & CEO   |
| Primary Phone:  | 615-983-6859  |
| Email:  | mdunkerley@oasiscenter.org  |
| Is the Applicant a prior Metro CPF Recipient Year:  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$50,000  |
| Is the Applicant a prior year Metro Direct Appropriation  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Amount:   |
| <b>REALLOCATED FUNDING AMOUNT</b>   | <b>Amount: \$45,000</b>   |
| <b>TERM OF GRANT FUNDING</b>  | <b>JULY 1, 2021 – JUNE 30, 2022</b>   |
| <u>SECTION I</u>  | Please include the names (s) of the person (s) and contact information below  |
| Name of Individual Completing Application:  | Name: Laurel Reeves<br>Title: Director of Grants<br>Phone number: 615-983-6848<br>Email: lreeves@oasiscenter.org              |
| Name of Individual over program monitoring:   | Name: Aaron McGee<br>Title: VP of Advocacy, Action & Education<br>Phone number: 615-983-6895<br>Email: amcgee@oasiscenter.org |
| Name of Individual over financial monitoring:   | Name: Kim Reese<br>Title: Chief Financial Officer<br>Phone number: 615-983-6857<br>Email: kreese@oasiscenter.org              |

**SECTION II: ELIGIBILITY CRITERIA**

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

1. Applicants must serve residents of Nashville, Davidson County.

Yes  No

2. Applicants must have a 501(c) (3) designation of exemption from federal taxation from the Internal Revenue Service (IRS) as provided by 26 U.S. C. A.;

Yes  No

If Yes, has there been a change in the applicant’s 501(c) (3) status?

Yes  No

If yes, please explain \_\_\_\_\_.

**Please attach a copy of the agency’s 501 (c) (3) document with this application.**

3. Applicants must have an incorporation as a non-profit with registration identification number provided by the Secretary of State as a Charitable Organization or proof of such exemption as allowed.

Yes  No

If Yes, has there been a change in the applicant’s non-profit status?

Yes  No

If yes, please explain \_\_\_\_\_.

**Please attach a copy of the agency’s non-profit registration and identification document with this application.**

4. Applicants must have been in existence for at least one full year by application due date.

Yes  No

If yes, how long has the applicant been in existence? 50 years

5. Applicants must be in compliance with grant contract award requirements from Metro in any previous year(s).

Yes  No

If yes, when was the last time the applicant was audited by Metro? 2019

Was the applicant in compliance?

Yes  No

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

Yes  No

6. Applicants must provide a copy of a financial audit of its latest completed fiscal year by a certified public accountant. The year-end or the issue date of the report should be within the preceding 12 months of the application due date. For example: If the NPO’s fiscal year end is December 31, 2020

and application date is March 1; 2021; the audit for the 2020 year will probably not be completed by the application deadline, the NPO can submit the audit for the prior year if that audit was issued between March 2, 2020 and March 1, 2021.

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

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

**SECTION III: VISION, MISSION, AND VALUES STATEMENTS**

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

Provide the agency’s vision, mission, and values statements here.

**Vision:** Our vision is to live in a world where all young people are safe, valued, connected to caring adults, and prepared for productive and fulfilling lives. We believe that progress is made toward this goal when we develop and encourage perspectives based on hope, a vision of what is possible, and the courage to act. We cultivate this change through caring relationships, meaningful action, and thoughtful reflection.

**Mission:** Oasis Center’s mission is to help youth grow, thrive, and create positive change in their lives and in our communities.

**Values:** Rather than viewing youth as passive recipients, Oasis sees young people as full stakeholders who hold the keys to addressing some of the most challenging problems facing our city, including violence reduction, improved graduation rates, bullying prevention, discrimination, intolerance, and more. Together with young people, we work to create equity and justice in complex systems that impact youth. We believe in always providing an open and affirming environment for youth, staff, and guests, where everyone feels emotionally and physically safe. We recognize differences in race, color, ethnicity, ability, religion, gender, gender identity, gender expression and sexual orientation in an atmosphere of mutual respect. We take an active role in creatively engaging others and ourselves in the task of increasing awareness about culture, confronting and working through issues of intolerance, insensitivity and discrimination, and moving toward the goal of cultural humility and acceptance.

**SECTION IV: NEEDS STATEMENT**

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

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

Through REAL (Reaching Excellence As Leaders), Oasis Center seeks to provide evidence-based programming for youth of color to empower them with strengths and skills to perform better in school, develop positive relationships, and avoid court-involvement. According to the Department of Justice, youth of color are more than five times more likely to be detained or committed compared to white youth. While overall juvenile placements have been decreasing over the last 15 years, they are decreasing at

inequitable rates for black youth versus their white counterparts. For instance, in October of 2015, 44% of youth in juvenile facilities were Black/African American despite the fact that Black/African American youth only comprised 16% of all youth in the United States<sup>1</sup>. For youth, court-involvement only increases the odds of future delinquency and criminal justice involvement. It also decreases educational opportunities and can permanently damage a youth's sense of self.<sup>2</sup> According to the Robert F. Kennedy National Resource Center for Juvenile Justice, trauma-informed, culturally responsive, cognitive skill building and service learning activities (like those utilized in REAL) have shown effective behavior change in adolescents and reductions in recidivism.

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

Annually, the REAL program receives funding from the TN Department of Mental Health & Substance Abuse Services, United Way, the Nashville Economic Club, and individual donations. After committed funding, REAL still has an expense gap of approximately \$50,000-\$60,000. Reallocated funds from the Community Partnership Fund will enable our agency to fill this significant budget gap and maintain this vital and unique program for at-risk youth in Nashville. The majority of requested funds will be used to support salary and benefit costs of staff dedicated to program operations. This is our greatest expense for the REAL program and the most important. Our staff are the crux of the program, forming positive relationships and providing a deeply impactful program experience for youth participants. In addition to staffing costs as well as general supplies expenses, funds will also enable us to hire a professional trainer to work with youth as part of our PLAAAY curriculum, which relies on the stress reduction benefits of physical activity to promote the development of healthy coping skills. Overall, Metro funding will enable us to fully provide all aspects of the REAL program (e.g., service-learning, cultural experiences, family engagement, physical activity, etc.), each of which has been intentionally incorporated to support better outcomes for youth.

#### SECTION V: GOALS, OBJECTIVES, ACTIVITIES

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

**Goal 1:** Equip youth (who are involved with the justice system or at-risk of justice involvement) to improve their personal behaviors & attitudes in order to avoid justice involvement and transition into a healthy adulthood

**Objective 1.1:** 40 youth will develop skills and tactics to maintain/improve good behaviors and mindsets that help them avoid justice involvement

<sup>1</sup> <https://www.sentencingproject.org/publications/black-disparities-youth-incarceration/>

<sup>2</sup> <https://youth.gov/youth-topics/juvenile-justice/youth-involved-juvenile-justice-system#:~:text=Youth%20involved%20with%20the%20juvenile%20justice%20system%20often,rates%20across%20various%20types%20of%20mental%20health%20disorders.>

**Activity 1.1:** Utilizing the PLAAY curriculum, REAL staff will engage participants in weekly group sessions that promote the development of helpful coping skills through evidence-based cognitive behavioral strategies

**Objective 1.2:** 40 youth will build stronger connections to law enforcement

**Activity 1.2:** REAL will host quarterly workshops with MNPD officers in which youth participants have round-table discussions with officers with the guidance of mental health professionals, mediators, and/or Oasis staff

**Goal 2:** Empower youth to explore and use their voice to positively impact their lives and their community

**Objective 2.1:** 40 youth will gain opportunities to positively impact their community

**Activity 2.1:** Oasis' Action Advocacy & Action Committee will host quarterly service-learning projects, in which REAL participants can actively take steps to improve their community by designing and implementing activities that directly address issues important to them

**Objective 2.2:** 40 youth will build a positive identity and improve their sense of self

**Activity 2.2:** Youth will engage in weekly discussions with positive adults, peers, local professionals, and volunteer mentors, to explore their sense of self, dismantle negative stigmas/stereotypes, and identify personal, educational, and professional interests and goals as well as pathways to achieving those goals

**SECTION VI: MEASURABLE OUTCOMES**

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

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

- 1) 75% (30 of 40) of participants will have no new adjudicated charges as reported by the Juvenile Court at three months post-program exit
- 2) 75% (30 of 40) of participants will report feeling more connected to their community.
- 3) 60% (24 of 40) of participants will report having more positive feelings towards law enforcement
- 4) 70% (28 of 40) of participants will report feeling a good about themselves and their futures

**SECTION VII: PROGRAM INPUTS**

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

- 1) Agency resources:

Two full-time staff will dedicate 100% of their time to carrying out the REAL program. They will have the support and supervision of the Vice President of Action, Advocacy, & Education, as well as the Senior Director of Youth Action. REAL operates within the Youth Opportunity Center (Oasis' main location). The YOC is a shared-space collaboration with five other youth-serving organizations, including STARS, Boys and Girls Club, and Big Brothers Big Sisters, among others. Among the first of its kind in the Southern US, the YOC opened in 2009 to create a "one-stop" location for comprehensive youth services. The YOC is



designed explicitly – in style, purpose, and functionality – to promote a safe, accessible, and inviting environment for the youth and families we serve.

To implement the PLAAY curriculum, REAL will participate in a national cohort and will have the support of partners across the country in program training and implementation. As part of the PLAAY curriculum, we will also be contracting professional strength and conditioning training services.

REAL will also incorporate the positive youth development model, TOP (detailed in “evidence-based programming,” below); Oasis is an official TOP replication partner, with four full-time staff who are certified to train youth service providers in TOP program delivery for a variety of youth populations. They will assist REAL staff in maintaining fidelity to the TOP model.

In addition to hired and contracted staff, REAL will have the support of dedicated volunteers, pre-screened and trained by Oasis’ Volunteer and Corporate Relations Manager.

REAL also streamlines services with other Oasis programs. Through Oasis Transitions, REAL participants can receive comprehensive workforce development, case management, and employment opportunities; through Oasis College Connection they can access 1-on-1 college counseling; and our clinical counselors provide free mental health services for youth and families. Oasis also provides connection to specific services for teens who are homeless/runaway, identify as LGBTQ+, or are New Americans. Participants will also have opportunities to create Restorative Justice art projects in the Oasis Underground Art Studio.

2) Agency collaborations:

REAL thrives on meaningful partnerships that integrate services, expand opportunities, and promote collective impact. We partner closely with the Juvenile Court, receiving ongoing youth referrals and coordinating with Court officers to ensure youth are successfully completing diversion requirements. The Court also shares longitudinal recidivism data for program graduates. Other external partners include: Meharry Medical Center (health education, career exploration and mentoring); STARS (substance abuse treatment); Tennessee State University (connect with a college culture, near-peer role models, college tours, service projects, attendance at Homecoming, guest speakers from athletic staff); Metro Parks & Recreation (fitness and healthy lifestyle activities); Econ Club (cultural enrichment activities helping youth and families build stronger relationships and access the arts through culturally relevant performances); and Planned Parenthood (sexual health education, STI testing). This year, we will also be partnering with the Metropolitan Nashville Police Department to build stronger, more positive relationships among youth and officers.

3) Evidence-based programming:

The REAL program curriculum is derived from evidence-based models, including TOP (Teen Outreach Program) and PLAAY (Preventing Long-term Anger and Aggression in Youth). Teen Outreach Program (TOP) is a positive youth development approach designed to empower teens with the skills they need to avoid risky behaviors and develop into healthy, thriving adults.<sup>3</sup> PLAAY is a culturally relevant intervention that relies upon the stress reduction benefits of physical activity and Recast theory (Racial Encounter Coping Appraisal and Socialization Theory) to promote the development of healthy coping skills for Black male youth.<sup>4</sup> Through strategies such as counseling, family engagement, skill-building workshops, mentorships, and service-learning, REAL addresses conditions and behaviors that lead to youth delinquency and violence before they become more challenging to modify. Through REAL, youth gain stronger family connections, stronger community connections, tools to manage their feelings and behavior,

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<sup>3</sup> <http://teenoutreachprogram.com/>

<sup>4</sup> <https://nned.net/opportunities/nnedlearn/plaay/>

positive relationships with caring adults, and pathways to academic and career achievement. In doing so, they also gain healthy behaviors and supports necessary to avoid recidivism.

REAL program staff, like all Oasis staff, are trained in evidence-based practices of positive youth development and trauma-informed care, as part of their onboarding process and through yearly required trainings. Oasis has long taken a strong trauma-informed approach throughout our work, rooted in an understanding of the CDC-Kaiser ACE study, the ACEs questionnaire, and the conceptual framework of ACEs research. Across all of our programs, we work toward four "Impact Areas": 1) Safety, 2) Belonging, 3) Empowerment, and 4) Generosity/Justice. Based on adolescent brain research (e.g, Brendtro, Brokenleg, Van Bockern, 2013), these protective factors align closely with SAMHSA's six concepts of a trauma-informed approach (Safety, Trustworthiness, Peer Support, Collaboration, Empowerment, and Addressing Cultural, Historical, and Gender Issues) and are core to supporting youth's healing from trauma, social-emotional well-being, relationship-building, and long-term resilience.

This foundation engenders a strengths-based approach, in which staff recognize youth's resilience, build on personal assets, and promote new skill development. REAL staff integrate these principles in every aspect of the REAL program, as well as other therapeutic and calming activities that equip youth with their own strategies (e.g., Consciously Resting Meditation) to mitigate a history of trauma. The REAL Program also relies on service-learning (including collaboration with Oasis' Advocacy Group) as another key strategy for helping youth mitigate trauma. Meaningful youth-led service learning is active learning. It not only helps youth develop valuable life skills but also helps young people feel valued, equal, and in control of their environments, all of which are necessary for healing.

#### SECTION VIII: MONITOR AND TRACKING PROGRAM SERVICE DELIVERY

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

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

Oasis utilizes the Youth Program Quality Assessment (YPQA), a validated tool for measuring program quality and identifying staff training needs.<sup>5</sup> Data is gathered via program observation, detailed note-taking, and interviewing program staff – all in relation to seven aspects of program quality: safe environment, supportive environment, interaction, engagement, youth-centered policies and practices, high expectations for youth and staff, and access. These seven domains are scored to create an overall program quality score, which is reviewed in detail with program staff and used to create a training plan, as needed. The tool is then administered again at a later point (typically with the same cohort to create a more uniform comparison) to track improvements and additional training needs. Though planned for at least twice a year, this process may be repeated as often as necessary.

REAL direct service staff (Program Manager and Youth Specialist) meet weekly with the Director of Youth Action to monitor program operations. They examine data (collected via partners and participant surveys) to assess progress toward desired program outcomes, troubleshoot issues, and make plans to adjust services, as needed. They leverage Oasis's custom agency database and strong data-sharing relationships to track the REAL Program's activities and progress toward outcomes. The Director of Youth Action and REAL Manager generate weekly reports to analyze youth/family participation and achievement on program milestones (e.g., service-learning projects). We also receive monthly reports from MNPS on school attendance and discipline infractions, helping us to assess youths' progress and intervene where necessary. Additionally, we maintain strong relationships with Juvenile Court staff –

<sup>5</sup> <http://www.cypq.org/assessment>

including data-sharing – to help continuously assess our program effectiveness and plan for making necessary adjustments in service delivery.

Aside from data and their own observations, they also examine feedback from volunteers, partners, and youth participants (taken via surveys, interviews, etc.). Oasis’s Volunteer Manager and program staff routinely check-in with volunteer mentors – including a formalized mid-year and end-of-year reflection – to gather feedback on what’s working and ideas for improvement. Likewise, each week at the close of program sessions, REAL Program staff seek youth’s input on what parts of the program/approach we should “keep, start, and stop.” A similar reflection process is employed after each service-learning project. Youth voice is also formally collected via an end-of-program survey, where they are asked for feedback on a number of program design elements and ideas for future groups.

**SECTION IX: PROGRAM EVALUATION PLAN** \_\_\_\_\_ Briefly

describe below the agency’s plan to evaluate program effectiveness and corrective action plans: This includes completeness of the evaluation plan to include what you will do to judge the success or effectiveness of your program.

Briefly describe evaluation processes and corrective action plan(s):

At every assessment point described above, we put a plan in place to improve service delivery. The VP of AAE has primary responsibility for facilitating improvement plans, as needed, with REAL Program staff. Notably, the YPQA provides an actionable guide for adjusting service delivery based on focused and observable feedback. Other data – including from youth, volunteers, and external sources – provide opportunities to examine and improve overall program design.

Moreover, program staff receive ongoing feedback and coaching through weekly supervision meetings with the Senior Director of Youth Action. Feedback is formalized through an annual performance review and accompanying work plan that is reviewed between supervisor and staff at least quarterly.

For more serious personnel issues, Oasis follows standard Corrective Action procedures that provide uniform system of progressive discipline, administered in a consistent manner. Each employee is given an opportunity to improve his/her performance or to correct a disciplinary problem. The primary objective of any type of disciplinary action is to offer the employee the opportunity to correct or improve the behavior not meeting Oasis Center standards.

**SECTION X: BUDGET, DETAILED BUDGET NARRATIVE, AND ORGANIZATIONAL PLAN**

Grant Recipients shall be compensated on a **quarterly** (July-September, October-December, January-March; and, April-June) reimbursement basis for actual direct program costs based upon the Grant Spending Plan, not to exceed the maximum liability. Documentation shall serve as proof of delivered services of a kind and type as specified by the contract and accompany the submission of invoices in order to be eligible for payment. The Recipient’s invoice shall be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of Metro Grants allowable and unallowable costs (See Attachment). Indirect costs are not allowable for this grant funding. Juvenile Court Grant Management personnel will consider written requests for monthly reimbursement and advise Recipient in writing if approved.

Please describe the processes and systems in place related to financial administration and accounting:

Oasis Center’s Chief Financial Officer (Kim Reese) assumes primary responsibility for managing agency finances, and would be responsible for the oversight of this funding. Ms. Reese has over 20 years of experience in nonprofit accounting and federal grant management, including managing multiple federal grants at Oasis Center exceeding \$3.3 million annually. Financial responsibilities are shared between the

CFO, Payroll Specialist, and Accounting Assistant to ensure separation of duties and efficient operations. The CFO reports to the CEO, who (along with the Board of Directors) provides ultimate oversight of agency budgets, finances, and operations. Finance staff work with program directors and other executive staff members to ensure compliance with all recordkeeping and other grant requirements, including staff time sheets, data collection, and eligible activities and expenditures. Cash accounts are reconciled monthly by the CFO and are reviewed with the CEO and program leadership, which ensures outlays are regularly compared to budget line-items and analyzed in relation to program activities and outcomes.

Oasis Center's Board of Directors (independent body comprised of 23 elected individuals, serving two-year terms for up to three consecutive terms) supervises Oasis' CEO and provides oversight and strategic leadership for the agency as a whole. Oasis' Board meets at least seven times annually as a whole to review all program outcomes, financial data, and other relevant and pressing issues. The CFO provides the agency's financial position (actual vs. budgeted) to the CEO and Board Finance Committee monthly. Financial statements and updates are presented to the full Board at regularly scheduled meetings.

Oasis adheres to a system of internal controls to ensure assets are safe-guarded, financial data is accurate, and that we are operating efficiently and adhering to agency policy and procedures. We operate on an accrual accounting basis, with grant revenue and expenses tracked in an automated fund accounting system (SAGE). Transactions are tracked by program and funding source. Expenditures must have the joint approval of the Chief Financial Officer (CFO) and either the Program Manager (for expenses less than \$1,000) or the CEO (\$1,000 to \$7,500). The Board Finance Committee approves expenditures greater than \$7,500. We have a written procurement manual outlining procedures for competitive procurements of items and methods to ensure purchases are necessary, reasonable, and allocated to programs based on derived benefit. Purchases include procurement and source documentation and are included in an electronic inventory traceable to the general ledger.

An independent accounting firm conducts an audit of Oasis Center's financials annually. The audit, along with any findings and the management letter are reviewed and approved by the CEO, CFO, and the Board.

**Required Attachments:**

Attach the applicant's budget

Attach the detailed budget narrative

Attach the agency organizational chart

**SECTION XI: SUSTAINABILITY PLAN**

Please describe the agency's plan to sustain this funded project in the future if Metro funding decreases or discontinues in the future.

Since 2009, the REAL Program has become a staple of Oasis Center. Given the program's demonstrated effectiveness at reducing recidivism and the increasing community need for youth violence prevention services, Oasis Center is strongly committed to ensuring the REAL Program is fully funded every year. To that end, we rely on a diversity of sources, currently including the TN Department of Mental Health and Substance Abuse Services (28% of revenue), United Way of Metro Nashville (21%), Individual Donations (8%), and Foundations (7%), in addition to current Community Partnership Funding from Metro (36%).

Metro funding is vital for fully implementing the REAL Program. Should we receive less funding, or should funding levels change in future years, Oasis would look to close revenue gaps through unrestricted operating funds and/or raising additional revenue from individuals and foundations. We would also

consider expanding collaborations with other Oasis programs that could lead to leveraging additional funding and/or sharing positions.

**SECTION XII: DATA COLLECTION**

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

The REAL program utilizes pre-/post-program surveys to determine changes in skills and knowledge. We also maintain Case Logs, which capture the services provided (e.g., college application assistance, counseling sessions) and record outcomes like making progress on goals, participating in workforce development workshops, and receiving mentoring support. Additionally, partners/external sources provide data points like school attendance, discipline, and grades (MNPS); court involvement (Juvenile Court); college enrollment (National Student Clearinghouse); and employment/income verification (The Work Number).

To have a complete picture of the youth and families we serve in the REAL program, we utilize a comprehensive enrollment form that includes 10 universal data elements (e.g., Name, DOB, Race, Address, etc.), 15 additional considerations (e.g., income, foster care history, sexual orientation, homelessness, immigrant/refugee, disability, etc.), and any other program specific information.

All data is entered into Oasis's custom, central database to create an Individual Profile, where a youth's record of program activities is recorded along with this basic personal information. Sustaining a robust, organization-wide database enables us to not only track program/ participant information, but to also extract and analyze program data at regular intervals.

Describe how the agency will use the data collected to evaluate the goals of the project and the work performed and plan accordingly.

As mentioned in Section IX, REAL program staff will meet weekly with the Director of Youth Action to examine data and evaluate program effectiveness. Indicators of program success for the REAL program will include changes in mindsets/attitudes and competencies (measured by survey data) and changes in behavior (measured via discipline data provided by MNPS and court-involvement data provided by Juvenile Court). Surveys are administered at the end of each cohort experience (9-12 weeks). To track progress toward court-involvement/recidivism outcomes, the Court provides follow-up data on program graduates. Additionally, staff will exam data on program attendance, participation, demographic info., etc., to monitor program success. Should the program not produce desired outcomes (e.g., participants continue to experience high rates of discipline infractions), staff will utilize observations as well as feedback from participants, partners, volunteers, etc., to make adjustments in program delivery. We have currently applied for a contract with Vanderbilt University, who (if approved) will also be monitoring program outcomes and providing us with external program evaluation.

Describe how the agency shares data with the agency's board and other community partners.

Oasis generates an Annual Report at the end of every fiscal year, which captures aggregate program data, program outcomes, and general success stories over the year. This report is published on our website and shared directly (via mail or e-mail) with our Board, funders, partners and community stakeholders. In addition to the Annual Report, program staff utilize data to compose regular progress reports in accordance with grant requirements and/or partner agreements.

| <b>JUVENILE COURT GRANTS MANAGEMENT TEAM CONTACT INFORMATION</b>  |   |
|---|---|
| <b>Metro Juvenile Court Finance Director</b><br><b>Mr. Jim Swack, J.D.</b><br>Juvenile Court Deputy Court Administer<br>Finance and Business Operations<br>(615) 862-8022<br><a href="mailto:jimswack@jnsnashville.gov">jimswack@jnsnashville.gov</a> | <b>Metro Juvenile Court Grants and Contracts Manager Contact</b><br><b>Mrs. L'Tannia Williams, M.S.</b><br>Juvenile Court Grants and Contracts Program<br>Manager<br>(615) 862-8023<br><a href="mailto:l'tanniawilliams@jnsnashville.gov">l'tanniawilliams@jnsnashville.gov</a> |
| <b>Metro Juvenile Curt CPF Grant Program Contact</b><br><b>Mrs. Shelley Hudson, M.A.</b><br>Juvenile Court Special Projects Program Manager<br>(615) 862-8079<br><a href="mailto:shelleyhudson@jnsnashville.gov">shelleyhudson@jnsnashville.gov</a>   | <b>Metro Juvenile Court CPF Grant Invoicing Contact</b><br><b>Mr. Joe Atchley</b><br>Juvenile Court Accountant III<br>(615) 880-2368<br><a href="mailto:JoeAtchley@jnsnashville.gov">JoeAtchley@jnsnashville.gov</a>  |

| <b>GRANT BUDGET</b>  |                                    |                    |                     |                     |
|--|------------------------------------|--------------------|---------------------|---------------------|
| AGENCY NAME: Oasis Center, Inc.  |                                    |                    |                     |                     |
|  |                                    |                    |                     |                     |
| The grant budget line-item amounts below shall be applicable only to expense incurred during the following |                                    |                    |                     |                     |
| Applicable Period:   |                                    | BEGIN: 07/01/2021  | END: 06/30/2022     |                     |
|  | EXPENSE OBJECT LINE-ITEM CATEGORY  | GRANT CONTRACT     | GRANTEE MATCH       | TOTAL PROJECT       |
|  | Salaries and Wages                 | \$30,850.00        | \$69,850.00         | \$100,700.00        |
|  | Benefits and Taxes (avg 17%)       | \$5,400.00         | \$11,780.00         | \$17,180.00         |
|  | Professional Fees                  | \$5,000.00         | \$2,513.04          | \$7,513.04          |
|  | Supplies                           | \$3,375.00         | \$3,375.00          | \$6,750.00          |
|  | Communications                     | \$0.00             | \$979.92            | \$979.92            |
|  | Postage and Shipping               | \$0.00             | \$0.00              | \$0.00              |
|  | Occupancy                          | \$0.00             | \$2,485.00          | \$2,485.00          |
|  | Equipment Rental and Maintenance   | \$0.00             | \$453.00            | \$453.00            |
|  | Printing and Publications          | \$375.00           | \$0.00              | \$375.00            |
|  | Travel/Conferences and Meetings    | \$0.00             | \$964.40            | \$964.40            |
|  | Insurance                          | \$0.00             | \$713.00            | \$713.00            |
|  | Specific Assistance to Individuals | \$0.00             | \$12,500.00         | \$12,500.00         |
|  | Other Non-Personnel                | \$0.00             | \$15,061.34         | \$15,061.34         |
|  | <b>GRAND TOTAL</b>                 | <b>\$45,000.00</b> | <b>\$120,674.70</b> | <b>\$165,674.70</b> |

|                               |              |         |                    |
|-------------------------------|--------------|---------|--------------------|
| <b>Total Match Amount</b>     | \$120,674.70 |         |                    |
| <b>Total Match Percentage</b> | 72.8383%     | UNKNOWN | <b>Fund Source</b> |

(Note: any changes to the contract budget must be pre-approved by Juvenile Court to be eligible for reimbursement)



**GRANT BUDGET LINE-ITEM DETAIL:**

AGENCY NAME: Oasis Center, Inc.

0

0

| <b>SALARIES, WAGES, BENEFITS AND TAXES:</b>  | <b>AMOUNT</b>       |
|--|---------------------|
| Summary of individual positions that will support project activities. Review Instructions for examples.            | \$0.00              |
| Position 1: <i>VP of Action, Advocacy &amp; Education \$8,000 (80,000 x 10% of FTE) + benefits at 10% of wages</i> | \$8,800.00          |
| Position 2: <i>Senior Director of Youth Action, \$10,200 (\$68,000 x 15% of FTE) + benefits at 15% of wages</i>    | \$11,730.00         |
| Position 3: <i>REAL Program Manager, \$45,000 (100% of FTE) + benefits at 18% of wages</i>                         | \$53,100.00         |
| Position 4: <i>REAL Youth Specialist, \$37,500 (100% of FTE) + benefits at 18% of wages</i>                        | \$44,250.00         |
| <b>Repeat row(s) as Necessary</b>  | \$0.00              |
| <b>TOTAL</b>   | <b>\$117,880.00</b> |

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

| <b>PROFESSIONAL FEES:</b>   | <b>AMOUNT</b>     |
|---|-------------------|
| Contractual services to conduct Family Retreat Weekend, orientation, and counseling services (\$25/hour x 60 hours)                             | \$1,500.00        |
| Contractual services for strengthening and conditioning trainer for participants as part of PLAAAY curriculum (\$500 per session x 10 sessions) | \$5,000.00        |
| Pro-rata share of contracted IT services (\$84.42/mo. X 12mos)  | \$1,013.04        |
| <b>Repeat row(s) as Necessary</b>   | \$0.00            |
| <b>TOTAL</b>  | <b>\$7,513.04</b> |

| <b>SUPPLIES:</b>   | <b>AMOUNT</b>     |
|--|-------------------|
| General office supplies, meals, and snacks for cohort meetings (\$400/mo x 12 mos) | \$4,800.00        |
| Supplies for graduation ceremonies (\$650/event x 3 events)                        | \$1,950.00        |
| <Please provide description here>  | \$0.00            |
| <Please provide description here>  | \$0.00            |
| <b>Repeat row(s) as Necessary</b>  | \$0.00            |
| <b>TOTAL</b>   | <b>\$6,750.00</b> |

| <b>COMMUNICATIONS:</b>   | <b>AMOUNT</b>   |
|--|-----------------|
| Program's pro-rata share (based on staff count) of annual agency telephone/internet services (\$41.66/mo x 2 FTE x 12 mos) | \$499.92        |
| Monthly cell phone stipend (\$20/mo x 2FTE x 12 mos)   | \$480.00        |
| <Please provide description here>  | \$0.00          |
| <b>Repeat row(s) as Necessary</b>  | \$0.00          |
| <b>TOTAL</b>   | <b>\$979.92</b> |

| <b>POSTAGE AND SHIPPING:</b>      | <b>AMOUNT</b> |
|-----------------------------------|---------------|
| <Please provide description here> | \$0.00        |
| <b>TOTAL</b>                      | <b>\$0.00</b> |

| <b>OCCUPANCY:</b>  | <b>AMOUNT</b>     |
|--|-------------------|
| Program's pro-rata share (based on sq. footage) of annual agency occupancy costs | \$2,485.00        |
| <b>Repeat row(s) as Necessary</b>  | \$0.00            |
| <b>TOTAL</b>   | <b>\$2,485.00</b> |

| <b>EQUIPMENT RENTAL AND MAINTENANCE:</b> | <b>AMOUNT</b> |
|--|---------------|
|--|---------------|



|   |                 |
|---|-----------------|
| Program's pro-rata share (based on staff count) of annual copier and postage lease machine (\$18.86/mo x 2FTE x 12 mos) | \$453.00        |
| Repeat row (s) as Necessary   | \$0.00          |
| <b>TOTAL</b>  | <b>\$453.00</b> |

| <b>PRINTING AND PUBLICATIONS:</b>                          | <b>AMOUNT</b>   |
|--|-----------------|
| Program printing / curriculum                              | \$75.00         |
| Staff business cards (\$75 per order x 2 orders x 2 staff) | \$300.00        |
| <b>TOTAL</b>   | <b>\$375.00</b> |

| <b>TRAVEL/CONFERENCE AND MEETINGS:</b>   | <b>AMOUNT</b>   |
|--|-----------------|
| Fuel costs for transporting youth (\$15/week x 48 weeks) + local mileage (10 miles/week x 52 weeks x \$ 46/mile) | \$964.40        |
| Repeat row(s) as Necessary   | \$0.00          |
| <b>TOTAL</b>   | <b>\$964.40</b> |

| <b>INSURANCE:</b>  | <b>AMOUNT</b>   |
|--|-----------------|
| Program's pro-rata share (based on usage) of annual auto insurance premiums                          | \$313.00        |
| Program's pro-rata share (based on staff count) of commercial (property/general liability) insurance | \$400.00        |
| <b>TOTAL</b>   | <b>\$713.00</b> |

| <b>SPECIFIC ASSISTNACE TO INDIVIDUALS:</b>                      | <b>AMOUNT</b>      |
|---|--------------------|
| Direct financial assistance to clients (\$150/youth x 30 youth) | \$4,500.00         |
| Cultural Enrichment Activities for youth                        | \$8,000.00         |
| <b>TOTAL</b>  | <b>\$12,500.00</b> |

| <b>OTHER NON-PERSONNEL:</b>                                    | <b>AMOUNT</b>      |
|--|--------------------|
| Indirect/administration (10% of total program operating costs) | \$15,061.34        |
| <Please provide description here>                              | \$0.00             |
| <Please provide description here>                              | \$0.00             |
| Repeat row(s) as Necessary                                     | \$0.00             |
| <b>TOTAL</b>   | <b>\$15,061.34</b> |

Grant contract between the Metropolitan Government of Nashville and Davidson County and (Be About Change), Contract # \_\_\_\_\_ June 23, 2021

**GRANT CONTRACT  
BETWEEN THE JUVENILE JUSTICE CENTER  
(Metro Juvenile Court),  
A DEPARTMENT OF THE METROPOLITAN GOVERNMENT  
OF NASHVILLE AND DAVIDSON COUNTY  
AND  
BE ABOUT CHANGE**

This Grant Contract issued and entered pursuant to RS2021- \_\_\_\_\_ by and between the Juvenile Justice Center, a Department of the Metropolitan Government of Nashville and Davidson County, a municipal corporation of the State of Tennessee hereinafter referred to as "Metro", and **BE ABOUT CHANGE**, hereinafter referred to as the "Grantee," is for the **Be About Change Program**, to provide eight week **skill training, leadership, education, service-learning, and mentoring for disadvantaged youth**, as further defined in the "SCOPE OF PROGRAM." (Attachment 1).

**RECITALS**

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

**WHEREAS BE ABOUT CHANGE**, (hereinafter called "Agency") is the Grantee of funds from the Community Partnership Fund; and,

**WHEREAS**, expenditures will take place or have been retroactively used during the time frame from July 1, 2021 through June 30, 2022; and,

**WHEREAS**, youth residing in historically economically marginalized communities experience a positive community connections; and,

**WHEREAS**, the Grantee will serve disadvantaged youth in at risk communities; and,

**WHEREAS**, skill training, mentoring, and educational service learning focused on leadership training, writing and mental wellness workshops are essential to ensure Davidson County youth increase educational engagement and vocational training to prevent delinquency or escalation of delinquency of justice youth; and,

**Grant contract between the Metropolitan Government of Nashville and Davidson County and (Be About Change), Contract # \_\_\_\_\_ June 23, 2021**

**WHEREAS**, subrecipient's goals include:

**Goal 1:** Decrease recidivism.

Objective 1.1: Connect youth participants with positive role models/services (individuals and agencies).

Activity 1.1: Provide multi-level programming that includes topics that range from Social Emotional Learning (SEL) to job/skills training (2X8 week cycles – 16 classes).

Objective 1.2: Educate youth participants with body/mind training and engagement.

Activity 1.2: Provide foundational instruction in bodyweight fitness training to lay the groundwork for confidence building.

**Goal 2:** Increase school attendance.

Objective 2.1: Orient students toward higher education and vocational training (2X\$500 dual enrollment scholarships).

Activity 2.1: Connect students with educational resources that may be utilized in/out of formal school to support increased attendance (such as scholarship opportunities and orientation to grants and scholarships).

Objective 2.2: Align students with activities that promote school engagement.

Activity 2.2: Establish relationships with schools (personnel) to monitor and encourage student attendance.; and,

**WHEREAS**, Measurable outcomes include:

1) 75% of program graduates will not have new adjudicated charges within one year of graduation.

2) 75% of program graduates will have improved rate of attendance within one year of graduation (Where applicable to truancy charges)

3) 75% of program graduates will report feeling more connected/engages with their community within one year of graduation.

**WHEREAS**, Juvenile Court and **BE ABOUT CHANGE** propose to utilize five thousand (\$5,000.00) of the CPF grant to fund the grantee to serve Davidson County youth.

**A. RECITALS AND SCOPE OF PROGRAM:**

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

**Grant contract between the Metropolitan Government of Nashville and Davidson County and (Be About Change), Contract # \_\_\_\_\_ June 23, 2021**

**SCOPE OF PROGRAM:**

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

**GRANT CONTRACT TERM:**

**B.1. Grant Contract Term.**

The term of this Grant shall be for a period of twelve (12) months, commencing on July 1, 2021 and ending on June 30, 2022. This grant is retroactive, beginning July 1, 2021. Metro shall have no obligation for services rendered by the Grantee which are not performed within this term.

**C. PAYMENT TERMS AND CONDITIONS:**

**C.1. Maximum Liability.**

In no event shall the maximum liability of Metro under this Grant Contract exceed **five thousand dollars (\$5,000.00)**. The Grant Spending Plan is attached and incorporated herein as part of **Attachment 1**, and shall constitute the maximum amount to be provided to the Grantee by Metro for all of the Grantee's obligations hereunder.

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

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

**Grant contract between the Metropolitan Government of Nashville and Davidson County and (Be About Change), Contract # \_\_\_\_\_ June 23, 2021**

**C.2. Compensation Firm.**

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

**C.3. Payment Methodology.**

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

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

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

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

**Final invoices for the contract period must be received by Juvenile Court by July 6, 2022.**

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

**C.5. Payment of Invoice.**

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

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

The Grantee shall meet all allowable and unallowable Metro Grants cost requirements. See the Metro Grants Manual, Chapter 5: Allowable Costs, and Chapter 6: Unallowable Costs. This grant contract does not allow for indirect

**Grant contract between the Metropolitan Government of Nashville and Davidson County and (Be About Change), Contract # \_\_\_\_\_ June 23, 2021**

cost. The Grantee's invoice shall be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs. Utilization of Metro funding for services to non-Davidson County residents is unallowable.

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

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

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

Tips included on supplies and service are not reimbursable.

**C.7. Deductions.**

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

**C.8. Travel Compensation.**

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

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

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

**Grant contract between the Metropolitan Government of Nashville and Davidson County and (Be About Change), Contract # \_\_\_\_\_ June 23, 2021**

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

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

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

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

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

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

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

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

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

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



**Grant contract between the Metropolitan Government of Nashville and Davidson County and (Be About Change), Contract # \_\_\_\_\_ June 23, 2021**

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

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

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

**C.9. Electronic Payment.**

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

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

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

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

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

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

**Grant contract between the Metropolitan Government of Nashville and Davidson County and (Be About Change), Contract # \_\_\_\_\_ June 23, 2021**

**D. STANDARD TERMS AND CONDITIONS:**

**D.1. Required Approvals.**

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

**D.2. Modification and Amendment.**

This Grant Contract may be modified only by a written amendment that has been approved in accordance with all Metro procedures and by appropriate legislation of the Metropolitan Council. The Grantee shall make proposed changes in writing by email to the attention of [shelleyhudson@iisnashville.gov](mailto:shelleyhudson@iisnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager). The Juvenile Court Grants Management team will review the requested changes to determine if the changes are allowable, and if they warrant a contract amendment.

**D.3. Termination for Cause.**

Should the Grantee fail to properly perform its obligations under this Grant Contract or if the Recipient violates any terms of this Grant Contract, Metro shall have the right to immediately terminate the Grant Contract and the Grantee shall return to Metro any and all grant monies for services or programs under the grant not performed as of the termination date. The Grantee shall also return to Metro any and all funds expended for purposes contrary to the terms of the Grant. Such termination shall not relieve the Grantee of any liability to Metro for damages sustained by virtue of any breach by the Grantee. See the Metro Grants Manual, Section: Failure to Comply, page 5.

**D.4. Subcontracting.**

The Grantee shall not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of Metro. The Grantee shall make subcontracting requests in writing by email to the attention of [shelleyhudson@iisnashville.gov](mailto:shelleyhudson@iisnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager). Notwithstanding any use of approved subcontractors, the Grantee shall be considered the prime grant Recipient and shall be responsible for all work performed. Make all subcontract requests to the Juvenile Court Grants Management team.

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

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

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**D.6. Nondiscrimination.**

The Grantee hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification which is in violation of applicable laws. **The Grantee shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees, clients, and applicants, notices of nondiscrimination.**

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

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

The Grantee shall retain all books of original entry, source documents to support accounting transactions, general ledger(s), subsidiary ledger(s), personnel and payroll records, cancelled checks, and documents and records related to the funds provided by Metro.

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

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

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

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

**D.8. Monitoring.**

Monitoring is the review process used to determine the Grantee's compliance with the requirements of Federal, State, and/or local laws, regulations, and measures of progress toward stated results and outcomes. Monitoring determine

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the level of compliance with program expectations and identify operational changes. Monitoring also determines if the financial management and the accounting system are adequate to account for program funds in accordance with government requirements.

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

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

**D.9. Reporting.**

Reporting details the Grantee's progress on each of the core performance measures identified in the grant solicitation and any program specific and/or outcome measures identified in the Grantee's Grant Spending Plan as funded under this Grant Contract. The Grantee is required to gather and maintain statistical data relating to grant project activities. The data collected should support the information submitted on all reports.

The Grantee shall submit an **Interim Program Report** no later than **November 1, 2021**. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding November 1, 2021.

The Grantee shall submit a **Final Program Report** no later than **June 30, 2022**. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding June 30, 2022.

The Grantee shall submit an **Annual Expenditure Report**, to reconcile grant receipts with grant revenues. The report is due 45 days after the end of the grant period. The grantee can submit the report earlier. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding **August 14, 2022**. Said report shall be in form and substance acceptable to Metro and shall be prepared by a **Certified Public Accounting Firm or the Chief Financial Officer** of the Recipient Organization.

The Grantee shall send all reports electronically to the attention of [shelleyhudson@iisnashville.gov](mailto:shelleyhudson@iisnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager).

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

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**D.10. Strict Performance.**

Failure by Metro to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this agreement shall not be construed as a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Grant Contract shall be held to be waived, modified, or deleted except by a written amendment by the appropriate parties as indicated on the signature page of this Grant.

**D.11. Insurance.**

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

**D.12. Metro Liability.**

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

**D. 13. Independent Contractor.**

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

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

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

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

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

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

**D.15. Force Majeure.**

"Force Majeure Event" means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the party. Except as provided in this Section, any failure or delay by a party in the performance of its obligations under this Contract arising from a Force Majeure Event is not a breach under this Contract. The non-performing party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the party continues to use diligent, good faith efforts to resume performance without delay. Grantee will promptly notify Metro within forty-eight (48) hours of any delay caused by a Force Majeure Event and will describe in reasonable detail the nature of the Force Majeure Event.

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

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

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

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

**D.18. Completeness.**

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

**D.19. Headings.**

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

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

The Grantee shall take legal title to all equipment, hereinafter referred to as "equipment," purchased totally or in part with funds provided under this Grant Contract, subject to Metro's equitable interest therein, to the extent of its *pro rata*

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share, based upon Metro's contribution to the purchase price. "Equipment" shall be defined as an article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds \$5,000.00.

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

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

**D. 21. Assignment - Consent Required.**

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

**D.22. Gratuities and Kickbacks.**

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

It shall be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or a person associated



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therewith, as an inducement for the award of a subcontract or order. Breach of the provisions of this paragraph is, in addition to a breach of this contract, a breach of ethical standards which may result in civil or criminal sanction and/or debarment or suspension from participation in Metropolitan Government contracts.

**D.23. Lobbying.**

The Grantee certifies, to the best of its knowledge and belief, that:

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

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

**D.25. Public Accountability.**

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



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

**D. 26. Disclosure of Personal Identity Information.**

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

**D.23. Written Policies and Procedures.**

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

**D.25. Communications and Contacts.**

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

**Metro**

For contract-related matters inquiries regarding programming and invoices:

**Metro Juvenile Court CPF Grant Program Contact:**

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

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[shelleyhudson@jnsnashville.gov](mailto:shelleyhudson@jnsnashville.gov)

**Metro Juvenile Court CPF Grant Invoicing Contact.**

**Joe Atchley**

Juvenile Court Accountant III  
Juvenile Court  
P.O. Box 196306  
Nashville, Tennessee 37219-6306  
**Office:** (615) 880-2368  
[JoeAtchley@jnsnashville.gov](mailto:JoeAtchley@jnsnashville.gov)

**Recipient:**

Mr. Stephon Strode  
Executive Committee Member  
Be About Change.  
PO Box 210169  
Nashville, TN 37221  
Phone : 615-241-0823  
Email : [ec@beaboutchange.org](mailto:ec@beaboutchange.org)

**D. 25. Effective Date.**

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

(THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK)

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

**RECIPIENT:** *[Signature]*

By: BE ABOUT CHANGE

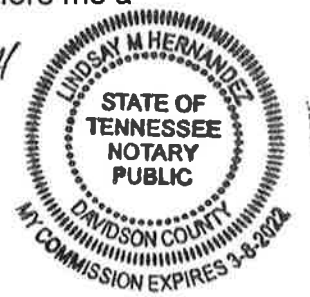
Title: EXECUTIVE COMMITTEE MEMBER

**APPROVED AS TO  
AVAILABILITY OF FUNDS:**

DocuSigned by:

*[Signature]*  
Director of Finance

Sworn to and subscribed to before me a  
Notary Public, this 23<sup>rd</sup> day  
of JUNE, 2021 LMH



**APPROVED AS TO FORM AND  
LEGALITY**

Notary Public

DocuSigned by:

*[Signature]*  
Metropolitan Attorney

*[Signature]*

My Commission  
expires 03/08/2022

**FILED IN THE OFFICE OF THE  
CLERK:**

\_\_\_\_\_  
Metropolitan Clerk

**Community Partnership Reallocation Funds Grant  
Provided by the Davidson County Juvenile Court  
Youth Violence Reduction Program Application**

|   |  |
|---|--|
| Name of Organization/Agency Applicant   | BE ABOUT CHANGE  |
| Is the Applicant the primary (Parent) or secondary (Child) applicant?   | <input type="checkbox"/> Primary <input type="checkbox"/> Secondary N/A  |
| <p>If your organization/agency is filing under another agency's financial audit then your organization is considered the secondary (Child) agency. If the applicant is a secondary (Child) applicant, then their parent (Primary) applicant must file for this grant and subcontract with the secondary (child) agency.</p> |  |
| Name of Program Supported by the Grant:   | Be About Change: Project LEAD  |
| Name of Individual Signing the Contract:  | Stephon Strode   |
| Position:   | Executive Committee Member   |
| Primary Phone:  | 615-241-0823   |
| Email:  | ec@beaboutchange.org   |
| Is the Applicant a prior Metro CPF Recipient Year:  | X Yes <input type="checkbox"/> No Amount: \$5,000.00   |
| Is the Applicant a prior year Metro Direct Appropriation  | <input type="checkbox"/> Yes X No Amount: N/A  |
| <b>REALLOCATED FUNDING AMOUNT</b>   | <b>Amount:</b>   |
| <b>TERM OF GRANT FUNDING</b>  | <b>JULY 1, 2021 – JUNE 30, 2022</b>  |
| <u>SECTION I</u>  | Please include the names (s) of the person (s) and contact information below   |
| Name of Individual Completing Application:  | Name: Stephon Strode<br>Title: Executive Committee Member<br>Phone number: 615-241-0823<br>Email: ec@beaboutchange.org |
| Name of Individual over program monitoring:   | Name: Stephon Strode<br>Title: Executive Committee Member<br>Phone number: 615-241-0823<br>Email: ec@beaboutchange.org |
| Name of Individual over financial monitoring:   | Name: Judd Cowan<br>Title: Executive Committee Member<br>Phone number: 615-241-0823<br>Email: ec@beaboutchange.org     |

**SECTION II: ELIGIBILITY CRITERIA**

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

1. Applicants must serve residents of Nashville, Davidson County.

X Yes  No

2. Applicants must have a 501(c) (3) designation of exemption from federal taxation from the Internal Revenue Service (IRS) as provided by 26 U.S. C. A.;

X Yes  No

If Yes, has there been a change in the applicant's 501(c) (3) status?

Yes X No

If yes, please explain \_\_\_\_\_.

**Please attach a copy of the agency's 501 (c) (3) document with this application. X**

3. Applicants must have an incorporation as a non-profit with registration identification number provided by the Secretary of State as a Charitable Organization or proof of such exemption as allowed.

X Yes  No

If Yes, has there been a change in the applicant's non-profit status?

Yes X No

If yes, please explain \_\_\_\_\_.

**Please attach a copy of the agency's non-profit registration and identification document with this application. X**

4. Applicants must have been in existence for at least one full year by application due date.

X Yes  No

If yes, how long has the applicant been in existence? 5+ years

5. Applicants must be in compliance with grant contract award requirements from Metro in any previous year(s).

X Yes  No

If yes, when was the last time the applicant was audited by Metro? 2020-2021

Was the applicant in compliance?

X Yes  No

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

Yes  No N/A

6. Applicants must provide a copy of a financial audit of its latest completed fiscal year by a certified public accountant. The year-end or the issue date of the report should be within the preceding 12 months of the application due date. For example: If the NPO's fiscal year end is December 31, 2020 and application date is March 1, 2021; the audit for the 2020 year will probably not be completed

by the application deadline, the NPO can submit the audit for the prior year if that audit was issued between March 2, 2020 and March 1, 2021.

N/A

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

N/A

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

**SECTION III: VISION, MISSION, AND VALUES STATEMENTS**

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

Provide the agency’s vision, mission, and values statements here.

**Vision:** *Be About Change* envisions impacting youth such that their direction toward positive decisions and behaviors affects not just them, but also future generations. As science has proven, learned behaviors have a genetic effect.

**Mission:** *Be About Change* is dedicated to enhancing the lives of today’s youth in Nashville, TN—building their confidence and preparing them to serve the community. We do this in three key ways: 1) *Be About Change* implements effective leadership training through the Juvenile Court to reduce youth violence and encourage troubled teens in turning around their lives. 2) We work with area agencies and schools to conduct comprehensive leadership, writing and mental wellness workshops for students. 3) We provide scholarships to high school seniors facing economic hardships but also demonstrating a desire to succeed.

**Values:** *Be About Change* values education, because the search for knowledge enables more informed decision-making. Informed decision-making boosts a community’s ability to sustain itself long-term, with an emphasis on empathy and fellowship. Through this, more communities have improved access to health, vitality, and a spirit of service. *Be About Change* places a high value on PYD, emphasizing it through 8-week programs of continuous skill training, education, service-learning, and mentoring. These 8-week programs include regular measurement throughout to ensure effectiveness, and results have confirmed the impact

**SECTION IV: NEEDS STATEMENT**

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

- 1) Briefly describe your agency’s need/problem statement for program funding.  
Youth that enter the juvenile justice system—historically economically marginalized—traditionally have a deficiency in positive community connections.
- 2) Briefly Describe how reallocated funds will continue to help your agency meet program needs.

Funds will boost agency's ability to provide/continue in-person and/or virtual programming to targeted court referrals.

**SECTION V: GOALS, OBJECTIVES, ACTIVITIES**

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

**Goal 1: Decrease recidivism**

**Objective 1.1:** Connect youth participants with positive role models/services (individuals and agencies).

**Activity 1.1** Provide multi-level programming that includes topics that range from SEL to job/skills training (2x 8-week cycles – 16 total classes).

**Objective 1.2:** Educate youth participants with body/mind training and engagement.

**Activity 1.2:** Provide foundational instruction in bodyweight fitness training to lay the groundwork for confidence building.

**Goal 2: Increase attendance**

**Objective 2.1:** Orient student toward higher education and vocational training (2x\$500 dual enrollment scholarships).

**Activity 2.1:** Connect students with educational resources that may be utilized in/out of formal school to support increased attendance (such as scholarship opportunities and orientation to grants and scholarships).

**Objective 2.2:** Align student with activities that promote school engagement.

**Activity 2.2:** Establish relationships with schools (personnel) to monitor and encourage student attendance.

**SECTION VI: MEASURABLE OUTCOMES**

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



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

- 1) 75% of program graduates will not have new adjudicated charges within one year of graduation.
- 2) 75% of program graduates will have improved rate of attendance within one year of graduation (where applicable to truancy charges).
- 3) 75% of program graduates will report feeling more connected/engaged with their community within one year of graduation.

#### **SECTION VII: PROGRAM INPUTS**

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

- 1) Agency resources: *Be About Change* has established partnerships with community centers and educational institutions, enabling ease of program delivery.
- 2) Agency collaborations: *Be About Change* has partnerships with multiple agencies and partnerships with private and public sector organizations.
- 3) Evidence-based programming: *Be About Change* utilizes PYD and strengths-based programming, which has shown to yield favorable results in education and youth intervention.

#### **SECTION VIII: MONITOR AND TRACKING PROGRAM SERVICE DELIVERY**

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

- 1) **Briefly describe the agency's plan to monitor and track the program progress:**

Executive Committee and board members/volunteers to track progress weekly at scheduled workshops to assess delivery and execution of service plan, with mechanisms in place to adjust if/where needed. Review of aforementioned measurable outcomes.

#### **SECTION IX: PROGRAM EVALUATION PLAN**

**Briefly describe below the agency's plan to evaluate program effectiveness and corrective action plans: This includes completeness of the evaluation plan to include what you will do to judge the success or effectiveness of your program.**

Briefly describe evaluation processes and corrective action plan(s):

Includes regular follow-up with families and/or youth team. Where goals/objectives fall short, *Be About Change* personnel will identify any deficiencies in program execution and work to increase level of engagement with stated youth team members (family, school, community organizations, etc.)

#### **SECTION X: BUDGET, DETAILED BUDGET NARRATIVE, AND ORGANIZATIONAL PLAN**

Grant Recipients shall be compensated on a **quarterly** (July-September, October-December, January-March; and, April-June) reimbursement basis for actual direct program costs based upon the Grant Spending Plan, not to exceed the maximum liability. Documentation shall serve as proof of delivered services of a kind and type as specified by the contract and accompany the submission of invoices in order to be eligible for payment. The Recipient's invoice shall be subject to reduction for amounts included in any invoice or



payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of Metro Grants allowable and unallowable costs (See Attachment). Indirect costs are not allowable for this grant funding. Juvenile Court Grant Management personnel will consider written requests for monthly reimbursement and advise Recipient in writing if approved.

Please describe the processes and systems in place related to financial administration and accounting:

Quickbooks + accounting firm

**Required Attachments:**

Attach the applicant’s budget X

Attach the detailed budget narrative X

Attach the agency organizational chart X

**SECTION XI: SUSTAINABILITY PLAN**

Please describe the agency’s plan to sustain this funded project in the future if Metro funding decreases or discontinues in the future.

Sustainability is programmed into *Be About Change* initiatives, as fundraising and grant procurement efforts have grown since the organization’s inception. Additionally, *Be About Change* has created relationships over the years that have enabled the organization to grow and expand in its efforts and scope.

**SECTION XII: DATA COLLECTION**

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

*Be About Change* collects and analyzes client data by coordination with court personnel and agency partners. Through new and existing relationships with local Nashville-area schools, *Be About Change* is able to secure additional perspectives about clients, further enabling our organization to customize services to specific student needs. In addition, *Be About Change* maintains relationships with scholarship recipients now in school, to gauge progress and assist with future student-led curriculum development.

Describe how the agency will use the data collected to evaluate the goals of the project and the work performed and plan accordingly.

Perspectives, input, and data from agency/community partners enable *Be About Change* to gauge the efficacy of services delivered, by reviewing the quantifiable goals of recidivism and attendance.

Describe how the agency shares data with the agency’s board and other community partners.

Shared data generally requires guardian and/or youth permission via written, signed releases.

**JUVENILE COURT GRANTS MANAGEMENT TEAM CONTACT INFORMATION**

Metro Juvenile Court Finance Director  
Mr. Jim Swack, J.D.

Metro Juvenile Court Grants and Contracts Manager  
Contact

|  |   |
|--|---|
| <p>Juvenile Court Deputy Court Administer<br/>Finance and Business Operations<br/>(615) 862-8022<br/><a href="mailto:jimswack@jnsnashville.gov">jimswack@jnsnashville.gov</a></p>  | <p><b>Mrs. L'Tannia Williams, M.S.</b><br/>Juvenile Court Grants and Contracts Program<br/>Manager<br/>(615) 862-8023<br/><a href="mailto:l'tanniawilliams@jnsnashville.gov">l'tanniawilliams@jnsnashville.gov</a></p>          |
| <p><b>Metro Juvenile Curt CPF Grant Program Contact</b><br/><b>Mrs. Shelley Hudson, M.A.</b><br/>Juvenile Court Special Projects Program Manager<br/>(615) 862-8079<br/><a href="mailto:shelleyhudson@jnsnashville.gov">shelleyhudson@jnsnashville.gov</a></p> | <p><b>Metro Juvenile Court CPF Grant Invoicing Contact</b><br/><b>Mr. Joe Atchley</b><br/>Juvenile Court Accountant III<br/>(615) 880-2368<br/><a href="mailto:JoeAtchley@jnsnashville.gov">JoeAtchley@jnsnashville.gov</a></p> |

**ATTACHMENT A-1**  
Page 1

| <b>GRANT BUDGET</b>  |                   |                 |                   |                           |
|--|-------------------|-----------------|-------------------|---------------------------|
| AGENCY NAME: BE ABOUT CHANGE   |                   |                 |                   |                           |
|  |                   |                 |                   |                           |
|  |                   |                 |                   |                           |
| The grant budget line-item amounts below shall be applicable only to expense incurred during the following |                   |                 |                   |                           |
| Applicable Period:   |                   |                 | BEGIN: 07/01/2021 | END: 06/30/2022           |
| EXPENSE OBJECT LINE-ITEM CATEGORY  | GRANT CONTRACT    | GRANTEE MATCH   | TOTAL PROJECT     |                           |
| Salaries and Wages   | \$2,800.00        | \$0.00          | \$2,800.00        |                           |
| Benefits and Taxes (PERCENT)   | \$0.00            | \$0.00          | \$0.00            |                           |
| Professional Fees  | \$0.00            | \$0.00          | \$0.00            |                           |
| Supplies   | \$517.00          | \$0.00          | \$517.00          |                           |
| Communications   | \$0.00            | \$0.00          | \$0.00            |                           |
| Postage and Shipping   | \$0.00            | \$0.00          | \$0.00            |                           |
| Occupancy  | \$0.00            | \$0.00          | \$0.00            |                           |
| Equipment Rental and Maintenance   | \$0.00            | \$0.00          | \$0.00            |                           |
| Printing and Publications  | \$0.00            | \$0.00          | \$0.00            |                           |
| Travel/Conferences and Meetings  | \$0.00            | \$0.00          | \$0.00            |                           |
| Insurance  | \$683.00          | \$683.00        | \$1,366.00        |                           |
| Specific Assistance to Individuals   | \$0.00            | \$0.00          | \$0.00            |                           |
| Other Non-Personnel  | \$1,000.00        | \$0.00          | \$1,000.00        |                           |
| <b>GRAND TOTAL</b>   | <b>\$5,000.00</b> | <b>\$683.00</b> | <b>\$5,683.00</b> |                           |
| <b>Total Match Amount</b>  |                   | \$683.00        |                   |                           |
| <b>Total Match Percentage</b>  |                   | 12.0183%        | UNKNOWN           | <b>Fundraising/Budget</b> |

(Note: any changes to the contract budget must be pre-approved by Juvenile Court to be eligible for reimbursement)

**ATTACHMENT A-1**  
Page 2

**GRANT BUDGET LINE-ITEM DETAIL:**  
AGENCY NAME: BE ABOUT CHANGE

| SALARIES, WAGES, BENEFITS AND TAXES:  | AMOUNT            |
|---|-------------------|
| Summary of individual positions that will support project activities. Review Instructions for examples. | \$0.00            |
| Position 1: Coordinator / 100% of time (any unused portion converts to scholarship line item)           | \$1,600.00        |
| Position 2: Instructor / Trainer / 100% of time (any unused portion converts to scholarship line item)  | \$1,200.00        |
| <b>TOTAL</b>  | <b>\$2,800.00</b> |

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

| SUPPLIES:   | AMOUNT          |
|---|-----------------|
| Technology/writing materials (any unused portion converts to scholarship line item) | \$517.00        |
| <b>TOTAL</b>  | <b>\$517.00</b> |

| INSURANCE:  | AMOUNT          |
|---|-----------------|
| Hargis Insurance (underwriter) (any unused portion converts to scholarship line item) | \$683.00        |
| Repeat row (s) as Necessary   | \$0.00          |
| <b>TOTAL</b>  | <b>\$683.00</b> |

| OTHER NON-PERSONNEL:  | AMOUNT            |
|-----------------------|-------------------|
| 2 x \$500 scholarship | \$1,000.00        |
| <b>TOTAL</b>          | <b>\$1,000.00</b> |

**Grant contract between the Metropolitan Government of Nashville and Davidson County and  
(EPIC GIRL), Contract # \_\_\_\_\_ June 23, 2021**

**GRANT CONTRACT  
BETWEEN THE JUVENILE JUSTICE CENTER  
(Metro Juvenile Court),  
A DEPARTMENT OF THE METROPOLITAN GOVERNMENT  
OF NASHVILLE AND DAVIDSON COUNTY  
AND  
EPIC GIRL**

This Grant Contract issued and entered pursuant to **RS2021-** \_\_\_\_\_ by and between the Juvenile Justice Center, a Department of the Metropolitan Government of Nashville and Davidson County, a municipal corporation of the State of Tennessee hereinafter referred to as "Metro", and **EPIC GIRL Inc**, hereinafter referred to as the "Grantee," is for **EPIC GIRL Inc**, to provide **community groups, mentoring, and case management services to identified runaway youth**, as further defined in the "SCOPE OF PROGRAM." (Attachment 1).

**RECITALS**

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

**WHEREAS EPIC GIRL Inc.**, (hereinafter called "Agency") is the Grantee of funds from the Community Partnership Fund; and,

**WHEREAS**, expenditures will take place or have been retroactively used during the time frame from July 1, 2021 through June 30, 2022; and,

**WHEREAS**, Davidson County sees roughly 650 runaways per year; and,

**WHEREAS**, the Grantee will serve runaway girls; and,

**WHEREAS**, safety assessments, 24/7 accessibility to on-call staff, empowerment classes and case management services are essential to build resilient girls through consistent healthy relationships, to connect with community resources and build safe connections; and,

**WHEREAS**, Grantee's goals include:

**Grant contract between the Metropolitan Government of Nashville and Davidson County and (EPIC GIRL), Contract # \_\_\_\_\_ June 23, 2021**

**Goal 1:** 50 runaway girls will receive safety assessments through a screening program.

Objective 1.1: Staff will maintain access to girls 24/7 through on-call phone and provide screens as needed.

Activity 1.1: Juvenile Court Detention staff will notify EPIC GIRL staff of female runaways and EPIC GIRL staff will respond by providing safety assessments.

Objective 1.2: EPIC GIRL staff will provide follow-up to ensure that girls have access to the necessary resources to decrease runaway behaviors.

Activity 1.2: EPIC GIRL staff will provide weekly follow-up communication.

**Goal 2:** 20 girls will attend EPIC GIRL Empowerment classes and connect to case managers.

Objective 2.1: Each girl will be assigned a case manager based on screening recommendations.

Activity 2.1: Case managers will contact girls via phone or text to establish mentor relationship.

Objective 2.2: EPIC GIRL classes will be offered weekly classes at 1.5 hours per session.

Activity 2.2: Case managers will work with youth to schedule the appropriate class content based on the family/youth's availability ; and,

**WHEREAS**, Measurable outcomes include:

- 1) 50 girls will be screened through the EPIC GIRL screening program.
- 2) 20 girls will attend the EPIC GIRL Empowerment program.
- 3) 20 girls will connect through case management and/or mentoring.

**WHEREAS**, Juvenile Court and **EPIC GIRL Inc.** propose to utilize **five-thousand dollars (\$5,000.00)**, of the CPF grant to fund the grantee to serve Davidson County runaway female youth.

**A. RECITILS AND SCOPE OF PROGRAM:**

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

**SCOPE OF PROGRAM:**

- A.1. The Grantee will use the funds for the following:
- A.2. The Grantee shall spend these funds consistent with their proposed use in the Grantee's funding application, hereinafter referred to as the Grant Spending

**Grant contract between the Metropolitan Government of Nashville and Davidson County and (EPIC GIRL), Contract # \_\_\_\_\_ June 23, 2021**

Plan, attached and incorporated herein as **Attachment 1**. The Grantee shall collect data as mandated by the scope of program services, Metro Grants Manual requirements and Metro to evaluate the effectiveness of their services and shall provide those results to Metro upon request.

- A.3. The Grantee shall only utilize these funds for services the Grantee provides to documented residents of Davidson County. Documentation of residency may be established with a recent utility bill; voter's registration card; driver's license or other government issued ID; current record from a school showing address; affidavit by landlord; or affidavit by a nonprofit treatment, shelter, half-way house, or homeless assistance entity located within Davidson County. Grantee agrees that it will not use Metro funding for services to non-Davidson County residents.
- A.4. Additionally, the Grantee shall collect general demographic data on the primary county of residence of the clients it serves and provide that data to Metro upon request.

**B. GRANT CONTRACT TERM:**

**B.1. Grant Contract Term.**

The term of this Grant shall be for a period of twelve (12) months, commencing on July 1, 2021 and ending on June 30, 2022. This grant is retroactive, beginning July 1, 2021. Metro shall have no obligation for services rendered by the Grantee which are not performed within this term.

**C. PAYMENT TERMS AND CONDITIONS:**

**C.1. Maximum Liability.**

In no event shall the maximum liability of Metro under this Grant Contract exceed **five-thousand dollars (\$5,000.00)**. The Grant Spending Plan is attached and incorporated herein as part of **Attachment 1**, and shall constitute the maximum amount to be provided to the Grantee by Metro for all of the Grantee's obligations hereunder.

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

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

**C.2. Compensation Firm.**

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

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**C.3. Payment Methodology.**

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

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

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

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

**Final invoices for the contract period must be received by Juvenile Court by July 6, 2022.**

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

**C.5. Payment of Invoice.**

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

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

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



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

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

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

Tips included on supplies and service are not reimbursable.

**C.7. Deductions.**

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

**C.8. Travel Compensation.**

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

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

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

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

The standard mileage reimbursement rate used by a Grantee is established by the United States General Services Administration. When using a personal

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vehicle, only mileage on official Grantee business may be claimed for reimbursement. Mileage published by Rand-McNally or similar reliable internet travel sites (starting point and destination) for driving routes will be regarded as official.

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

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

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

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

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

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

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

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

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

Maximum lodging reimbursement rates for out-of-town and in-state are the same as those maintained by the United States General Services Administration within the continental United States (CONUS). The CONUS list contains a maximum

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reimbursement rate for lodging. Lodging receipts are required and must itemize room charges, taxes by date, and surcharges, if a convention rate exceeds the maximum reimbursement rate, and is documented by convention information, a higher reimbursement rate will be allowed.

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

**C.9. Electronic Payment.**

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

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

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

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

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

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

**D. STANDARD TERMS AND CONDITIONS:**

**D.1. Required Approvals.**

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

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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 of the Metropolitan Council. The Grantee shall make proposed changes in writing by email to the attention of [shelleyhudson@iisnashville.gov](mailto:shelleyhudson@iisnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager). The Juvenile Court Grants Management team will review the requested changes to determine if the changes are allowable, and if they warrant a contract amendment.

**D.3. Termination for Cause.**

Should the Grantee fail to properly perform its obligations under this Grant Contract or if the Recipient violates any terms of this Grant Contract, Metro shall have the right to immediately terminate the Grant Contract and the Grantee shall return to Metro any and all grant monies for services or programs under the grant not performed as of the termination date. The Grantee shall also return to Metro any and all funds expended for purposes contrary to the terms of the Grant. Such termination shall not relieve the Grantee of any liability to Metro for damages sustained by virtue of any breach by the Grantee. See the Metro Grants Manual, Section: Failure to Comply, page 5.

**D.4. Subcontracting.**

The Grantee shall not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of Metro. The Grantee shall make subcontracting requests in writing by email to the attention of [shelleyhudson@iisnashville.gov](mailto:shelleyhudson@iisnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager). Notwithstanding any use of approved subcontractors, the Grantee shall be considered the prime grant Recipient and shall be responsible for all work performed. Make all subcontract requests to the Juvenile Court Grants Management team.

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

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

**D.6. Nondiscrimination.**

The Grantee hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification which is in violation of applicable

**Grant contract between the Metropolitan Government of Nashville and Davidson County and (EPIC GIRL), Contract # \_\_\_\_\_ June 23, 2021**

laws. **The Grantee shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees, clients, and applicants, notices of nondiscrimination.**

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

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

The Grantee shall retain all books of original entry, source documents to support accounting transactions, general ledger(s), subsidiary ledger(s), personnel and payroll records, cancelled checks, and documents and records related to the funds provided by Metro.

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

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

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

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

**D.8. Monitoring.**

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

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

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

**D.9. Reporting.**

Reporting details the Grantee's progress on each of the core performance measures identified in the grant solicitation and any program specific and/or outcome measures identified in the Grantee's Grant Spending Plan as funded under this Grant Contract. The Grantee is required to gather and maintain statistical data relating to grant project activities. The data collected should support the information submitted on all reports.

The Grantee shall submit an **Interim Program Report** no later than **November 1, 2021**. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding November 1, 2021.

The Grantee shall submit a **Final Program Report** no later than **June 30, 2022**. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding June 30, 2022.

The Grantee shall submit an **Annual Expenditure Report**, to reconcile grant receipts with grant revenues. The report is due 45 days after the end of the grant period. The grantee can submit the report earlier. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding **August 14, 2022**. Said report shall be in form and substance acceptable to Metro and shall be prepared by a **Certified Public Accounting Firm or the Chief Financial Officer** of the Recipient Organization.

The Grantee shall send all reports electronically to the attention of [shelleyhudson@iisnashville.gov](mailto:shelleyhudson@iisnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager).

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

**D.10. Strict Performance.**

Failure by Metro to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this agreement shall not be construed as a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Grant Contract shall be held to be waived, modified, or deleted except by a written amendment by the appropriate parties as indicated on the signature page of this Grant.

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**D.11. Insurance.**

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

**D.12. Metro Liability.**

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

**D. 13. Independent Contractor.**

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

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

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

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

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

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

**D.15. Force Majeure.**

"Force Majeure Event" means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the party. Except as provided in this Section, any failure or delay by a party in the performance of its obligations under this Contract arising from a Force Majeure Event is not a



**Grant contract between the Metropolitan Government of Nashville and Davidson County and (EPIC GIRL), Contract # \_\_\_\_\_ June 23, 2021**

breach under this Contract. The non-performing party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the party continues to use diligent, good faith efforts to resume performance without delay. Grantee will promptly notify Metro within forty-eight (48) hours of any delay caused by a Force Majeure Event and will describe in reasonable detail the nature of the Force Majeure Event.

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

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

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

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

**D.18. Completeness.**

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

**D.19. Headings.**

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

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

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

The Grantee agrees to be responsible for the accountability, maintenance, management, and inventory of all property purchased totally or in part with funds provided under this Grant Contract. Upon termination of the Grant Contract, where a further contractual relationship is not entered into, or at any time during



**Grant contract between the Metropolitan Government of Nashville and Davidson County and (EPIC GIRL), Contract # \_\_\_\_\_ June 23, 2021**

the term of the Grant Contract, the Grantee shall request written approval from Metro for any proposed disposition of equipment purchased with Grant funds. All equipment shall be disposed of in such a manner as parties may agree as appropriate and in accordance with any applicable federal, state or local laws or regulations.

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

**D. 21. Assignment - Consent Required.**

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

**D.22. Gratuities and Kickbacks.**

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

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

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**D.23. Lobbying.**

The Grantee certifies, to the best of its knowledge and belief, that:

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

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

**D.25. Public Accountability.**

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

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

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**D. 26. Disclosure of Personal Identity Information.**

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

**D.23. Written Policies and Procedures.**

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

**D.25. Communications and Contacts.**

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

**Metro**

For contract-related matters inquiries regarding programming and invoices:

**Metro Juvenile Court CPF Grant Program Contact:**

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

**Grant contract between the Metropolitan Government of Nashville and Davidson County and  
(EPIC GIRL), Contract # \_\_\_\_\_ June 23, 2021**

**Metro Juvenile Court CPF Grant Invoicing Contact.**

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

**Recipient:**

Mrs. Stacia Freeman  
CEO  
Epic Girl, Inc.,  
1704 Charlotte Ave, Suite 200  
Nashville, TN 37203  
Phone : 615-983-6826  
Email : stacia@epicgirl.net

**D. 25. Effective Date.**

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

(THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK)

Grant contract between the Metropolitan Government of Nashville and Davidson County and (EPIC GIRL), Contract # \_\_\_\_\_ June 23, 2021

THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY:

RECIPIENT: Stacia Freeman  
By: Stacia Freeman  
Title: CEO

APPROVED AS TO AVAILABILITY OF FUNDS:

DocuSigned by:  
Kevin Crumbo/mjw  
Director of Finance

Sworn to and subscribed to before me a Notary Public, this \_\_\_ day of \_\_\_\_\_, 2021\_\_

APPROVED AS TO FORM AND LEGALITY

Notary Public

DocuSigned by:  
Meki Eke  
Metropolitan Attorney

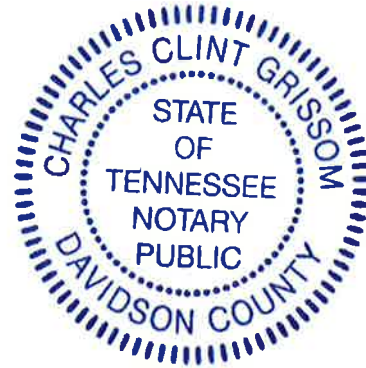
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[Signature]

My Commission expires 9/16/2022

FILED IN THE OFFICE OF THE CLERK:

\_\_\_\_\_  
Metropolitan Clerk



**Community Partnership Reallocation Funds Grant  
Provided by the Davidson County Juvenile Court  
Youth Violence Reduction Program Application**

|   |  |           |         |
|---|--|-----------|---------|
| Name of Organization/Agency Applicant   | EPIC Girl  |           |         |
| Is the Applicant the primary (Parent) or secondary (Child) applicant?   | <input type="checkbox"/> Primary <input type="checkbox"/> Secondary  |           |         |
| <p>If your organization/agency is filing under another agency's financial audit then your organization is considered the secondary (Child) agency. If the applicant is a secondary (Child) applicant, then their parent (Primary) applicant must file for this grant and subcontract with the secondary (child) agency.</p> |  |           |         |
| Name of Program Supported by the Grant:   | EPIC Girl Runaway Safety and Risk Assessment Program (SARA)  |           |         |
| Name of Individual Signing the Contract:  | Stacia Freeman   |           |         |
| Position:   | CEO  |           |         |
| Primary Phone:  | 615-983-6826   |           |         |
| Email:  | stacia@epicgirl.net  |           |         |
| Is the Applicant a prior Metro CPF Recipient Year:  | <input type="checkbox"/> Yes <input type="checkbox"/> No   | yes 5,000 | Amount: |
| Is the Applicant a prior year Metro Direct Appropriation  | <input type="checkbox"/> Yes <input type="checkbox"/> No   | no        | Amount: |
| <b>REALLOCATED FUNDING AMOUNT</b>   | <b>Amount:</b>   |           |         |
| <b>TERM OF GRANT FUNDING</b>  | <b>JULY 1, 2021 – JUNE 30, 2022</b>  |           |         |
| <u>SECTION I</u>  | Please include the names (s) of the person (s) and contact information below   |           |         |
| Name of Individual Completing Application:  | Name: Stacia Freeman<br>Title: CEO<br>Phone number: 615-983-6826<br>Email: stacia@epicgirl.net                       |           |         |
| Name of Individual over program monitoring:   | Name: Athena Pond<br>Title: Operations<br>Phone number: 615-983-6826<br>Email: athen@epicgirl.net                    |           |         |
| Name of Individual over financial monitoring:   | Name: Yolanda Morgan<br>Title: Account Director<br>Phone number: 615-255-4676<br>Email: yolanda@mcloudculpmorgan.com |           |         |

**SECTION II: ELIGIBILITY CRITERIA**

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

1. Applicants must serve residents of Nashville, Davidson County.  
x Yes  No
  
2. Applicants must have a 501(c) (3) designation of exemption from federal taxation from the Internal Revenue Service (IRS) as provided by 26 U.S. C. A.;  
x Yes  No  
If Yes, has there been a change in the applicant's 501(c) (3) status?  
 Yes  No  
If yes, please explain \_\_\_\_\_.  
**Please attach a copy of the agency's 501 (c) (3) document with this application.**
  
3. Applicants must have an incorporation as a non-profit with registration identification number provided by the Secretary of State as a Charitable Organization or proof of such exemption as allowed.  
x Yes  No  
If Yes, has there been a change in the applicant's non-profit status?  
 Yes  No  
If yes, please explain \_\_\_\_\_.  
**Please attach a copy of the agency's non-profit registration and identification document with this application.**
  
4. Applicants must have been in existence for at least one full year by application due date.  
x Yes  No  
If yes, how long has the applicant been in existence? \_\_\_\_\_ 5 years \_\_\_\_\_.
  
5. Applicants must be in compliance with grant contract award requirements from Metro in any previous year(s).  
x Yes  No  
If yes, when was the last time the applicant was audited by Metro? \_September 2019\_\_\_\_\_.  
Was the applicant in compliance?  
x Yes  No  
If no, did the applicant correct Metro audit concerns to Metro's satisfaction?  
 Yes  No
  
6. Applicants must provide a copy of a financial audit of its latest completed fiscal year by a certified public accountant. The year-end or the issue date of the report should be within the preceding 12 months of the application due date. For example: If the NPO's fiscal year end is December 31, 2020



and application date is March 1; 2021; the audit for the 2020 year will probably not be completed by the application deadline, the NPO can submit the audit for the prior year if that audit was issued between March 2, 2020 and March 1, 2021.

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

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

**SECTION III: VISION, MISSION, AND VALUES STATEMENTS**

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

Provide the agency’s vision, mission, and values statements here.

Vision: To improve long-term success for girls ages 14-18 in middle Tennessee.

Mission: To build resilient girls through consistent healthy relationships utilizing educational curriculums based in positive youth development, mentoring, and needs screening assessment to provide necessary resources.

Values: EPIC Girl believes that every girl is 1 healthy relationship away from success. We are committed to giving every girl we come into contact with opportunities for safe and consistent relational support through community groups, case management, and mentoring.

**SECTION IV: NEEDS STATEMENT**

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

- 1) Briefly describe your agency’s need/problem statement for program funding.  
Davidson County sees roughly 650 runaways per year. Runaways are often running from unstable homes and/or to unsafe connections. EG provides 24/7 on call safety screens to females coming to the Juvenile Detention Center to assess needs and connect with resources. We need on-going financial support to continue providing this vital service.
- 2) Briefly Describe how reallocated funds will continue to help your agency meet program needs.  
These reallocated funds will allow us to maintain a portion of the on-call phone and staff necessary to continue screening at-risk females.

**SECTION V: GOALS, OBJECTIVES, ACTIVITIES**

Program success is defined by establishing goals, objectives, and activities. These inform strategic planning and program improvements. Goals are broad and measurable statements about what the program intends to accomplish. These align with the agency mission and flow from the community need. Generally state 1 or 2 goals. Objectives are what the program intends to achieve. These are realistic, specific, measurable,



and focused on outcomes. Objectives include who (program clients) what (desired measurable change) and how (program activities), and are generally stated with a verb as an increase, decrease, expand, improve or change in behavior or condition, etc. Activities are efforts conducted to achieve the program objectives and tie into outputs: if the activities are completed then the outputs are produced. Activities use action words: provide, train, establish, etc. Grantee to provide minimally two (2) goals and is also allowed to add more goals, objectives, and activities as needed to this template.

**Goal 1: 50 runaway girls will receive safety assessments through the screening program**

**Objective 1.1: Staff will maintain access to girls 24/7 through the on-call phone and provide screens as needed.**

**Activity 1.1 Detention staff will notify EPIC Girl staff of female runaways and EPIC Girl staff will respond by providing safety assessments.**

**Objective 1.2: Staff will provide follow-up to ensure that girls have access to the necessary resources to decrease runaway behaviors**

**Activity 1.2 Weekly follow-up communication**

**Goal 2: 20 girls will attend EPIC Girl empowerment classes and connect to case managers**

**Objective 2.1: Each girl will be assigned a case manager based on the screening recommendation**

**Activity 2.1 Case managers will contact girls via phone or text to begin establishing relationships**

**Objective 2.2: Classes will be offered weekly at 1.5 hours per session.**

**Activity 2.2 Case managers will work with youth to schedule the appropriate class content based on the family/youth's availability.**

**SECTION VI: MEASURABLE OUTCOMES**

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

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

- 1) 50 girls will be screened through the screening program
- 2) 20 girls will attend the Empowerment Program
- 3) 20 girls will connect through case management and/or mentoring.

**SECTION VII: PROGRAM INPUTS**

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

- 1) Agency resources: On-call, case management support, mentors, and educational curriculum
- 2) Agency collaborations: Juvenile Court, Agape, Oasis, CASA, Detention Center

3) Evidence-based programming: The screening tool was developed in collaboration with TBI, DCS, JC, Peabody and has been used since 2017 over 150 trafficking victims have been identified. Educational curriculums are rooted in positive youth development strategies to build strength and resiliency.

**SECTION VIII: MONITOR AND TRACKING PROGRAM SERVICE DELIVERY**

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

1) Briefly describe the agency’s plan to monitor and track the program progress:

Data is tracked through a data system which allows us to address ACES, resource mapping, and continued challenges. Additionally, case management staffing are held weekly to track individual cases, ensure needs are being met, and families are contacted 3 times for follow-up before they are considered lost.

**SECTION IX: PROGRAM EVALUATION PLAN**

Briefly describe below the agency’s plan to evaluate program effectiveness and corrective action plans: This includes completeness of the evaluation plan to include what you will do to judge the success or effectiveness of your program.

Briefly describe evaluation processes and corrective action plan(s):  
Success of our program will be assessed weekly in staffing. If a target is being missed, a plan is implemented to address the gap and reassess our goals and objectives.

**SECTION X: BUDGET, DETAILED BUDGET NARRATIVE, AND ORGANIZATIONAL PLAN**

Grant Recipients shall be compensated on a **quarterly** (July-September, October-December, January-March; and, April-June) reimbursement basis for actual direct program costs based upon the Grant Spending Plan, not to exceed the maximum liability. Documentation shall serve as proof of delivered services of a kind and type as specified by the contract and accompany the submission of invoices in order to be eligible for payment. The Recipient's invoice shall be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of Metro Grants allowable and unallowable costs (See Attachment). Indirect costs are not allowable for this grant funding. Juvenile Court Grant Management personnel will consider written requests for monthly reimbursement and advise Recipient in writing if approved.

Funding will be used to offset the salaries of Case Managers and staff directly providing services. This funding will help offset costs to serve the girls who are most vulnerable for negative outcomes such as trafficking and/or exploitation given their high run risk and lack of consistent healthy supports.

\$4,403.96 will be used to compensate case managers for the percentage of time the spend on these harder to serve cases. Additionally, \$596.04 will be used to pay for the on-call phone used by the case managers.

**SECTION XI: SUSTAINABILITY PLAN**

Please describe the agency’s plan to sustain this funded project in the future if Metro funding decreases or discontinues in the future.

Sustainability will be ensured through fundraising events, other grants both local and federal, individual contributions and private foundations.

**SECTION XII: DATA COLLECTION**

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

Data is collected in a computer-based data system for screening information. Case records are maintained individually to track progress. Client surveys are utilized to assess increase of knowledge, access and knowledge of resources and gaps.

Describe how the agency will use the data collected to evaluate the goals of the project and the work performed and plan accordingly.

Data will be used by assessing targets weekly to assume that the project goals are achieved and the specified work is being performed. Plans and adjustments will be addressed as needed.

Describe how the agency shares data with the agency’s board and other community partners.

Data is shared with stake holders and community partners through presentation reports and via the website.

**JUVENILE COURT GRANTS MANAGEMENT TEAM CONTACT INFORMATION**

|  |  |
|--|--|
| <p><b>Metro Juvenile Court Finance Director</b><br/> <b>Mr. Jim Swack, J.D.</b><br/>                 Juvenile Court Deputy Court Administer<br/>                 Finance and Business Operations<br/>                 (615) 862-8022<br/> <a href="mailto:jimswack@jnsnashville.gov">jimswack@jnsnashville.gov</a></p> | <p><b>Metro Juvenile Court Grants and Contracts Manager Contact</b><br/> <b>Mrs. L’Tannia Williams, M.S.</b><br/>                 Juvenile Court Grants and Contracts Program<br/>                 Manager<br/>                 (615) 862-8023<br/> <a href="mailto:l'tanniawilliams@jnsnashville.gov">l'tanniawilliams@jnsnashville.gov</a></p> |
| <p><b>Metro Juvenile Curt CPF Grant Program Contact</b><br/> <b>Mrs. Shelley Hudson, M.A.</b><br/>                 Juvenile Court Special Projects Program Manager<br/>                 (615) 862-8079<br/> <a href="mailto:shelleyhudson@jnsnashville.gov">shelleyhudson@jnsnashville.gov</a></p>                     | <p><b>Metro Juvenile Court CPF Grant Invoicing Contact</b><br/> <b>Mr. Joe Atchley</b><br/>                 Juvenile Court Accountant III<br/>                 (615) 880-2368<br/> <a href="mailto:JoeAtchley@jnsnashville.gov">JoeAtchley@jnsnashville.gov</a></p>  |

|  |  |
|--|--|
|  |  |
|--|--|

| GRANT BUDGET   |                                    |                   |                 |                   |
|--|------------------------------------|-------------------|-----------------|-------------------|
| AGENCY NAME: Epic Girl, Inc.   |                                    |                   |                 |                   |
|  |                                    |                   |                 |                   |
| The grant budget line-item amounts below shall be applicable only to expense incurred during the following |                                    |                   |                 |                   |
| Applicable Period:   |                                    | BEGIN: 07/01/2021 | END: 06/30/2022 |                   |
|  | EXPENSE OBJECT LINE-ITEM CATEGORY  | GRANT CONTRACT    | GRANTEE MATCH   | TOTAL PROJECT     |
|  | Salaries and Wages                 | \$4,091.00        | \$0.00          | \$4,091.00        |
|  | Benefits and Taxes (PERCENT)       | \$312.96          | \$0.00          | \$312.96          |
|  | Professional Fees                  | \$0.00            | \$0.00          | \$0.00            |
|  | Supplies                           | \$0.00            | \$0.00          | \$0.00            |
|  | Communications                     | \$596.04          | \$0.00          | \$596.04          |
|  | Postage and Shipping               | \$0.00            | \$0.00          | \$0.00            |
|  | Occupancy                          | \$0.00            | \$0.00          | \$0.00            |
|  | Equipment Rental and Maintenance   | \$0.00            | \$0.00          | \$0.00            |
|  | Printing and Publications          | \$0.00            | \$0.00          | \$0.00            |
|  | Travel/Conferences and Meetings    | \$0.00            | \$0.00          | \$0.00            |
|  | Insurance                          | \$0.00            | \$0.00          | \$0.00            |
|  | Specific Assistance to Individuals | \$0.00            | \$0.00          | \$0.00            |
|  | Other Non-Personnel                | \$0.00            | \$0.00          | \$0.00            |
|  | <b>GRAND TOTAL</b>                 | <b>\$5,000.00</b> | <b>\$0.00</b>   | <b>\$5,000.00</b> |

|                               |         |         |                    |
|-------------------------------|---------|---------|--------------------|
| <b>Total Match Amount</b>     | \$0.00  |         |                    |
| <b>Total Match Percentage</b> | 0.0000% | UNKNOWN | <b>Fund Source</b> |

(Note: any changes to the contract budget must be pre-approved by Juvenile Court to be eligible for reimbursemen

**GRANT BUDGET LINE-ITEM DETAIL:**

AGENCY NAME: Epic Girl, Inc.

0

0

| <b>SALARIES, WAGES, BENEFITS AND TAXES:</b>   | <b>AMOUNT</b>     |
|---|-------------------|
| Summary of individual positions that will support project activities. Review Instructions for examples. | \$0.00            |
| Position 1: Case Manager \$41,000.00/ 4.4% of time  | \$1,943.16        |
| Position 2: Case Manager \$ 18,000.00/ 8.36 % of time   | \$1,619.92        |
| Position 3: Case Manager \$12,000.00/ 7% of time  | \$899.92          |
| <b>Repeat row(s) as Necessary</b>   | \$0.00            |
| <b>TOTAL</b>  | <b>\$4,463.00</b> |

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

| <b>PROFESSIONAL FEES:</b>         | <b>AMOUNT</b> |
|-----------------------------------|---------------|
| <Please provide description here> | \$0.00        |
| <Please provide description here> | \$0.00        |
| <b>Repeat row(s) as Necessary</b> | \$0.00        |
| <b>TOTAL</b>                      | <b>\$0.00</b> |

| <b>SUPPLIES:</b>                  | <b>AMOUNT</b> |
|-----------------------------------|---------------|
| <Please provide description here> | \$0.00        |
| <Please provide description here> | \$0.00        |
| <Please provide description here> | \$0.00        |
| <Please provide description here> | \$0.00        |
| <b>Repeat row(s) as Necessary</b> | \$0.00        |
| <b>TOTAL</b>                      | <b>\$0.00</b> |

| <b>COMMUNICATIONS:</b>                    | <b>AMOUNT</b>   |
|---|-----------------|
| Verizon On Call Phone 12 months @ \$44.75 | \$537.00        |
| <Please provide description here>         | \$0.00          |
| <Please provide description here>         | \$0.00          |
| <b>Repeat row(s) as Necessary</b>         | \$0.00          |
| <b>TOTAL</b>                              | <b>\$537.00</b> |

| <b>POSTAGE AND SHIPPING:</b>      | <b>AMOUNT</b> |
|-----------------------------------|---------------|
| <Please provide description here> | \$0.00        |
| <b>TOTAL</b>                      | <b>\$0.00</b> |

| <b>OCCUPANCY:</b>                               | <b>AMOUNT</b> |
|---|---------------|
| <Please provide descriptions of occupancy here> | \$0.00        |
| <b>Repeat row(s) as Necessary</b>               | \$0.00        |
| <b>TOTAL</b>                                    | <b>\$0.00</b> |

| <b>EQUIPMENT RENTAL AND MAINTENANCE:</b>                       | <b>AMOUNT</b> |
|--|---------------|
| <Please provide description of equipment and maintenance here> | \$0.00        |
| <b>Repeat row (s) as Necessary</b>                             | \$0.00        |
| <b>TOTAL</b>   | <b>\$0.00</b> |

| <b>PRINTING AND PUBLICATIONS:</b> | <b>AMOUNT</b> |
|-----------------------------------|---------------|
| <Please provide description here> | \$0.00        |
| <b>TOTAL</b>                      | <b>\$0.00</b> |

| <b>TRAVEL/CONFERENCE AND MEETINGS:</b>                             | <b>AMOUNT</b> |
|--|---------------|
| <Please provide description of travel, conferences, meetings here> | \$0.00        |
| <b>Repeat row(s) as Necessary</b>                                  | \$0.00        |
| <b>TOTAL</b>   | <b>\$0.00</b> |

| <b>INSURANCE:</b>                              | <b>AMOUNT</b> |
|--|---------------|
| <Please provide description of Insurance here> | \$0.00        |
| <b>Repeat row (s) as Necessary</b>             | \$0.00        |
| <b>TOTAL</b>                                   | <b>\$0.00</b> |

| <b>SPECIFIC ASSISTNACE TO INDIVIDUALS:</b>                              | <b>AMOUNT</b> |
|---|---------------|
| <Please provide description of specific assistance to individuals here> | \$0.00        |
| <b>Repeat row(s) as Necessary</b>                                       | \$0.00        |
| <b>TOTAL</b>  | <b>\$0.00</b> |

| <b>OTHER NON-PERSONNEL:</b>       | <b>AMOUNT</b> |
|-----------------------------------|---------------|
| <Please provide description here> | \$0.00        |
| <Please provide description here> | \$0.00        |
| <Please provide description here> | \$0.00        |
| <b>Repeat row(s) as Necessary</b> | \$0.00        |
| <b>TOTAL</b>                      | <b>\$0.00</b> |