

**Grant contract between the Metropolitan Government of Nashville and Davidson County and
DYMON in the Rough, Contract # _____ July 1, 2024 – June 30, 2025**

**GRANT CONTRACT
BETWEEN THE METROPOLITAN GOVERNMENT
OF NASHVILLE AND DAVIDSON COUNTY
AND
DYMON IN THE ROUGH**

This Grant Contract issued and entered into by and between the Metropolitan Government of Nashville and Davidson County, Nashville Public Library ("Metro") on behalf of Nashville After Zone Alliance (NAZA), and **DYMON in the Rough**, ("Recipient"), is for the provision of free and high-quality afterschool programs, as further defined in the "SCOPE OF PROGRAM". The Recipient's annual report and audit are incorporated herein by reference.

A. SCOPE OF PROGRAM:

A.1. Schedule and Content

NAZA-funded programs will align with the Metro Schools calendar and be available to youth Monday through Thursday during the fall semester (September 3 to December 13, 2024) and spring semester (January 8 to May 9, 2025), on days when MNPS is in session. Programs should run at least for 28 weeks. *NAZA-funded programs may choose to offer longer programs.*

Please note that NAZA-funded programs will not begin before Labor Day due to unavailability of MNPS transportation.

*NAZA-funded summer program with **DYMON in the Rough** will occur between July 1-31, 2024 and/or June 1-30, 2025. (not applicable to organizations not providing summer programming)*

NAZA-funded activities should support youths' physical, social, emotional, cognitive and academic skills development, help them build purpose through learning, and have relevance to their real-life experiences. Throughout the program day, staff should intentionally infuse opportunities for youth to read, write, speak, and listen as well as allocate time for community building and reflection. When possible, programs should consider encouraging youth to be part of activity design or leading to enable them practice leadership skills. Each day should begin with check-in and snack/meals (when in person). Additional activities may be offered by the NAZA funded partner outside of this timeframe at the partner's expense, with no cost to youth and their families.

A typical program day should focus to creatively combine:

- School day supports (reading, homework, etc.)
- Enrichments (e.g. arts education; STEAM engineering challenges, service learning, etc.) reflecting youth voice and choice and have a learning focus, either provided by program staff or external enrichment partners.
- Focus on youth's skill building, in line with Nashville's Vision for Holistic Youth Development (curricula with activities will be available for each of the 12 skills).
- Other Experiences (e.g. physical activity, health and wellness, mental health, healthy eating activities, team games with rules, career exploration, field trips and other age-appropriate developmental activities.) that offer fun, support team and relationship building and foster holistic youth development.
- NAZA funds should not in any shape or form be related to any religious content or affiliation. NAZA-funded programs should not proselytize during their regular programming time, nor should

Grant contract between the Metropolitan Government of Nashville and Davidson County and DYMOM in the Rough, Contract # _____ July 1, 2024 – June 30, 2025

youth be accepted or denied based on their religious affiliation or commitment to engaging in any type of religious activities before or after NAZA programming time.

- While we encourage using various learning software and educational games to enhance youth learning, we strictly prohibit enabling access to any video games that include violence, shooting or other unwanted behaviors, especially those rated M for Mature, are of solely entertainment purposes during NAZA-funded time. Programming time should focus on young people's development.

Each after-school programming day should begin with check-in and a snack or meal. Additional activities may be offered by the funded partner outside of this timeframe at the partner's expense, with no cost to youth and their families.

Recipient must ask parents and youth (who are not participating in sports) to commit to attend regularly, on an on-going basis when program is in session, for both fall and spring semesters. **Only youth who have returned a fully completed enrollment form may participate in NAZA-funded programs.**

Requirements for Programming

By initialing each item below, Recipient agrees to the following:

1. SSB **Supervision:** Recipient commits to maintaining a staff: youth ratio not to exceed 1:15 at all times by establishing and maintaining a mechanism for substitutions. Youth will be supervised at all times by program staff.

2. SSB **School Relationships:** Recipient will be actively involved in communicating and collaborating with schools to enhance youth learning. They will participate in planning meetings with school principals and staff, including Community Achieves staff to help meet school outcomes and to track youth progress. Program staff will also meet with principals and school staff when needed or possible to address strategies for program recruitment, retention, and attendance tracking.

Recipient will receive space approval from school administration for programming.

3. SSB **Recruitment and Family Engagement:** Recipient is responsible for recruiting youth, leading program activities, and engaging in family outreach. Recipient will promote consistent participation/retention levels by contacting each family/youth before programming begins, whenever absences begin to develop a pattern, and to confirm an exit/withdrawal if appropriate. Recipient will serve at least 90% of the youth they projected to serve.

Youth with no afterschool options should be the first priority for enrollment in NAZA-funded programs. If spots are available, youth participating in school-sponsored athletics can choose to attend school athletics as a portion of their NAZA-funded program time if they can commit to partially (at least one hour per day) attend NAZA-funded programming and the program has more than one staff on site. Only students participating in at least one hour of programming can benefit from a snack/meal, learning time, and transportation home and counted towards the funded slots. Only youth who have returned a fully completed enrollment form, signed by parent/guardian, may participate.

4. SSB **Attendance:** Recipient commits to maintain daily attendance, updating the NAZA attendance tracking tool (Salesforce) on a weekly basis (daily direct attendance taking in the Salesforce is strongly recommended); this requires a computer or any other device with internet access. Recipient staff will ensure that youth sign in with their given first and last name daily using the NAZA approved sign-in sheets to verify youth participation. The youth attendance reflected on the sign-in sheet/daily attendance log must match the attendance entered into the Salesforce platform.

Grant contract between the Metropolitan Government of Nashville and Davidson County and DYMON in the Rough, Contract # _____ July 1, 2024 – June 30, 2025

Monthly attendance must be accurately updated in the Salesforce by the 2nd working day of each following month so that NAZA can report the attendance numbers to the Mayor's office accurately.

- 5) *BBF* **Meals/Snacks:** Recipient is required to provide healthy, prepackaged snack or meal options to youth every day of programming.
 - 6) *BBF* **Experiential Activities:** Recipient is encouraged to engage external enrichment providers at least twice per semester to increase the diversity of appealing programming options for youth. Enrichment providers are individuals and organizations that offer enriching activities within the afterschool context. For example, they might include teaching artists, mentors, health educators, yoga and martial arts teachers, spoken word literacy teachers, or career exploration and life skills experts.
 - 7) *BBF* **System-Wide Meetings & Events:** Recipient is responsible for hosting at least 2 free, youth-led events during the 2024-2025 school year that 1) incorporate and highlight growth practices from Nashville's Vision for Holistic Youth Development and 2) that are open to the public to attend during the year, such as a fall and/or spring showcase, an open house, a visual or performing arts piece, a poetry reading or spoken word event, etc.
 - 8) *BBF* **Branding:** Recipient agrees to recognize NAZA as a funder by, displaying NAZA signs in program spaces, indicating NAZA is a funder on their website and adding NAZA's logo on their website, supporting NAZA through social media outlets, etc.
 - 9) *BBF* **Communication with NAZA:** Recipient will respond to requests from NAZA in a timely manner and provide requested documentation by the associated deadline. All staff changes must be communicated to the NAZA Operations Manager within 24 hours. *This includes staff leaving their positions: staff no longer with the program must be removed from the Salesforce platform by the NAZA Operations Manager in order to comply with FERPA guidelines.*
- Any program experiencing challenges either with the host school or program site that threatens the continuity/further existence of the program, must immediately report the situation to NAZA and seek support in resolving the situation. A decision to close a program/site must be reported to NAZA immediately with documented reasons.*
- 10) *BBF* **Adding Staff to Data Management System:** Program staff without Salesforce authorization, such as site assistance, coordinators, etc. should have a contact page and included in the staff listing of NAZA's Data Management System, Salesforce.
 - 11) *BBF* **Partner Meetings:** Key staff and program directors from each NAZA-funded program site are expected to participate in the NAZA learning community by attending **Partner Meetings** four times during the school year. Meeting dates will be shared before the start of the school year.
 - 12) *BBF* **Professional Development:**

For each NAZA -funded partner, the program director and all frontline staff working with youth are required to attend or complete several trainings. Please see below:

Program Directors and Site Managers are required to attend the following:

- NAZA Essential Operations training
- Introduction to Positive Youth Development (PYD) training
- At least two trainings on the Growth Practices.
- Program Quality Basics (PQA Basics) either in person or online (online version is available at the partner's expense if missed scheduled training offered by NAZA)
- Any training required by MNPS for staff working in school buildings will be made available to NAZA partner staff.

Grant contract between the Metropolitan Government of Nashville and Davidson County and DYMON in the Rough, Contract # _____ July 1, 2024 – June 30, 2025

Note: Program Directors and Site Managers who have successfully completed PYD in the past are exempt from retaking. The NAZA Essential Operations training will be archived and accessible online, while Introduction to Positive Youth Development will be conducted multiple times annually. Returning Program Directors and Site Coordinators who have previously completed the PQA Basics or SEL PQA will only need to redo the training every 3 years. Choosing to take SEL PQA requires a prior completion of PQA Basics.

Program Directors and Site Managers strongly recommended trainings:

- Advanced Positive Youth Development
- Salesforce Student Management Systems
- Strategies for Employee Retention and Recruitment
- Any additional trainings offered to NAZA-funded partners supporting high-quality programming, as well as the achievement of their Program Improvement Plan. Returning site staff are encouraged to attend additional trainings that will support the program's continued quality improvement.
- Attend at least three professional development opportunities, in addition to other required trainings, either in-person or online, from the following: Weikart online trainings, Exploring Data Training, NAZA's Learning Management System (LMS), or NAZA Learn, Engage, Develop (L.E.D.) Conference.

For each NAZA -funded partner, front-line and part-time staff working with youth are required to attend or complete several trainings. Please see the following for requirements:

Front-line and Part-time staff are required to attend the following trainings:

- Essential Operations training (only topics labeled and related to front-line and part-time staff)
- Positive Youth Development (new staff and staff who have not completed this requirement).
- Two (2) trainings on the Growth Practices

Front-line and Part-time staff strongly recommended trainings:

- Advanced Positive Youth Development
- Salesforce Student Management Systems
- Strategies for Employee Retention and Recruitment
- Any additional trainings offered to NAZA-funded partners supporting high-quality programming, as well as the achievement of their Program Improvement Plan. Returning site staff are encouraged to attend additional trainings that will support the program's continued quality improvement.
- Attend at least three professional development opportunities, in addition to other required trainings, either in-person or online, from the following: Weikart online trainings, Exploring Data Training, NAZA's Learning Management System (LMS), or NAZA Learn, Engage, Develop (L.E.D.) Conference.

13)  **Evaluation Tools:**

All program directors/managers and site coordinators of NAZA-funded programs will participate in the **Program Quality Improvement (PQI)** cycle. Self-assessments will be required for both fall and spring semesters. External assessments may be scheduled per need and availability of external assessors.

The **Youth Program Quality Improvement (YPQI)** cycle is comprised of the following quality improvement activities, offered at no cost to Partners:

Grant contract between the Metropolitan Government of Nashville and Davidson County and DYMOM in the Rough, Contract # _____ July 1, 2024 – June 30, 2025

a) **A baseline self-assessment** utilizing the Youth Program Quality Assessment (YPQA) or Social-Emotional Learning Program Quality Assessment (SEL PQA) tool. Program staff conduct pre-self-assessment of their program and enter results in YPQI's Scores Reporter.

b) Developing and uploading a **Program Improvement Plan** based on the results of all available YPQA or SELPQA assessment tools (i.e. self-assessments, external assessments, and Leading Indicator Survey results).

c) **A follow-up YPQA/SEL PQA self-assessment at the end of the school year**, also entered into Scores Reporter, and planning for the following fall semester based on the results of this assessment.

d) An external assessment will be conducted by assessors trained by Weikart Center every three years for returning partners unless otherwise requested. For new partners one external assessment will be conducted annually for the for the first three years.

e) The two assessments are reviewed to develop an understanding of how well the program is performing with regard to NAZA Quality Standards.

f) Additionally, NAZA-funded partners are required to administer YPQI's **Leading Indicators Survey, Youth** annually in the spring semester to youth enrolled at each site to capture youth experience with the program.

g) NAZA-funded partners are required to administer YPQI's as **Leading Indicators Survey, Staff** annually in the spring semester to capture the experiences of staff with the program.

h) NAZA-funded partners are also required to administer YPQI's **Leading Indicators Survey, Managers** annually in the spring semester to capture the experiences of administrators with the program

i) NAZA-funded partners are also required to provide access to YPQI's **Leading Indicators Survey, Family** annually in the spring semester to attempt to capture the experiences of parents and guardians of youth in the program.

j) NAZA partners will have access to **students' school data** through the **data-sharing agreement** between NAZA/NPL and MNPS. Partners will be required to attend two trainings as soon as they become available on: 1) Responsible use of data, and 2) Understanding the academic data.

k) Partners will be required to sign the **data-sharing sub-agreement** (to be attached to the contract) of this document and adhere to all requirements under that document so that they can have access to student data.

14) *BBF* **Youth Survey**: Recipient is required to administer a one-time **Leading Indicator Survey, Youth** to enrolled youth at each site in the spring semester.

15) *BBF* **Staff Survey (Director/Manager and Frontline)**: Recipient is required to administer a one-time **Leading Indicator Survey, Staff** by program staff the spring semester.

16) *BBF* **Family Survey**: Recipient is required to provide families access to a one-time **Leading Indicator Survey, Family** by program administrators the spring semester.

17) *BBF* **Compliance with MNPS Requirements**: Programs offered at participating Metro schools will operate in full compliance with MNPS requirements, including covid-related procedures, liability

Grant contract between the Metropolitan Government of Nashville and Davidson County and DYMON in the Rough, Contract # _____ July 1, 2024 – June 30, 2025

insurance, criminal background checks, non-discrimination, ADA, and other related standard Metro requirements, confidentiality of student records per FERPA, operation as a non-profit, and transportation policies (as appropriate).

Operational Policies:

Recipient will operate in full compliance with the following policies and maintain relevant documentation to verify compliance with the policies. Recipient agrees to:

- Maintain an active 501(c)(3) registration unless the applicant is a public entity.
- Maintain up-to-date certificates verifying the following insurance: commercial general liability, sexual/abuse/sexual harassment, automobile liability (if applicable) and professional liability insurance with limits not less than one million dollars each occurrence. The Recipient shall provide an updated certificate of insurance upon expiration of the current certificate.
- Nondiscrimination, which precludes Recipient from discriminating on the basis of race, religion, creed, gender, gender identity, sexual orientation, national origin, color, age, and/or disability in admission, access to, or operation of programs, services, or activities. Note that Metro does not discriminate on the basis of race, religion, creed, gender, gender identity, sexual orientation, national origin, color, age, and/or disability in admission to, access to, or operation of programs, services, or activities. Metro does not discriminate in hiring or employment practices.
- Follow MNPS operating procedures on verification of criminal background checks on all program staff and volunteers. On school grounds, the MNPS criminal background check contractor shall be used for employees. As long as there is no break in service with the agency, staff will not be required to be fingerprinted yearly. If there is any break in service at all, or if they must go through a rehiring process, they are required to complete a background check including fingerprinting.
- Ensure that all educational records created, disclosed or maintained pursuant to the terms of this contract are confidential and shall be created, disclosed and maintained pursuant to the provisions of the Family Educational Rights and Privacy Act (20 U.S.C.A. s #1232g), its regulations and Board of Education policy.
- Appropriately spend Metro dollars, document the spending, and follow Metro guidelines for allowable costs. Recipient is responsible for properly documenting the spending under their contracts, organizing the documentation separately by year, and storing that documentation for three years for auditing purposes. The documents must be readily available for a Metro Audit.
- Meet NAZA's Minimum Quality Standards (see Annex 4) and maintain relevant documentation to verify compliance with the policies.
- Meet the 2024-2025 Performance Indicators specific to the Recipient (see Annex 6).
- **Maintain accurate youth enrollment forms (Annex 7) and ensure that all youth have enrollment forms signed before they accept a youth into their program.** Enrollment forms, as well as evidence to back up outputs and outcomes cited in narrative reports, must be maintained by the Recipient and stored for three years for auditing purposes. The documents must be readily available any time that the Metro requests them, including as part of an Audit.

Enrollment forms must be fully completed and accurate. Forms should include legitimate first and last names youth, their birthdates, student ID numbers, names of legal guardians and emergency contacts, and accurate addresses, phone numbers, e-mails and medical information (as needed) among other information pieces.

Grant contract between the Metropolitan Government of Nashville and Davidson County and DYMON in the Rough, Contract # _____ July 1, 2024 – June 30, 2025

In summary, the Recipient will commit to the following:

1. Delivering quality afterschool (and summer, if chosen) programming for the fall and spring semesters in locations identified in Annex 8, aligned with MNPS scheduling;
2. Submitting daily attendance using the NAZA attendance tracking tool, keeping all data updated on a weekly basis, along with all supporting documentation. Ensure monthly attendance updates are in the system by the second working day of each month;
3. Serving at least 90 percent of the number of youth the Agency projected to serve for the 2024-2025 school year, reflecting ongoing youth recruitment activities, engaging programming, and strong communications with the school community; and
4. Full implementation of program quality requirements, including administration of the youth survey.

Violation or breach of this scope may result in Corrective Action. Continued violation could result in termination of the contract.

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

B. GRANT CONTRACT TERM:

- B.1. **Grant Contract Term.** The term of this Grant will be twelve (12) months, commencing on July 1, 2024 and ending on June 30, 2025. Metro will have no obligation for services rendered by the Recipient that are not performed within this term.
- B.2. **Extendable Grants.** This grant may be extended by 12 months, not exceed 60 months (with 12-month terms each time upon annual approval/availability of NAZA funds) . To be considered for extension, Recipients must meet the following conditions:
 - NAZA funded-partner for 5 years with no contract disruption or corrective action plan within the past 12 months;
 - Exhibit low-risk on Metro Risk Assessment tool;
 - Present annual audit covering the past 12 months, as of May 1st of the current year;
 - Pass annual compliance checks;
 - Meet performance indicators set in the contract.

Upon meeting all of the criteria above a grant contract extension may be offered annually through a contract amendment process.

Grant contract between the Metropolitan Government of Nashville and Davidson County and DYMON In the Rough, Contract # _____ July 1, 2024 – June 30, 2025

C. PAYMENT TERMS AND CONDITIONS:

C.1. **Maximum Liability.** In no event will Metro's maximum liability under this Grant Contract exceed **\$130,310 (82 slots for afterschool, 30 slots for summer)**. The Grant Budget will constitute the maximum amount to be provided to the Recipient by Metro for all of the Recipient's obligations hereunder. The Grant Budget line items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Recipient.

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

C.2. **Use of Funds.** NAZA funds may be used for educational purposes only; organizations funded by NAZA must not promote religious practices nor proselytize during programming time. Such activities may be offered by funded partners outside of their NAZA-funded program time. However, MNPS transportation and other NAZA resources will not be available, and youth who do not wish to participate must not be penalized in any way.

C.3. **Payment Methodology.** The Recipient will only be compensated for actual costs based upon the Grant Budget and reconciliation reports, not to exceed the maximum liability established in Section C.1.

Recipient can expect to receive three payments during the contracted year. Each payment will be received no later than 30 days from the invoice date of the finalized and NAZA approved statement.

First invoice may include up to 50% of the total awarded amount as an advance request to enable programs to procure necessary supplies for beneficiary youth and hire qualified staff to enable proper programming from the beginning of the year.

The first invoice will be processed after the contract is filed with Metro Clerk and within 30 days from the date of the finalized and approved invoice receipt by NAZA.

The second invoice of up to 40% of the total awarded amount will be processed based on the actual expenditures of the programs. The invoice must be submitted by January 15th along with the second scheduled expenditure report.

The third and final invoice of up to 10% of the total awarded amount will be processed upon the receipt of the Year-End narrative and expenditure report due July 10th. Any invoice not received by the deadline date will not be processed and all remaining grant funds will expire. This final payment will equal the total actual spending for the contract year and cannot exceed the approved awarded amount. No invoice for 2024-2025 school year will be processed after July 10, 2025.

All actually reported expenditures must have backup documentation filed at the recipient organization for Metro Audit.

If the contract is terminated earlier or any funds remain unspent based on the reports, the unspent amounts will be returned to Metro.

Recipient must send all invoices to:

Nashville After Zone Alliance
615 Church St,
Nashville, TN 37219
or emailed to Teriz.Fahmy@nashville.gov

Grant contract between the Metropolitan Government of Nashville and Davidson County and DYMOM in the Rough, Contract # _____ July 1, 2024 – June 30, 2025

C.4. Reporting

Expenditure Report. All Recipients will submit quarterly expenditure reports. Report templates will be provided by NAZA.

All grantees must submit expenditure reports four times a year to reconcile grant receipts with grant revenues. NAZA will monitor fund recipients for compliance with reporting requirements. Failure to comply with the reporting requirements would constitute a violation of the grant contract.

The expenditure reports format is shown on Annex 2 attached to this contract. The quarterly expenditure reports are due on the 15th of October, January, and April, with the final report due July 10, 2025.

Said report must be in form and substance acceptable to Metro and must be prepared by a Certified Public Accounting Firm or the Chief Financial Officer of the Recipient Organization.

Program Report

All grantees must submit programmatic report once a year to explain how the grant has been used on behalf of the citizens of Davidson County. The report is due on July 10, 2025.

Failure to comply with the program reporting requirements would constitute a violation of the grant contract. NAZA will provide the template during the year.

C.5. Payment of Invoice. The payment of any invoice by Metro will not prejudice Metro's right to object to the invoice or any other related matter. Any payment by Metro will neither be construed as acceptance of any part of the work or service provided nor as an approval of any of the costs included therein.

C.6. Unallowable Costs. The Recipient's invoice may be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs. Utilization of Metro funding for services to non-Davidson County residents is not allowed.

C.7. Deductions. Metro reserves the right to adjust any amounts which are or become due and payable to the Recipient by Metro under this or any Contract by deducting any amounts which are or become due and payable to Metro by the Recipient under this or any Contract.

C.8. Travel Compensation. Payment to the Recipient for travel, meals, or lodging is subject to amounts and limitations specified in Metro's Travel Regulations and subject to the Grant Budget.

C.9. Electronic Payment. Metro requires as a condition of this contract that the Recipient have on file with Metro a completed and signed "ACH Form for Electronic Payment". If Recipient has not previously submitted the form to Metro or if Recipient's information has changed, Recipient will have thirty (30) days to complete, sign, and return the form. Thereafter, all payments to the Recipient, under this or any other contract the Recipient has with Metro, must be made electronically.

D. STANDARD TERMS AND CONDITIONS:

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

D.2. Modification and Amendment. This Grant Contract may be modified only by a written amendment that has been approved in accordance with all Metro procedures and by appropriate legislation of the Metropolitan Council.

Grant contract between the Metropolitan Government of Nashville and Davidson County and DYMON in the Rough, Contract # _____ July 1, 2024 – June 30, 2025

- D.3. **Termination for Cause.** Metro shall have the right to terminate this Grant Contract immediately if Metro determines that Recipient, its employees or principals have engaged in conduct or violated any federal, state or local laws which affect the ability of Recipient to effectively provide services under this Grant Contract. Should the Recipient fail to properly perform its obligations under this Grant Contract or if the Recipient violates any terms of this Grant Contract, Metro will have the right to immediately terminate the Grant Contract and the Recipient must return to Metro any and all grant monies for services or programs under the grant not performed as of the termination date. The Recipient must also return to Metro any and all funds expended for purposes contrary to the terms of the Grant Contract. Such termination will not relieve the Recipient of any liability to Metro for damages sustained by virtue of any breach by the Recipient.
- D.4. **Termination—Notice.** Metro may terminate this Grant Contract without cause for any reason. Said termination shall not be deemed a Breach of Contract by the Recipient. Metro shall give the Recipient at least thirty (30) days written notice before the effective termination date.
- D.5. **Termination –Funding.** This Grant Contract is subject to the appropriation and availability of local, State and/or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, Metro shall have the right to terminate this Grant Contract immediately upon written notice to the Recipient. Upon receipt of the written notice, the Recipient shall cease all work associated with this Grant Contract on or before the effective termination date specified in the written notice. Should such an event occur, the Recipient shall be entitled to compensation for all satisfactory and authorized services completed as of the effective termination date. The Recipient shall be responsible for repayment of any funds already received in excess of satisfactory and authorized services completed as of the effective termination date.
- D.6. **Subcontracting.** The Recipient may not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of Metro. Notwithstanding any use of approved subcontractors, the Recipient will be considered the prime Recipient and will be responsible for all work performed.
- D.7. **Conflicts of Interest.** The Recipient warrants that no part of the total Grant Amount will be paid directly or indirectly to an employee or official of Metro as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Recipient in connection with any work completed or performed relative to this Grant Contract.
- D.8. **Nondiscrimination.** The Recipient hereby agrees, warrants, and assures that no person will be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Recipient on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification which is in violation of applicable laws. The Recipient must, upon request, show proof of such nondiscrimination and must post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.9. **Records.** The Recipient must maintain documentation for all charges to Metro under this Grant Contract. The books, records, and documents of the Recipient, insofar as they relate to work performed or money received under this Grant Contract, must be maintained for a period of three (3) full years from the date of the final payment or until the Recipient engages a licensed independent public accountant to perform an audit of its activities. The books, records, and documents of the Recipient insofar as they relate to work performed or money received under this Grant Contract are subject to audit at any reasonable time and upon reasonable notice by Metro or its duly appointed representatives. Records must be maintained in accordance with the standards outlined in the Non-Profit Grants Manual. The financial statements must be prepared in accordance with generally accepted accounting principles.

Grant contract between the Metropolitan Government of Nashville and Davidson County and DYMON in the Rough, Contract # _____ July 1, 2024 – June 30, 2025

- D.10. **Monitoring.** The Recipient's activities conducted and records maintained pursuant to this Grant Contract are subject to monitoring and evaluation by The Metropolitan Office of Financial Accountability or Metro's duly appointed representatives. The Recipient must make all audit, accounting, or financial records, notes, and other documents pertinent to this grant available for review by the Metropolitan Office of Financial Accountability, Internal Audit or Metro's representatives, upon request, during normal working hours.
- D.11. **Narrative Reporting.** The Recipient must submit a Year-End Program Report, to be received by July 10th. Said report shall detail the outcome of the activities funded under this Grant Contract.
- D.12. **Financial Reporting.** The Recipient must submit quarterly expenditure report for the 2024-2025 programming year to reconcile grant receipts with grant revenues. Reports must be received no later than the 15th day of October, January, and April and July 10 of FY '25 (July 1, 2024 – June 30, 2025).
- D.13. **Strict Performance.** Failure by Metro to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this agreement is not a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Grant Contract is considered to be waived, modified, or deleted except by a written amendment by the appropriate parties as indicated on the signature page of this Grant.
- D.14. **Insurance.** The Recipient agrees to carry adequate public liability and other appropriate forms of insurance, and to pay all applicable taxes incident to this Grant Contract.

D.14.1 Proof of Insurance

During the term of this Contract, for any and all awards, CONTRACTOR shall, at its sole expense, obtain and maintain in full force and effect for the duration of this Contract, including any extension, the types and amounts of insurance identified below by a checked box. Proof of insurance shall be required naming METRO as additional insured and identifying the Purchase Order on the Acord document

D.14.2 General Liability Insurance

In the amount of one million (\$1,000,000.00) dollars

D.14.3 Automobile Liability Insurance

In the amount of one million (\$1,000,000.00) dollars (if vendor will be making on-site deliveries)

D.14.4 Worker's Compensation Insurance

With statutory limits required by the State of Tennessee or other applicable laws and Employer's Liability Insurance with limits of no less than one hundred thousand (\$100,000.00) dollars, as required by the laws of Tennessee (Not required for companies with fewer than five (5) employees).

D.14.5 Sexual Molestation and Abuse Insurance

In the amount of one million (\$1,000,000.00) dollars

D.14.6 Such insurance shall:

Contain or be endorsed to contain a provision that includes METRO, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of work or operations performed by or on behalf of the CONTRACTOR including materials, parts, or equipment furnished in connection with such work or operations. The coverage shall contain no special limitations on the scope of its protection afforded to the above-listed insureds.

For any claims related to this agreement, CONTRACTOR'S insurance coverage shall be primary insurance as respects METRO, its officers, officials, employees, and volunteers. Any insurance or

**Grant contract between the Metropolitan Government of Nashville and Davidson County and
DYMON in the Rough, Contract # _____ July 1, 2024 – June 30, 2025**

self-insurance programs covering METRO, its officials, officers, employees, and volunteers shall be excess of CONTRACTOR'S insurance and shall not contribute with it.

Automotive Liability Insurance including vehicles owned, hired, and non-owned. Said insurance shall include coverage for loading and unloading hazards. Insurance shall contain or be endorsed to contain a provision that includes METRO, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of automobiles owned, leased, hired, or borrowed by or on behalf of CONTRACTOR.

Worker's Compensation (if applicable), CONTRACTOR shall maintain workers' compensation insurance with statutory limits as required by the State of Tennessee or other applicable laws and employers' liability insurance. CONTRACTOR shall require each of its subcontractors to provide Workers' Compensation for all of the latter's employees to be engaged in such work unless such employees are covered by CONTRACTOR'S workers' compensation insurance coverage.

D.14.7

Prior to commencement of services, CONTRACTOR shall furnish METRO with original certificates and amendatory endorsements affecting coverage required by this section and provide that such insurance shall not be cancelled, allowed to expire, or be materially reduced in coverage except on 30 days' prior written notice to:

DEPARTMENT OF LAW
INSURANCE AND RISK MANAGEMENT
METROPOLITAN COURTHOUSE, SUITE 108
PO BOX 196300
NASHVILLE, TN 37219-6300

Provide certified copies of endorsements and policies if requested by METRO in lieu of or in addition to certificates of insurance.

Replace certificates, policies, and/or endorsements for any such insurance expiring prior to completion of services. Maintain such insurance from the time services commence until services are completed and attach the certificates of insurance in the METRO system. Failure to maintain or renew coverage or to provide evidence of renewal may be treated by METRO as a material breach of contract.

Place such insurance with insurer licensed to business in Tennessee and having A.M. Best Company ratings of no less than A-. Modification of this standard may be considered upon appeal to the METRO Director of Risk Management Services.

Require all subcontractors to maintain during the term of the agreement Commercial General Liability insurance, Business Automobile Liability insurance, and Worker's Compensation/Employers Liability insurance (unless subcontractor's employees are covered by CONTRACTOR'S insurance) in the same manner as specified for CONTRACTOR. CONTRACTOR shall file subcontractor's certificates of insurance in METRO's system.

Any deductibles and/or self-insured retentions greater than \$10,000.00 must be disclosed to and approved by METRO prior to the commencement of services.

If the CONTRACTOR has or obtains primary or excess policy(ies), there shall be no gap between the limits of the primary policy and the deductible features of the excess policies.

D.15. Metro Liability. Metro will have no liability except as specifically provided in this Grant Contract.

**Grant contract between the Metropolitan Government of Nashville and Davidson County and
DYMON in the Rough, Contract # _____ July 1, 2024 – June 30, 2025**

- D.16. **Independent Contractor.** Nothing herein will in any way be construed or intended to create a partnership or joint venture between the Recipient and Metro or to create the relationship of principal and agent between or among the Recipient and Metro. The Recipient must not hold itself out in a manner contrary to the terms of this paragraph. Metro will not become liable for any representation, act, or omission of any other party contrary to the terms of this paragraph.
- D.17. **Indemnification and Hold Harmless.**
- (a) Recipient agrees to indemnify, defend, and hold harmless Metro, its officers, agents and employees from any claims, damages, penalties, costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of Recipient, its officers, employees and/or agents, including its sub or independent contractors, in connection with the performance of the contract, and any claims, damages, penalties, costs and attorney fees arising from any failure of Recipient, its officers, employees and/or agents, including its sub or independent contractors, to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.
- (b) Metro will not indemnify, defend or hold harmless in any fashion the Recipient from any claims, regardless of any language in any attachment or other document that the Recipient may provide.
- (c) Recipient will pay Metro any expenses incurred as a result of Recipient's failure to fulfill any obligation in a professional and timely manner under this Contract.
- (d) Recipient's duties under this section will survive the termination or expiration of the grant.
- D.18. **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 Grant Contract arising from a Force Majeure Event is not a breach under this Grant 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. Recipient 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.19. **State, Local and Federal Compliance.** The Recipient agrees to comply with all applicable federal, state and local laws and regulations in the performance of this Grant Contract. Metro shall have the right to terminate this Grant Contract at any time for failure of Recipient to comply with applicable federal, state or local laws in connection with the performance of services under this Grant Contract.
- D.20. **Governing Law and Venue.** The validity, construction and effect of this Grant Contract and any and all extensions and/or modifications thereof will be governed by and construed in accordance with the laws of the State of Tennessee. The venue for legal action concerning this Grant Contract will be in the courts of Davidson County, Tennessee.
- D.21. **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.22. **Headings.** Section headings are for reference purposes only and will not be construed as part of this Grant Contract.

Grant contract between the Metropolitan Government of Nashville and Davidson County and DYMOM in the Rough, Contract # _____ July 1, 2024 – June 30, 2025

D.23. **Metro Interest in Equipment.** The Recipient will take legal title to all equipment and to all motor vehicles, hereinafter referred to as "equipment," purchased totally or in part with funds provided under this Grant Contract, subject to Metro's equitable interest therein, to the extent of its *pro rata* share, based upon Metro's contribution to the purchase price. "Equipment" is defined as an article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds \$5,000.00.

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

D.24. **Assignment—Consent Required.** The provisions of this contract will inure to the benefit of and will be binding upon the respective successors and assignees of the parties hereto. Except for the rights of money due to Recipient under this contract, neither this contract nor any of the rights and obligations of Recipient hereunder may be assigned or transferred in whole or in part without the prior written consent of Metro. Any such assignment or transfer will not release Recipient from its obligations hereunder. Notice of assignment of any rights to money due to Recipient under this Contract must be sent to the attention of the Metro Department of Finance.

D.25. **Gratuities and Kickbacks.** It will be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparations of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore. It will be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or a person associated therewith, as an inducement for the award of a subcontract or order. Breach of the provisions of this paragraph is, in addition to a breach of this contract, a breach of ethical standards which may result in civil or criminal sanction and/or debarment or suspension from participation in Metropolitan Government contracts.

D.26. **Communications and Contacts.** All instructions, notices, consents, demands, or other communications from the Recipient required or contemplated by this Grant Contract must be in writing and must be made by facsimile transmission, or by first class mail, addressed to the respective party at the appropriate facsimile number or address as set forth below or to such other party, facsimile number, or address as may be hereafter specified by written notice.

Metro

For contract-related matters:
Nashville Public Library
NAZA Communications Manager
615 Church Street
Nashville, TN 37219
(615) 862-5894

For inquiries regarding invoices:
Nashville Public Library
NAZA Procurement Officer
615 Church Street
Nashville, TN 37219
615-862-5800 ext. 73731

Grant contract between the Metropolitan Government of Nashville and Davidson County and DYMON in the Rough, Contract # _____ July 1, 2024 – June 30, 2025

Recipient

Brittany Tyler, Chief Executive Officer
DYMON in the Rough
P.O Box 330816
Nashville, TN 37203
615-836-8796

D.27. **Lobbying.** The Recipient certifies, to the best of its knowledge and belief, that:

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

D.28. **Certification Regarding Debarment and Convictions.**

- a. Recipient certifies that Recipient, and its current and future principals:
 - i. are not presently debarred, suspended, or proposed for debarment from participation in any federal or state grant program;
 - ii. have not within a three (3) year period preceding this Grant Contract been convicted of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) grant;
 - iii. have not within a three (3) year period preceding this Grant Contract been convicted of embezzlement, obstruction of justice, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and
 - iii. are not presently indicted or otherwise criminally charged by a government entity (federal, state, or local) with commission of any of the offenses detailed in sections D.25(a)(ii) and D.25(a)(iii) of this certification.
- b. Recipient shall provide immediate written notice to Metro if at any time Recipient learns that there was an earlier failure to disclose information or that due to changed circumstances, its principals fall under any of the prohibitions of Section D.25(a).

Grant contract between the Metropolitan Government of Nashville and Davidson County and DYMOM in the Rough, Contract # _____ July 1, 2024 – June 30, 2025

D.29. **Effective Date.** This contract will not be binding upon the parties until it has been signed first by the Recipient and then by the authorized representatives of the Metropolitan Government and has been filed in the office of the Metropolitan Clerk. When it has been so signed and filed, this contract will be effective as of the date first written above.

Annexes

The following annexes constitute part of this contract:

Annex 1 – Metro Invoice Template

Annex 5 – Partner Data-Sharing Sub-Agreement

Annex 2 – Expenditure Report Template

Annex 6 – Performance Indicators

Annex 3 – Budget

Annex 7 – Enrollment forms

Annex 4 – Minimum Standards for NAZA funding

Annex 8 – Program site/s

(THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK.)

Grant contract between the Metropolitan Government of Nashville and Davidson County and DYMON in the Rough, Contract # _____ July 1, 2024 – June 30, 2025

NASHVILLE PUBLIC LIBRARY

DocuSigned by:
Terri Luke 8/21/2024
EE498FD9F034BF
Interim Library Director

THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY:

APPROVED AS TO AVAILABILITY OF FUNDS:

Signed by:
Kevin Crumbo/mjw
62377A2A8742469
Director of Finance

APPROVED AS TO RISK AND INSURANCE:

DocuSigned by:
Balagun Cobb
68804BF12FD741C
Director of Insurance

APPROVED AS TO FORM AND LEGALITY:

DocuSigned by:
Macy Amos
122C5A9A0E944DA
Metropolitan Attorney

FILED IN THE OFFICE OF THE CLERK:

Metropolitan Clerk

RECIPIENT: DYMON in the Rough

By (Signature) *Brittany Bowers-Tyler*

Authorized Officer Name: *Brittany Bowers-Tyler*
Title: *Chief Executive Officer*

Sworn to and subscribed to before me a Notary Public, this 20 day of August, 2024

Notary Public *Deborah Rolman*

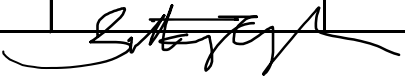


My Commission expires 01/04/2027.

Metropolitan Government of Nashville and Davidson County/Nashville Public Library/ NAZA

Funds For FY 2025 Program

ORGANIZATION NAME	DYMON in the Rough	CONTRACT # (Office Use):				
PROGRAM NAME	DYMON	START DATE:	1-Jul-24			
ADDRESS	P.O. Box 330816	END DATE:	30-Jun-25			
CITY, STATE & ZIP	Nashville, TN 37203	CONTACT PERSON	Brittany Tyler			
FEDERAL ID # (EIN)	46-1319844	CONTACT TELEPHONE	(615) 578 - 9944			
COST CATEGORIES	TOTAL BUDGET REQUEST	BUDGET EXPLANATION/DETAILS			OTHER FUNDING Funding amount from other sources invested in serving the same number of slots requested from NAZA	Grantor name
After-School Programs		After-school program starts 09/03/2024 Per slot rate for afterschool is \$1,355				
Salaries and Wages	\$ 70,323.40	\$14,853.40 CEO (380 hours x 12 months including direct youth services) \$13,700 COO (402.94 hours x 12 months including direct youth services), \$6,882.10 Communications (50% of cost), \$11,300 Program Coordinator (40% of total cost), \$6,900 Data Manager, \$16,677.90 for 6 site staff				
Benefits and Taxes	\$ 3,375.00	401k x 10 staff, life insurance x 2 staff, health benefits x 2 staff (all for 12 months)				
Total Personnel Expenses	\$ 73,698.40					
Office Supplies	\$ 1,500.00	ink for printing- 50% of cost for programming				
Communications	\$ 1,056.00	\$96 x 11 months for telephone bill				
Postage and Shipping	\$ 240.00	50% of total cost				
Occupancy	\$ -	Estimated unit number and unit cost or % of total cost charged to this grant				
Equipment Rental and Maintenance	\$ -	Estimated unit number and unit cost or % of total cost charged to this grant				
Printing and Publications	\$ 500.00	30% of total cost				
Travel/Conferences & Meetings	\$ 1,500.00	30% of total cost				
Insurance	\$ 2,412.00	50% of total cost				
Direct youth costs (learning supplies, learning software, programs, games, food, etc.)	\$ 5,500.00	Materials for 82 youth, 40% of total cost				
Transportation	\$ -	Daily rate, number of days separated by afterschool and summer (if applicable)				
Field Trips	\$ 5,300.00	82 youth x approx. \$64.64 for administration, transportation, and food				
Professional Fees/Enhancement partners	\$ 16,903.60	\$4,200 Enhancement partners (\$1,400 per site 50% of total cost), \$3,803.60 Bookkeeper services (x 12 months 33% of total cost), \$5,000 Media & Marketing (12 months), \$3,900 Human Resources 40% of total cost,				
Other Non-Personnel	\$ 2,500.00	50% of total cost				
Indirect Cost	\$ -	Partners can choose to budget either separate line items above or request an indirect cost of up to 20% of their total budget. The Indirect cost requests must be accompanied by agency's cost allocation plan that will be acceptable for NAZA in line with Metro Grants Manual.				
Total Non-personnel	\$ 37,411.60					
Afterschool sub-total	\$ 111,110.00					

Summer Programs		Summer program funded in this cycle is July 1-31,2024 and June 1- 30, 2025 Per slot rate for summer to be calculated at \$8 an hour per slot. Maximum cost per youth slot for summer program is \$320 per week for partners programming 5 days per week for 8 hours per day.	
Salaries and Wages	\$ 12,569.00	\$3,500 CEO (including direct services), \$3,000 COO, \$929 Communications, \$500 Media and Marketing, \$800 Program Coordinator, \$3,840 2 additional site staff	
Benefits and Taxes	\$ -	Types of benefits, rates and number of staff, whose benefits are charged to this grant	
Total Personnel Expenses	\$ 12,569.00		
Office Supplies	\$ -	Estimated unit number and unit cost or % of total cost charged to this grant	
Communications	\$ 96.00	\$96 for the the month of June 2025	
Postage and Shipping	\$ -	Estimated unit number and unit cost or % of total cost charged to this grant	
Occupancy	\$ 800.00	100% of total cost	
Equipment Rental and Maintenance	\$ -	Estimated unit number and unit cost or % of total cost charged to this grant	
Printing and Publications	\$ -	Estimated unit number and unit cost or % of total cost charged to this grant	
Travel/Conferences & Meetings	\$ -	Milage, parking and other travel unit cost and unit number	
Insurance	\$ 200.00	7% of total cost	
Direct youth costs (learning supplies, learning software, programs, games, food, etc.)	\$ 3,000.00	\$100 x 30 youth materials and supplies	
Field Trips	\$ -	Per youth average cost or cost per trip and estimated number of youth participating	
Professional Fees/Enhancement partners	\$ 300.00	\$300 Enhancement partners- \$50 per session,	
Other Non-Personnel	\$ 2,235.00	12% total cost of transportation	
Indirect Cost	\$ -	Partners can choose to budget either separate line items above or request an indirect cost of up to 20% of their total budget. The Indirect cost requests must be accompanied by agency's cost allocation plan that will be acceptable for NAZA in line with Metro Grants Manual.	
Total Non-personnel	\$ 6,631.00		
Summer sub-total	\$ 19,200.00		
TOTAL	\$ 130,310.00		
RECIPIENT	Brittany Tyler		
AUTHORIZED SIGNATURE:			
TITLE	CEO		
DATE	23-Aug		

[NAZA Annex 8 - 2024-2025 NAZA Application Entries](#)

Response ID: [19304](#)

Submitted Date: 2024-08-23 16:57:30

Completion Time: 3 hr. 12 min. 58 sec.

Name of Organization

DYMON in the Rough

Days of Week of Afterschool Program

4 days per week

Afterschool site plan

- School Site

Please check box if planning summer programming

-

Afterschool Program Name

DYMON

Name of School Site Location

Haynes Middle

Address of School Program Site

510 W Trinity Ln, Nashville, TN 37207

School Partnership Level

Renewing Partnership

Number of youths targeted for site

27

Transportation needed?

Yes

Name of School Site Location

H.G.Hill Middle

Address of School Program Site

150 Davidson Rd, Nashville, TN 37205

School Partnership Level

Renewing Partnership

Number of youths targeted for site

28

Transportation needed?

Yes

Name of School Site Location

Madison Middle

Address of School Program Site

300 W Old Hickory Blvd, Madison, TN 37115

School Partnership Level

Renewing Partnership

Number of youths targeted for site

27

Transportation needed?

Yes

Summer Program Name

DYMON QUAD

Name of Summer Site Location

Riverside Nashville Church

Summer Location address

800 Youngs Lane, Nashville TN 37207

Number of summer youth targeted for site

30

Weeks of Programming

4 weeks

Days per Week of Summer Program

4 days per week

Hours per Day

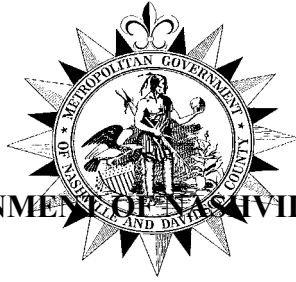
5 hours

Programming Time Frame

9am-2pm

Proposed months of Summer programming

June 2025



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

DEPARTMENT OF FINANCE
700 2ND AVENUE SOUTH, SUITE 201
NASHVILLE, TENNESSEE 37210

**Metropolitan Government of Nashville and Davidson County
Recipient of Direct Appropriation
Certifications of Assurance**

Recipient Name

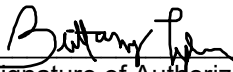
As a condition of receipt of this funding, the Recipient assures that it will comply fully with the provisions of the following laws.

- The Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. Section 12116;
- Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, and national origin;
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

CERTIFICATION REGARDING LOBBYING - Certification for Contracts, Grants, Loans, and Cooperative Agreements

By accepting this funding, the signee hereby certifies, to the best of his or her knowledge and belief, that:

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



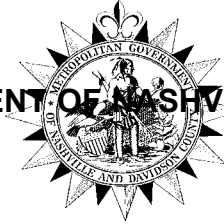
Signature of Authorized Representative

Name: Brittany Tyler

Title: Chief Executive Officer

Agency Name: DYMON in the Rough (Dynamic Young Minorities of Nashville)

Date: 4/14/2024



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

Department of Finance
700 President Ronald Reagan Way, STE 201
Nashville, Tennessee 37210

Metropolitan Government of Nashville and Davidson County Recipient of Metro Grant Funding Non-Profit Grants Manual Receipt Acknowledgement

Recipient Name:

As a condition of receipt of this funding, the recipient acknowledges the following:

- Receipt of the Non-Profit Grants Manual, updated February 2, 2023, issued by the Division of Grants and Accountability. Electronic version can be located at the following: [Non-Profit Grant Resources](#)
- The recipient has read, understands and hereby affirms that the agency will adhere to the requirements and expectations outlined within the Non-Profit Grants Manual.
- The recipient understands that if the organization has any questions regarding the Non-Profit Grants Manual or its content, they will consult with the Metro department that awarded their grant.

**Note to Organizations: Please read the Non-Profits Grants Manual carefully to ensure that you understand the requirements and expectations before signing this document.*

A handwritten signature in black ink that reads "Brittany Tyler".

Signature of Authorized Representative

Name: Brittany Tyler

Title: Chief Executive Officer

Agency Name: DYMON in the Rough (Dynamic Young Minorities of Nashville)

Date: 4/14/2024

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: APR 17 2014

DYNAMIC YOUNG MINORITIES OF
NASHVILLE - IN THE ROUGH
C/O BRITTANY BOWERS
208 TRAILWAY CIR
NASHVILLE, TN 37207-6004

Employer Identification Number:
46-1319844
DLN:
17053031346033
Contact Person:
SHAUNA K SCHMIDT ID# 75089
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990 Required:
No
Effective Date of Exemption:
November 15, 2012
Contribution Deductibility:
Yes
Addendum Applies:
Yes

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947

DYNAMIC YOUNG MINORITIES OF

Sincerely,


Tamea Ripperda

Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947

Received by Tennessee Secretary of State Tre Hargett, 11/15/2012, 09:17:21, 7115.06

 State of Tennessee Department of State Corporate Filings 312 Rosa L. Parks Avenue 6 th Floor, William R. Snodgrass Tower Nashville, TN 37243	CHARTER (Nonprofit Corporation)	For Office Use Only
---	---	---------------------

The undersigned acting as incorporator(s) of a nonprofit corporation under the *Tennessee Nonprofit Corporation Act* adopts the following Articles of Incorporation.

1. The name of the corporation is: D-Y-M-O-N In The Rough (Dynamic Young Minorities of Nashville)

2. Please complete all of the following sentences by checking one of the two boxes in each sentence:

This corporation is a public benefit corporation / mutual benefit corporation.

This corporation is a religious corporation / not a religious corporation.

This corporation will have members / not have members.

3. The name and complete address of the corporation's initial registered agent and office in Tennessee is:

Brittany Bowers 208 Trailway Circle Nashville TN 37207 USA
Name Street Address City State Zip Code County

4. List the name and complete address of each incorporator:

Brittany Bowers 208 Trailway Circle Nashville TN 37207 USA
Name Street Address City State Zip Code

Name Street Address City State Zip Code

Name Street Address City State Zip Code

5. The complete address of the corporation's principal office is:

208 Trailway Circle Nashville TN 37207 USA
Street Address City State/Country Zip Code

6. The corporation is not for profit.

7. If the document is not to be effective upon filing by the Secretary of State, the delayed effective date and time are:
Date _____, _____ Time _____ (Not to exceed 90 days.)

8. Insert here the provisions regarding the distribution of assets upon dissolution: All assets will be given to Brittany Bowers to go toward The Brittany Bowers Beauty & Brains Scholarship Competition.

9. Other provisions: Other assets may be divided among Brittany Bowers and Riverside Seventh Day Adventist Church depending on the assets, Brittany Bowers will determine what is divided.

Brittany Bowers
Signature Date

Incorporator's Signature

Incorporator's Name (typed or printed)

Tennessee Secretary of State
Tre Hargett



Division of Business and Charitable Organizations
312 Rosa L. Parks Avenue, 6th Floor
Nashville, Tennessee 37243-1102

August 07, 2023

BRITTANY TYLER
PO BOX 330816
NASHVILLE, TN 37203 USA

RE: Registration to Solicit Funds for Charitable Purposes

Organization Name: D-Y-M-O-N IN THE ROUGH (DYNAMIC YOUNG MINORITIES OF NASHVILLE)

CO Number: CO40565

Renewal Date: 06/30/2024

Dear BRITTANY TYLER :

Pursuant to the Tennessee Charitable Solicitations Act, T.C.A. § 48-101-501, *et seq.* the Tennessee Secretary of State has reviewed your application and is pleased to announce your organization's registration to solicit contributions has been **approved**.

The organization must maintain statutory compliance by submitting a renewal application and required fees on an annual basis. At that time you may be required to submit tax filings, financial statements, proof of IRS status, and other documents related to your organization and its fundraising activities. You can find additional information and submit additional filings online at <https://sos.tn.gov/charities>. The "CO" Number listed above will serve as your organization's charitable registration number and should be used when submitting any charitable filings or correspondence.

Please also be advised that if the organization's application or other provided information includes false, misleading or deceptive statements, appropriate action will be taken. Pursuant to the Tennessee Charitable Solicitations Act, a civil penalty of up to five thousand dollars (\$5,000.00) may be assessed for any violation.

Thank you for registering your organization and please do not hesitate to contact us with any questions.

Sincerely,

A handwritten signature in black ink that reads "Tre Hargett".

Tre Hargett
Secretary of State

Tracking Number
2023123622

Application to Renew Registration of a Charitable Organization

Division of Business and Charitable Organizations

Department of State

State of Tennessee

312 Rosa L. Parks Avenue, 6th Floor

Nashville, Tennessee 37243

Phone: 615-741-2555

Fax: 615-253-5173

sos.tn.gov/charities

CO Number: CO40565
Filed: 08/07/2023 02:05 PM
Tre Hargett
Secretary of State



Tre Hargett
Secretary of State

Organization Information

Legal Name of the Charitable Organization: D-Y-M-O-N IN THE ROUGH (DYNAMIC YOUNG MINORITIES OF NASHVILLE)

Legal entity type of the Organization: Corporation

FEIN: 46-1319844

Initial Registration Date: 05/05/2021

Renewal Date: 06/30/2023

Has your fiscal year ending month changed since your last renewal?

Yes No

Fiscal Year Ending Month: December

When and where was the organization legally established

Date: 11/15/2012

Country: USA

City/State: NASHVILLE, TN

County: Davidson

Has your Principal Office address changed since your last renewal?

Yes No

Principal Office Address

208 TRAILWAY CIRCLE
USA, NASHVILLE, TN 37207

Has your Mailing address changed since your last renewal?

Yes No

Amended Mailing Office Address

PO BOX 330816
NASHVILLE, TN 37203, USA

Contact Information for the Charitable Organization

Contact Name: BRITTANY TYLER

Telephone Number: (615) 578-9944

Email: brittanytyler@dymon.org

Website: www.dymon.org

Current names used by the charity organization

Do you need to modify other names that the charity solicits under?

Yes No

Has the organization registered in any other state(s)?

Yes No

Does the charity have other offices, chapters, branches, affiliates or a parent?

Yes No

The category that best describes your organization

B - Educational Institutions & Related Activities

The charitable purpose of the organization

Mission: To provide a safe haven for inner city and minority youth as we refine, enrich, and empower them through scholarships, mentorship, and community outreach.

Tax & Financial Information

Has your tax exempt status changed since your last renewal? Yes No**Last Fiscal Year Start:** January 2022**Last Fiscal Year End:** December 2022**Type of 990 Tax Form Filed:** 990 (Long Form)**Gross Revenue**

Direct and Indirect Public Contributions	\$ 64,683.00
Government Grants	\$ 364,212.00
Program Service Revenue	\$ 0.00
Special Events and Activities	\$ 0.00
Gross Sales of Inventory	\$ 0.00
Other Revenue	\$ 0.00
Total Revenue	\$ 428,895.00

Expenses

Total Program Expenses	\$ 257,260.00
Direct Expenses from Special Events	\$ 0.00
Cost of Goods Sold	\$ 0.00
Management and General Expenses	\$ 125,849.00
Fundraising Expenses	\$ 0.00
Other Expenses	\$ 0.00
Total Expenses	\$ 383,109.00
Excess/Deficit For the Year (Total Revenue - Total Expenses)	\$ 45,786.00

Changes in Net Assets/Fund Balances

Net Assets/Fund Balances at Beginning of Year	\$ 235,349.00
Other Changes in Net Assets or Fund Balances	\$ 0.00
Net Assets/Fund Balances	\$ 281,135.00
Total Liabilities at End of Year	\$ 61,486.58
Net Assets/Fund Balances at End of Year	\$ 353,289.15

Solicitation Information

Have you been enjoined by any court from soliciting contributions?

Yes No

Does your organization contract with or otherwise engage the services of any outside fundraising professional (such as a "professional fund-raiser," "paid solicitor," "fund raising counsel," or "commercial co-venturer")?

Yes No

Officer Information

Do you need to modify the current officers?

Yes No

List each officer, director, and trustee (at least 2 officers are required, and you must list officers who have or share the following titles: "Chief Financial Officer", "Custodian of Contributions", "Custodian of Final Distributions")

Adesuwa Greene
3015 Lebanon Pike Apt 102
Nashville, TN 37214, USA
Title(s): Board Member

Amber Dorsey
825 S CHURCH ST. # 6011
MURFREESBORO, TN 37130, USA
Title(s): Chairman

Brandon Bowers
612 Sugar Mill Dr.
Nashville, TN 37211, USA
Title(s): Chairman

Brittany Tyler
3745 Belle Oaks Drive
Antioch, TN 37013, USA
Title(s): Chief Executive Officer, Custodian of Contributions, Custodian of Final Distributions, Board Member

Deborah Bowers
208 Trialway Circle
Nashville, TN 37207, USA
Title(s): Board Member

Michael Kinzer
PO Box 22293
Nashville, TN 37202, USA
Title(s): Custodian of Final Distributions

Taylor Hill
1117 Geneil Ln.
LaVergne, TN 37086, USA
Title(s): Board Member

DIEDRE ORR
208 TRAILWAY CIRCLE
USA, NASHVILLE, TN 37207
Title(s): Board Member

MICHAEL OLEIS
208 TRAILWAY CIRCLE
USA, NASHVILLE, TN 37207
Title(s): Treasurer

Has any officer, director, manager, operator, or principal of the organization been the subject of an injunction, judgement, or administrative order or been convicted of a felony?

Yes No

Signature

I certify that the statements in this registration statement and all supplemental forms, documents, and continuation sheets are true and correct to the best of my knowledge and belief.

I (Chief Fiscal Officer, Treasurer, or Officer) certify, under penalty of perjury, that the above information is true and correct.

Signed Electronically: Brittany Tyler

Date: 08/07/2023

Title: Chief Executive Officer

I certify that the statements in this registration statement and all supplemental forms, documents, and continuation sheets are true and correct to the best of my knowledge and belief.

I (Chief Fiscal Officer, Treasurer, or Officer) certify, under penalty of perjury, that the above information is true and correct.

Signed Electronically: Deborah Bowers

Date: 08/07/2023

Title: Board Member



Tre Hargett
Secretary of State

Division of Business and Charitable Organizations

Department of State

State of Tennessee
312 Rosa L. Parks Avenue, 6th Floor
Nashville, Tennessee 37243
Phone: 615-741-2555
Fax: 615-253-5173
sos.tn.gov/charities

Date: 08/01/2023

Invoice: 2023-06263

Customer Information

BRITTANY TYLER
D-Y-M-O-N IN THE ROUGH (DYNAMIC YOUNG MINORITIES OF NASHVILLE)
PO BOX 330816
NASHVILLE, TN 37203 , USA

Tracking Number	Description	Amount Paid
2023123622	CH Filing Late Fee	\$ 0.00
2023123622	CH Filing Late Fee	\$ 0.00
2023123622	CH Filing Late Fee	\$ 0.00
2023123622	CH Filing Late Fee	\$ 20.00
2023123622	CH Charitable Renewal	\$ 0.00
2023123622	CH Charitable Renewal	\$ 0.00
2023123622	CH Charitable Renewal	\$ 0.00
2023123622	CH Charitable Renewal	\$ 10.00

Payment Details	
Fee Total:	\$ 30.00
Payment Total:	\$ 30.00
Amount Due:	\$ 0.00

Payment Method
 Payment Type: Credit Card
 Check/Confirmation Number: 3855680319



DYNAMIC YOUNG MINORITIES OF NASHVILLE

Internal Audit Report Date: 8.8.2024

Author: Richard Nzeribe,
Independent Auditor CPA (25F87)

Table of Contents

1. Introduction

- **Audit Scope**

This report summarizes an Independent internal audit results for DYNAMIC YOUNG MINORITIES OF NASHVILLE covering the period from July 2022- June 2023. The audit encompasses an examination of the organization's financial, operational, and compliance aspects. The purpose of the audit is to ensure the accuracy and reliability of the organization's financial statements, evaluate the effectiveness and efficiency of operational processes, confirm compliance with legal and regulatory requirements, and analyze the effectiveness and efficiency of the usage of allocated funds.

- **Audit Objectives**

Ensure the accuracy and reliability of the organization's financial statements.

Evaluate the effectiveness and efficiency of operational processes.

Confirm compliance with legal and regulatory requirements.

Analyze the effectiveness and efficiency of the usage of allocated funds.

Assess the organization's financial performance, growth potential, and cost projections.

Estimate future cost needs to ensure the organization's sustainability.

2. Methodology

- **Audit Techniques Used**

Document review

Analytical procedures and data analysis

Observation and fieldwork



- Audit Process

The audit process included preparation, data collection, analysis, reporting, and presentation of findings. During the audit process, internal control systems and risk management processes were assessed to ensure that the organization operates efficiently and effectively.

3. Findings

- Financial Review

July 2022- June 2023

During the activity period, \$115,136.78 was raised through direct public support, special events (fashion shows) and individual and business contributions.

Tennessee Department of Education grant number 23-CBO-108000, with a start date of 7.01.2022 and end date of 6.30.2023, totaling \$176,800.

Grants totaling \$274,634 were received from Memorial foundation, NAZA, 21st Century Community Learning Centers, Maddox, Find Design/ I'm Bossy, Healing Trust, Holloway Family Foundation, Joe C Davis and Black girl.

Total revenues for the period July 2022 - June 2023 amounted to \$566,570.78.

General administrative expenses \$60,444.53

Education expenses \$369,119.60

Travel expenses \$59,394.85

Fundraising expenses \$12,119.06

Gift expenses \$2,805.65

Total expenses for the period July 2022- June 2023 amounted to \$503,883.69

- Operational Review

In the relevant fiscal year, the share of expenditures in total expenditures was as follows; Education expenditures represent 73% of total expenditures,

General administrative expenditures represent 12% of total expenses.

Travel expenditures represent ~12% of total expenses



Fundraising expenses represent 2.4% of total expenses

General administrative expenses account for 7% of total expenses when separated from fundraising costs.

4. Evaluation and Conclusions

- Actual Performance and Interpretation of Usage

As a nonprofit organization, DYMON in the Rough has allocated 77% of its funds to educational activities, in line with the goals stated at its founding. Compared to the previous fiscal year, it has reduced its administrative expenses by 1% and provided additional resources for education.

Last year, fundraising expenses were 1%, but in the current fiscal year, they have increased to 2.4%. However, this has successfully broadened the scope of funding sources.

- Profitability and Growth Assessment

Although it is not possible to talk about the net profit of non-profit organizations, DYMON in the Rough used its resources efficiently in the fiscal year July 2022- June 2023 and transferred 11% of its funds to other operating periods. The organization has effectively capitalized on the momentum gained in 2020 and continues to grow steadily. Income items appear realistic, reflecting the organization's fundraising and grant activities.

5. Recommendations

The proportion of scholarships within educational expenditures decreased from 4.5% in the previous fiscal year to 2.2%. In the future years, emphasis should be placed on scholarship programs to increase their share of expenditures and achieve sustainable growth. Expense items are generally realistic; however, the Travel Expenses account appears higher than expected because the Local/Daily Travel subaccount constitutes 71% of total travel expenses. This should be noted in the income statement footnotes.

A review of DYMON in the Rough's website revealed that the annual earnings figure for 2022-2023 was misstated.

Total revenue, which should have been \$566,570.78, was reported as \$556,570.78. As non-profit organizations are required by the principle of transparency and accountability to report their revenues accurately, it is recommended that this error be corrected.



6. Future Cost Estimates

Assuming a growth target of 10% for total expenditures, the new total budget would be:

Projected Total Expenses: $\$503,883.69 * 1.10 = \$554,272.06$

Projected Expense Breakdown:

Education Expenses:

- Current: \$369,119.60
- Projected (keeping the same proportion): $\$554,272.06 * 73\% = \$404,616.30$

General Administrative Expenses:

- Current: \$60,444.53
- Projected (keeping the same proportion): $\$554,272.06 * 12\% = \$66,512.65$

Travel Expenses:

- Current: \$59,394.85
- Suggested Reduction: To align with a cost-saving strategy, aim for a reduction. For example, reducing travel expenses by 10%:

Decrease Calculation: $\$59,394.85 * 90\% = \$53,455.37$

Thus, the projected travel expenses should be approximately \$53,455.37, reflecting a decrease instead of an increase.

Fundraising Expenses:

- Current: \$12,119.06
- Projected (keeping the same proportion): $\$554,272.06 * 2.4\% = \$13,330.96$

Gift Expenses:

- Current: \$2,805.65
- Projected (keeping the same proportion): $\$554,272.06 * 0.56\% = \$3,106.13$

Summary of Projected Expenses for Next Fiscal Year:

- Education Expenses: \$404,616.30
- General Administrative Expenses: \$66,512.65
- Travel Expenses: \$66,512.65
- Fundraising Expenses: \$13,330.96
- Gift Expenses: \$3,106.13



These projections ensure that the proportionate allocation remains consistent with the previous year while accommodating a 10% growth target in total expenditures. Adjustments can be made based on strategic priorities or changes in funding.

7. Conclusion

Auditor independence is a cornerstone of the auditing profession, ensuring that auditors provide unbiased and professional opinions on the financial statements. Independence in fact and appearance is crucial, as it supports user reliance on the financial reporting process and enhances capital market efficiency. We as independent auditor conclusion is the funds have been used correctly and effectively in accordance with the objectives of the non-profit organization. This Independent internal audit indicates that DYMON in the Rough has robust internal control systems and effectively utilizes awarded funds. While there are areas for improvement, the organization is on a solid path toward achieving its mission to provide a safe haven for inner-city and minority youth through scholarships, mentorships, and community outreach.

8. Appendices

- Appendix 1: Relevant Documents

Profit & Loss Jul 2022 - Jun 2023

Tennessee Department of Education grant number 23-CBO-108000 cohort 2018

Tennessee Department of Education grant number 23-CBO-108000 cohort 2022

Regions Bank Account 0244311605 Statements

Regions Bank Account 0177996976 Statements

Sincerely,

A handwritten signature in blue ink, appearing to read "Robert A. Bende", is written over a horizontal line.

D-Y-M-O-N in the Rough
Profit & Loss
 July 2022 through June 2023

	Jul '22 - Jun 23
Ordinary Income/Expense	
Income	
Direct Public Support	
Gifts in Kind - Goods/Services	86,487.73
Total Direct Public Support	86,487.73
Fund Raising	
Fashion Shows	17,096.91
Individ, Business Contributions	11,552.14
Total Fund Raising	28,649.05
Grants	
21st CCLC	176,800.00
Black Girl	30,500.00
Find Design/Im Bossy	30,522.00
Healing Trust Prog	20,000.00
Holloway Family Foundation	5,000.00
Joe C Davis	2,500.00
Maddox	45,000.00
Memorial Foundation	10,000.00
NAZA	131,112.00
Total Grants	451,434.00
Total Income	566,570.78
Gross Profit	566,570.78
Expense	
Business Expenses	
Bank Charges	101.00
HR	
Paychex	
Payroll Misc Fees	168.76
Payroll Admin Fees	20,575.15
Payroll Setup Fees	1,186.68
Paychex - Other	1,475.90
Total Paychex	23,406.49
HR - Other	1,772.31
Total HR	25,178.80

D-Y-M-O-N in the Rough
Profit & Loss
 July 2022 through June 2023

	Jul '22 - Jun 23
Insurance	
Liability	2,423.00
Workers Comp	2,507.35
Insurance - Other	300.00
Total Insurance	5,230.35
Interest Charges CC	1,820.24
Office Equipment	867.92
Office Supplies	750.95
Paypal Fees	140.96
Postage, Mailing Service	166.00
Scholarships	8,400.00
Secretary of State	20.00
Total Business Expenses	42,676.22
Cares Grant	
Cares-Rent	24,654.81
Total Cares Grant	24,654.81
Contract Services	
Enhancement Partner	6,200.00
Outside Contract Services	46,636.54
Professional Services	28,963.00
Transportation	1,600.04
Contract Services - Other	0.00
Total Contract Services	83,399.58
Events Expenses	
Equipment Rental	1,134.86
Space Rental/Food	6,766.91
Total Events Expenses	7,901.77
Facilities and Equipment	
Equip Rental and Maintenance	282.61
Total Facilities and Equipment	282.61
Fund Raising Events	
ProMo	3,934.68
Total Fund Raising Events	3,934.68

D-Y-M-O-N in the Rough Profit & Loss July 2022 through June 2023

	Jul '22 - Jun 23
Office Expenses	
BackGround Check	389.50
Telephone, Telecommunications	1,124.00
Total Office Expenses	1,513.50
Operations	
Administrative	2,717.81
Books, Subscriptions, Reference	180.00
Materials	240.95
Office Material	253.87
Printing and Copying	670.56
Storage	1,692.70
Student Materials	17,099.49
Student Snacks	7,482.83
WebSite	209.76
Operations - Other	29.51
Total Operations	30,577.48
Payments	
Gifts	435.00
Payroll Expenses	
401K	839.23
Paychex EMed	3,158.30
Paychex ESoc Sec	13,504.40
Paychex Fed unemplmt	905.56
Paychex Gross	209,071.54
Paychex St Unemplmt	1,516.74
State Unemplt Taxes	269.87
Payroll Expenses - Other	10,646.89
Total Payroll Expenses	239,912.53
Penalty	0.00
Staff Gifts	2,370.65
Total Payments	242,718.18
Staff Development	
Food	1,972.68
Staff Wellness	4,257.53
Training/Workshops	239.85
Travel	359.95
Total Staff Development	6,830.01
Travel	
Field Trip	11,736.48

D-Y-M-O-N in the Rough
Profit & Loss
July 2022 through June 2023

	<u>Jul '22 - Jun 23</u>
Food	1,895.09
Local/Daily Travel	42,355.00
Mileage	311.69
Transportation/Travel	<u>3,096.59</u>
Total Travel	<u>59,394.85</u>
Total Expense	<u>503,883.69</u>
Net Ordinary Income	<u>62,687.09</u>
Net Income	<u><u>62,687.09</u></u>

D-Y-M-O-N in the Rough Statement of Cash Flows July 2022 through June 2023

	Jul '22 - Jun 23
OPERATING ACTIVITIES	
Net Income	62,687.09
Adjustments to reconcile Net Income to net cash provided by operations:	
Awards:AR 21st CCLC	-14,439.10
Awards:AR EFS Program	20,000.00
Awards:AR Find Design/Im Bossy	-30,522.00
Awards:AR IMLS	2,842.89
Awards:AR Maddox	-25,000.00
Awards:AR Naza	-36,528.00
Awards:AR NAZA Cohorts	5,000.00
Fashion Show AR	-518.77
Accounts Payable	31,153.93
Awarded Scholarships	750.00
Capital One	-9,931.42
Loan BT	36,639.57
Payroll Liabilities	-6,080.36
Payroll Liabilities:Paychex Fed	-267.59
Payroll Liabilities:Paychex Med	-130.71
Payroll Liabilities:Paychex Soc Sec Taxes	-558.54
PR Tax Clean Up	2,713.36
Retirement:Employee Payroll Liabilities	2,044.73
Unearned Revenue	55,395.00
Net cash provided by Operating Activities	95,250.08
INVESTING ACTIVITIES	
Other Assets:In Kind Donations/Gifts	-94,755.84
Net cash provided by Investing Activities	-94,755.84
FINANCING ACTIVITIES	
Equity In Kind Gifts	752.37
Net cash provided by Financing Activities	752.37
Net cash increase for period	1,246.61
Cash at beginning of period	-3,223.39
Cash at end of period	-1,976.78

D-Y-M-O-N in the Rough Balance Sheet As of June 30, 2023

	Jun 30, 23
ASSETS	
Current Assets	
Checking/Savings	
Federal Grant Reg PR	0.47
Petty Cash	200.00
Regions Bank	-2,177.25
Total Checking/Savings	-1,976.78
Accounts Receivable	
Awards	108,637.75
Fashion Show AR	29.21
Total Accounts Receivable	108,666.96
Total Current Assets	106,690.18
Other Assets	
Other Assets	321,024.35
Total Other Assets	321,024.35
TOTAL ASSETS	427,714.53
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	38,056.15
Total Accounts Payable	38,056.15
Other Current Liabilities	
Capital One	2,573.02
Direct Deposit Liabilities	-6,666.92
Loan BT	36,639.57
Payroll Liabilities	17,492.22
PR Tax Clean Up	2,403.96
Retirement	3,864.73
Unearned Revenue	55,395.00
Total Other Current Liabilities	111,701.58
Total Current Liabilities	149,757.73
Total Liabilities	149,757.73

D-Y-M-O-N in the Rough
Balance Sheet
As of June 30, 2023

	<u>Jun 30, 23</u>
Equity	
Equity In Kind Gifts	2,878.49
Opening Balance Equity	4,335.42
Temp. Restricted Net Assets	488.28
Unrestricted Net Assets	346,110.96
Net Income	-75,856.35
Total Equity	<u>277,956.80</u>
TOTAL LIABILITIES & EQUITY	<u><u>427,714.53</u></u>

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY
INVOICE FOR PAYMENT**

Mail or submit via email to: Nashville After Zone Alliance at NPL attn: Teriz Fahmy
615 Church Street
Nashville, TN 37219
Teriz.Fahmy@Nashville.gov

ORGANIZATION NAME		INVOICE DATE:			
PROGRAM NAME		FOR THE PERIOD(S):			
ADDRESS		CONTRACT PERIOD			
CITY, STATE & ZIP		CONTRACT #:			L-
FEDERAL ID # (EIN)		CONTACT PERSON			
		TELEPHONE # :			
		EMAIL ADDRESS:			

COST CATEGORIES	TOTAL APPROVED BUDGET (note: any changes to the contract Spending Plan must be first approved by Grantor)	Invoice 1 (Up to 50%)	Invoice 2 (Up to 40%)	Invoice 3 (Up to 10%)	COMMENTS
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	
Benefits and Taxes	\$ -	\$ -	\$ -	\$ -	
Total Personnel Expenses	\$ -	\$ -	\$ -	\$ -	
Office Supplies	\$ -	\$ -	\$ -	\$ -	
Communications	\$ -	\$ -	\$ -	\$ -	
Postage and Shipping	\$ -	\$ -	\$ -	\$ -	
Occupancy	\$ -	\$ -	\$ -	\$ -	
Equipment Rental and Maintenance	\$ -	\$ -	\$ -	\$ -	
Printing and Publications	\$ -	\$ -	\$ -	\$ -	
Travel/Conferences & Meetings	\$ -	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	\$ -	
Direct youth costs (rearning supplies, learning software, programs, games, food, etc.)	\$ -	\$ -	\$ -	\$ -	
Afterschool/Summer Transportation					
Field Trips	\$ -	\$ -	\$ -	\$ -	
Professional Fees/Enhancement partners	\$ -	\$ -	\$ -	\$ -	
Other Non-Personnel	\$ -	\$ -	\$ -	\$ -	
Indirect Cost	\$ -	\$ -	\$ -	\$ -	
Total Non-personnel	\$ -	\$ -	\$ -	\$ -	
Grand total	\$ -	\$ -	\$ -	\$ -	
Total %		#DIV/0!	#DIV/0!	#DIV/0!	

I certify to the best of my knowledge and belief that that above is correct and the amount invoiced is in accordance with the contract conditions and that payment is due and has not be previously paid.

RECIPIENT'S AUTHORIZED SIGNATURE

Name Title Date



Annex 4: Minimum Standards for NAZA-Funded Partners in 2024-2025

Minimum Organizational Standards

	Standard
1.	Smoking and drug/alcohol use are not allowed on program premises and in programming space.
2.	Policies and protocols are in place so that staff/volunteer verbal and physical interactions with youth are appropriate. For example, staff/volunteers may not be alone with a youth they meet in the program outside of programming time.
3.	If the program provides transportation, there are established policies to transport youth safely, including maintaining and complying with the requirements of auto liability insurance, in compliance with MNPS transportation policies, if appropriate.
4.	There is an emergency management plan in place including procedures for fire drills and natural or other disasters; all staff, youth, and their families are familiar with it. School-based programs reflect the MNPS plan.
5.	Families are informed of procedures related to potential health risks/hazards and to program closure.
6.	Policies are in place to ensure that youth allergies and food restrictions are taken into consideration in food preparation and service.
7.	Procedures are in place for dealing with sick or injured youth during programming time.
8.	Policies allow family members to visit anytime during program hours and engage the staff in private conversation, as appropriate, after program hours.
9.	There is an established program protocol for dealing with disciplinary offenses.
10.	Policies and procedures support regular, positive and respectful communications with families of participating youth.
11.	Staff and volunteers are familiar with their position and responsibilities prior to working with youth and their families
12.	Written job descriptions, work schedules, and employee timesheets are on file.
13.	Program managers assess performance and satisfaction among staff and volunteers, identify needs and facilitate improvement where necessary.

Minimum Operational and Safety Standards

	Standard
14.	At least one person with a current first aid certificate, including CPR, is present at all times.
15.	Staff and volunteers age 18 and above have undergone a thorough screening and background check. High school volunteers have direct supervision.



16.	Staff have been provided information on how to report any concerns related to child abuse or neglect.
-----	---

The following will be reviewed *during site visits and compliance checks throughout the year.*

	Standard
17.	There are no observable safety or health hazards in the program space.
18.	Emergency information on each youth is on file and accessible.
19.	A first aid kit (including basic medical supplies, such as bandages, ointments, etc., to deal with minor cuts, bruises, scrapes, and burns) is readily available.
20.	Program space has adequate security in place.
21.	Staff knows where youth are and what they are doing at all times.
22.	Drinking water is readily available at all times.
23.	The administration ensures that staff keep accurate records of enrollment, attendance and any student disciplinary offenses.
24.	The administration pursues partnerships which enrich their NAZA-funded programming and utilize existing community resources, such as enrichment partners.
25.	Each site completes a fire and emergency drill during the fall and spring semester of their NAZA-funded program.

Minimum Content and Quality Standards

	Standard
26.	Youth have opportunities to learn through project-based or experiential and real-world contexts.
27.	Each program site completes their fall and spring YPQA self-assessment, participates in an improvement plan meeting, and submits an improvement plan on the Weikart Scores Reporter. The site staff have ongoing communication with their paired YPQA Fellow.

Minimum Professional Development Standards

	Standard
28.	<p>Staff and volunteers receive relevant and appropriate training and attend ongoing professional development activities that support their own growth and build more effective program practice.</p> <ul style="list-style-type: none"> • <i>Site coordinators and program administrators</i> must complete YPQA Basics (once) and Intro to PYD (every three years). • NAZA Essential Operations training, which includes Salesforce attendance training, meal review and other logistics, will be conducted once a year for new and returning staff. • All frontline staff must complete Intro to PYD and the NAZA Essential Operations training. • All program staff with access to student school data must take a training on Responsible Use of Data, when offered by NAZA/MNPS.



Minimum Financial Standards

	Standard
1.	Financial management system in place to track and record program expenditures
2.	Accounting system to identify receipts and expenditures separately for each award
3.	Accounting system with ability to record expenditures for award by budget cost categories shown in the approved budget
4.	Organization has a time and accounting system to track effort by cost objective
5.	Time distribution records (time studies, sheets, etc.) maintained for all employees when his/her effort cannot be specifically identified to a particular program cost objective
6.	Organization has an indirect cost rate that is approved and current (only if indirect cost is allocated in approved budget)
7.	Conducted annual audit or review of financial statements by independent CPA or internally prepared financial statements (options are based on organization total revenue)



MNPS/NAZA MOU ATTACHMENT B:

DATA EXCHANGE AND CONFIDENTIALITY SUB- AGREEMENT BETWEEN NASHVILLE PUBLIC LIBRARY ON BEHALF OF NAZA AND YOUTH DEVELOPMENT AGENCIES

This sub-agreement is a subsidiary document to the Data Exchange and Confidentiality Agreement (Attachment A of the MNPS-NPL MOU) effective between Nashville Public Library on behalf of NAZA and NAME OF THE AGENCY. Individual school principals acknowledge this document as the basis of data-sharing with community youth development agencies. This sub-agreement specifies the responsibilities of NAZA and MNPS in enabling access to data-sharing as well as the responsibilities of youth development agencies in using the obtained student data in a responsible way in compliance with MNPS policies and FERPA regulations.

This document details the types of data that youth development agencies will have access to as well as specifies the allowable use of student data accessible to youth development agencies.

Annexed to this document is Attachment B1, the parent consent form that is a required condition for obtaining student school data through NAZA. All agencies accessing student records under MNPS/NPL-NAZA data-sharing agreement must use the annexed form without changes.

Annexed to this document (Attachment B2) is a document explaining FERPA regulations that the providers must refer to when using student data shared with them.

NAZA responsibilities

To enable access to MNPS student data NAZA:

- 1) Facilitates relationship with the central Data Management Office at MNPS to ensure documents allowing data-sharing are up-to-date.
- 2) Coordinates with Community Achieves leadership at MNPS to ensure NAZA funded and affiliated partners are invited to Community Achieves partner meetings at schools, are able to access data through CA Coordinators (where possible).
- 3) Offers program providers unified student attendance management system (in Salesforce) to track program enrollment and attendance including by type of activity and focus on certain skills/growth practices.
- 4) Supports the training needed for its partners to consistently learn about unpacking student’s education data (from schools) as well as understanding the responsible use of data.
- 5) Shares the data from its unified system with MNPS to match student records and receive reports from MNPS.

Data sent data sent from NAZA to MNPS

- Program information and student program enrollment data sent from NAZA to MNPS
 - Program name
 - Session name



- School ID
- School name
- Student number
- Student start date
- Student end date
- Types of activities students engaged in
- Growth practices focused per program

MNPS Responsibilities

MNPS acknowledges the importance of high quality out-of-school time programs that support school success for many students. NAZA - funded and affiliated partners provide youth development programming aimed at their holistic learning and development. As part of that, partners design certain activities to support youth's academic learning, through homework help, academic enrichments as well as SEL skill building to support their continuous attendance and engagement in their schools.

In support of that, MNPS, through individual schools designated staff member and/or Community Achieves staff and upon receiving student rosters from the programs along with a proof of parent permission for each student, may provide data from the MNPS student information system and the MNPS data warehouse to include data elements identified below:

Elements sent from MNPS to NAZA

- Student identifiers
 - School ID
 - School name
 - Student number
 - Last name
 - First name
 - Middle name
 - Preferred name
 - Birthdate
 - Gender
 - Grade level
 - Address
 - Phone number

Data shared with NAZA through MNPS reporting (aggregate and student identifiable)

- Attendance
 - Unexcused and tardy counts
 - Chronically absent students
 - Quarterly attendance rates by grade level



- Discipline
 - Students with 5+ ISS days
 - Students with 5+ OSS days
 - Expelled students
 - Remanded students
 - Top 10 offenses year to date
- Enrollment
 - # Entries distribution
- At-risk flags
- IEP data
 - Days until IEP eligibility reevaluation
 - Days until new IEP
- Demographics (subgroups summary)
 - Ethnicity
 - Gender
 - Grade level
 - SWD – Students with disabilities
 - ED – Economically disadvantaged
 - ELL – English Language Learners
 - LEP – Limited English Proficiency
- Grades
 - Quarterly percentage of students having at least 1 failing course grade
- Assessments (subject to change)
 - State summative assessment/TCAP(if administered)
 - Interim benchmark assessment/MAP
 - Universal Screener/FAST
 - WIDA ACCESS for English Learners

Partner Responsibilities

- 1) NAZA partner agencies may seek and receive quarterly school-level data for students who are active in their programs.
- 2) Agencies must ensure parent consent forms (Attachment B1) are signed and uploaded in the NAZA data-management system before they can request data from schools on those youth.
- 3) Agencies must have the school principal initial this agreement in the beginning of each school year to acknowledge the legal basis of the student data sharing before agencies can request individual student data from schools.
- 4) Partners share active student rosters or individual names of students with the schools to request student data.



- 5) When requesting data on active students from schools the agencies must attach an indication generated through the NAZA data system that the parent permission has been granted for every student that they are requesting data for.
- 6) Agencies must ensure the confidentiality of the student individual data, must not report individual data and should use only aggregate data (that suppresses small counts that could identify a student) for reporting or fundraising purposes.
- 7) Partners can use individual student data to:
 - a. Design activities that best support the needs of the enrolled students;
 - b. Continuously improve the quality of the programs to meet student needs;
 - c. Focus on skills and practices that help student’s learning and development;
 - d. Facilitate discussions with team or other partners who provide services to the student;
 - e. Evaluate programs;
 - f. Comply with funding requirements; compliance
- 8) For any additional uses of data outside of the stated scope, agencies must request a separate permission from MNPS through NAZA.
- 9) Partners should destroy the individual student data immediately after the program attendee exists the program or the program term is over.

Mandatory training

All NAZA partner agencies having access to students’ school data must complete the following trainings:

- 1) **Responsible use of data-** which will cover the FERPA regulations, the terms of receiving, storing and destruction of the sensitive student data, as well as requirements and restrictions around reporting of that data. The training will also provide information on required parent permission forms, as well as measures to be taken to avoid any data breach or publication of individual student data.
- 2) **Understanding education data-** this training will help NAZA partner agencies to understand student data that they receive from schools. The aim is to help partners make meaningful use of school data by understanding how to interpret each data set, especially related to academic achievement (test scores, etc.)

Nashville Public Library/NAZA authorized staff Date

Signature of NAZA-funded or affiliated program staff Date

Acknowledged by School Principal Date

5. PERFORMANCE MEASURES

NAZA will track the following performance indicators throughout each contract year. Partners will be required to report on these indicators in their annual reports.

Organizational-level performance indicators

NAZA-Established Indicators	
1.	NAZA-funded organization will serve at least 90% of the # of youth that it commits to serve in its NAZA proposal.
2.	Of the # of youth projected to be served in NAZA-funded organization’s afterschool program, at least 40% will be retained for 60 days or more during the program year.
3.	NAZA-funded organization will follow the YPQI protocols and procedures in a timely manner.
4.	NAZA-funded organization will use the YPQI pre-assessment data to improve programming for spring.
5.	A percentage of youth enrolled in NAZA-funded organization’s NAZA-funded program will complete a youth-level survey at a rate comparable to NAZA-wide average attendance rates. For reference, the attendance rate for the 2022-2023 school year was 60.8%.

Youth-Level Outcomes

NAZA-Established Outcomes	
1.	On the youth-level survey, NAZA-funded organization will score an aggregate average (combined across all of its sites) of at least 85% on the youth-level survey—demonstrating that youth respondents report an overall positive experience in their program.
2.	On the youth-level survey, 85% of NAZA-funded organization’s respondent youth will receiving satisfactory support in areas of their academic development (i.e., <i>Homework Completion and Homework Support, Academic Success, School Connection, Satisfaction, and Engagement</i>) —demonstrating that youth respondents are engaging in activities that enhance their academic skills and committed to learning as a result of participating in their program.
3.	On the youth-level survey, 85% of NAZA-funded organization’s respondent youth will report positive social experiences (i.e., <i>Teamwork, Confidence/ Self-Esteem, DEI- Affirmation, Peer Relationships, Emotion Knowledge, Emotion Management, Emotion Expression, Positive Adult Interactions, and Youth Voice/ Empathy</i>) — demonstrating that youth respondents are experiencing positive relationships in their program.
4.	On the youth-level survey, 85% of NAZA-funded organization’s respondent youth will report satisfactory support in the development of social emotional learning and general life skills (i.e. <i>Work Habits, Initiative, Problem Solving/ Persistence, New Experiences, Peer Interactions, Cultural Connections, Emotion Coaching, Skill-building, Real World Connections, Race Conversations, and Encouragement</i>) — demonstrating that youth gain fundamental skills as a result of participating in their program.
5.	85% of respondent youth in NAZA-funded organization’s afterschool program will report receiving satisfactory support in developing leadership skills (i.e., <i>Youth Voice and Sense of Belonging</i>) — demonstrating that youth are empowered in their afterschool activities.



**Free Afterschool Opportunities!
Space Limited - Enroll NOW**

**Fall Semester: September 5 to December 7, 2023
Spring Semester: January 8 to May 3, 2024**

The Nashville After Zone Alliance, or NAZA, is a city-wide out-of-school time partnership between Nashville Public Library, MNPS, Mayor’s Office and non-profit providers working together and committed to high quality afterschool programming especially for middle school youth.

NAZA- funded programs are offered **free of charge** to youth and parents. Programs cannot **offer a “drop-in option.”** Parents and youth must commit to regular attendance for at least one semester. Below are NAZA-funded program choices at your child’s school for the 2023-2024 school year (youth admitted into a NAZA-funded program in the fall will have the option of continuing into the second semester).

Youth are accepted on a First Come, First Served Basis.

“(Enter Program Name Here)”	<input type="checkbox"/>
(Enter Program Description Here)	
Provider:	
Location:	
Transportation:	
Who can enroll?	

YOUTH ENROLLMENT FORM – 2023-2024 <Insert Program Here>

These afterschool opportunities are funded by NAZA

Primary Doctor: _____ Doctor Phone: _____

Health Insurance Company Name: _____ Policy #: _____

(The info below is required for ALL youth to participate in NAZA-funded activities AND ride the MNPS late bus home. If this page is omitted your child will not be able to participate in NAZA activities)

D. Transportation -----

Please circle **Yes** or **No** for **EACH** statement below and **complete the entire form** for your child to participate in NAZA-funded activities and for arrangements of evening transportation, including riding a MNPS late bus home:

Yes No My child rides the school bus to school in the morning.

Yes No I want my child to ride the school bus home from the NAZA-funded afterschool program.
***NOTE: If your child is not eligible to ride the morning bus, they will not be able to ride the bus home.**

Yes No I or someone I authorize will pick my child up from the NAZA-funded afterschool program each day.

Please list pick up contacts below; only those listed will be allowed to pick up youth

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

METROPOLITAN NASHVILLE PUBLIC SCHOOLS
2023-2024 NAZA TRANSPORTATION PERMISSION SLIP

The following Permission Slip must be completed and signed by a parent or guardian and returned to the school principal before a Metro School Bus can transport your child to participate in extended day programs at school. The school will forward a copy of this form to the MNPS Dept. of Transportation. The Department of Transportation will need three (3) school days to process this request prior to your child receiving extended day transportation services. **The address must match what the school has on file and your student must be zoned to this school for us to assign them to an evening bus.**

(PLEASE PRINT IF WE CAN'T READ IT WE CAN'T ASSIGN YOUR STUDENT)

Student First Name _____ Last _____ ID# _____

Student's Address _____ Zipcode _____

Is this a new home address (moved in last 6 mos.)? **YES** **NO**

Parent/Guardian's Name _____

Home Phone _____ Emergency Phone _____

SCHOOL STUDENT IS TRANSPORTED FROM: _____ Middle School

Program: (X) NAZA Academic and Other Enrichment

My student has permission to ride a Metropolitan Nashville Public Schools School Bus from school to my **student's regular bus stop** to participate in extended school day activities. I understand that my student may be en-route on the school bus in excess of one (1) hour. I understand that transportation services may not be provided for my student if we reside in a parent responsibility zone. I further understand that services will not be provided on early release school days, snow days, or any other day school is not in session. My student and I understand that this service is a **privilege**, and further understand that bus service will be

discontinued should the student misbehave or violate school system’s safety rules. My student and I have read the attached Bus Rider Rules and agree to abide by them.

Parent/GuardiansSignature_____Date:_____

NOTE: The school will fax this form to the Transportation office at **(615)256-4490**. The school will keep the original form for their files.

YOUTH ENROLLMENT FORM – 2023-2024 <Insert Program>-----

Child’s Name: _____

UNIFIED PARENT CONSENT FORM

Student Record Release Permission

Nashville After Zone Alliance (NAZA) partner agencies, receive information from Metro Nashville Public Schools (MNPS) about the students that are enrolled in NAZA-funded or affiliated programs. The programs utilize personally identifiable information (PII) from student’s school records to plan and provide high quality after school programming for your student. Information that is deemed as part of the student’s school record is listed below:

- School ID
- School name
- Student number
- Last name
- First name
- Middle name
- Preferred name
- Birthdate
- Gender
- Grade level
- Address
- Phone number
- IEP Status (Presence of an IEP, and dates that indicate if a new IEP is due)

Note: MNPS will not share any additional information about your child’s IEP. The parent/guardian is the only person(s) allowed to disclose any additional information about the IEP.

- Daily Attendance record
- Number of suspensions (in and out of school)
- Academic achievement data, such as:
 - State summative assessment/TCAP(if administered)
 - Interim benchmark assessment/MAP
 - College and career readiness assessments
 - WIDA ACCESS for English Learners
 - Class grades
- Access to devices (computer, tablet) and internet at home

The information will be treated as confidential in agreement with the Family Educational Rights and Privacy Act (FERPA), will not be released to any other parties that are neither associated nor affiliated with NAZA, and will be used for the sole purposes to continue providing high quality after school programming to your child. NAZA personnel and its partners will be properly trained to protect your student’s Personally Identifiable Information (PII). Any PII that has been collected and maintained by NAZA partner agencies will be permanently destroyed at the end of the academic year.

I give my permission to the Nashville After Zone Alliance and its funded providers, unless otherwise noted in the space below:

- a. To have my child participate in NAZA-funded programs and activities at my child's school as well as other off-site locations throughout the NAZA system, as specified in this enrollment form, knowing that this might include special activities, such as off-site events, end-of-year celebrations, homework/academic help, and field trips, and realizing that some of these may take place outside of regular program hours.
- b. With the medical information provided in the program application in mind, to engage in all activities except as noted.
- c. To secure proper medical treatment for my child in the event of an emergency. If I or my emergency contact cannot be reached, I give permission for a physician to order routine tests and treatment for the health of my child. I give permission to a physician to secure treatment and/or hospitalize my child; after all emergency contact attempts have been made.
- d. To provide assistance in accessing devices and internet services when presented as a barrier for my child to participate in afterschool and summer programs.
- e. To use in media releases to benefit NAZA and its funded providers, photographs, creative work, quotes, videos, or other media which may include my child.

I, the undersigned, understand, acknowledge, and agree:

- That I have read and understand the information provided in the Parent Consent Form.
- That I will update any information I provided about my student in a timely fashion.
- That NAZA-funded and affiliated providers will request my child's records that may contain personal information (share demographics, grades, assessment, attendance, behavior/suspensions, IEPs and information about access to technology and internet at home) for the sole purpose of helping my child succeed in school and beyond.
- I therefore waive, with respect to these disclosures, any duty of confidentiality arising from Federal or State requirements.
- That participation in NAZA-funded programs and providing information about my child may involve certain risks. I assume all of these risks.
- That NAZA-funded providers will make themselves available to children, parents, and school staff and any concerns they might have.
- That NAZA-funded providers will protect the safety, interests, and rights of all individuals in the program. Therefore, each program will provide a parent/youth handbook or other program-specific information, including behavior policies and grievance procedures.
- That my child may be asked to complete surveys regarding the program for evaluation purposes.
- That I will not seek to hold NAZA or its funded providers responsible for any losses or damages whatsoever which I or my child may incur in connection with NAZA or its funded providers.
- That all program staff are employed by NAZA-funded providers, who are responsible for the operations of the program and supervision of their personnel. NAZA takes no responsibility for these operations or supervision.

I, the parent or legal guardian, give consent for Metro Nashville Public Schools to share my child's information, as described above, with NAZA staff and its funded and affiliated partners for the purpose of planning and providing high quality afterschool programming to my child. I fully release and discharge MNPS and its employees from any and all liabilities arising out of or in connection with the above described data sharing relative to NAZA and NAZA partners. I reserve the right to withdraw my consent at any time by submitting a written notice of withdrawal of consent to NAZA or its partner.

Signature Custodial Parent/Guardian

Date

Signature of NAZA-funded or affiliated program staff

Date

Summer 2025 Program Enrollment

**Free Summer Opportunities!
Space Limited - Enroll NOW**

The Nashville After Zone Alliance, or NAZA, is a network of non-profit providers working together and committed to high quality afterschool programming especially for middle school youth.

NAZA- funded programs are offered **free of charge** to youth and parents. Programs cannot offer a “drop-in option” and parents and youth must commit to regular attendance. Below are NAZA-funded program choices for Summer 2025 (youth admitted into a NAZA-funded summer programming will have the option of continuing into the upcoming school year).

Youth are accepted on a First Come, First Served Basis.

<p>“(Enter Program Name Here)”</p> <p>(Enter Program Description Here)</p> <p>***Add program Logo***</p> <p>Provider:</p> <p>Location:</p> <p>Who can enroll?</p>	<input type="checkbox"/>
---	--------------------------

Health Insurance Company Name: _____ Policy #: _____

YOUTH ENROLLMENT FORM – Summer 2025 <Insert Program Name Here>-----

Child's Name: _____

GENERAL PERMISSIONS

Student Record Release Permission

Nashville After Zone Alliance (NAZA) partners at all levels, receive information from Metro Nashville Public Schools (MNPS) about the students that are enrolled in NAZA-funded or affiliated programs. The programs utilize personally identifiable information (PII) from student's school records to plan and provide high quality after school programming for your student. Information that is deemed as part of the student's school record is listed below:

- Demographic Information
 - First, last and middle name
 - Birthdate
 - Gender
 - Grade level
 - Address
 - Phone number
 - Student ID
 - English Learner Status
 - IEP Status (Presence of an IEP, and dates that indicate if a new IEP is due)

Note: MNPS will not share any additional information about your child's IEP. The parent/guardian is the only person(s) allowed to disclose any additional information about the IEP.

- Daily Attendance record
- # of suspensions (in and out of school)
- Academic achievement data
 - State TCAP Assessment scores
 - MAP assessment scores
 - Class grades
- Access to devices (computer, tablet) and internet at home

The information will be treated as confidential in agreement with the Family Educational Rights and Privacy Act (FERPA), will not be released to any other parties that are neither associated nor affiliated with NAZA, and will be used for the sole purposes to continue providing high quality after school programming to your child. NAZA personnel and its partners will be properly trained to protect your student's PII. Any PII that has been collected and maintained by NAZA partners will be permanently destroyed at the end of the academic year.

Additional Permissions

I give my permission to the Nashville After Zone Alliance and its funded providers, unless otherwise noted in the space below:

- a. To have my child participate in NAZA-funded programs and activities at my child's school as well as other off-site locations throughout the NAZA system, as specified in this enrollment form, knowing that this might include special activities, such as off-site events, end-of-program celebrations, homework/academic help, and field trips, and realizing that some of these may take place outside of regular program hours.

- b. With the medical information above in mind, to engage in all activities except as noted.
- c. To secure proper medical treatment for my child in the event of an emergency. If I or my emergency contact cannot be reached, I give permission for a physician to order routine tests and treatment for the health of my child. I give permission to a physician to secure treatment and/or hospitalize my child; after all emergency contact attempts have been made.
- d. To provide assistance in accessing devices and internet services when presented as a barrier for your child to participate in the summer programs.
- e. To use in media releases to benefit NAZA and its funded providers, photographs, creative work, quotes, videos, or other media which may include my child.

I, the undersigned, understand, acknowledge, and agree:

- That I have read and understand the information provided in the General Permissions.
- That I will update any information I provided about my student in a timely fashion.
- That NAZA-funded providers will make themselves available to youth, parents, and school staff and any concerns they might have.
- That NAZA-funded providers will protect the safety, interests, and rights of all individuals in the program. Therefore, each program will provide a parent/youth handbook or other program-specific information, including behavior policies and grievance procedures.
- That my child may be asked to complete surveys regarding the program for evaluation purposes.
- That NAZA-funded providers will request my child’s records that may contain personal information (share demographics, grades, assessment, attendance, behavior/suspensions, IEPs and information about access to technology and internet at home) for the sole purpose of helping my child succeed in school. I therefore waive, with respect to these disclosures, any duty of confidentiality arising from Federal or State requirements.
- That participation in NAZA-funded programs and providing information about my child may involve certain risks. I assume all of these risks.
- That I will not seek to hold NAZA or its funded providers responsible for any losses or damages whatsoever which I or my child may incur in connection with NAZA or its funded providers.
- That all program staff are employed by NAZA-funded providers, who are responsible for the operations of the program and supervision of their personnel. NAZA takes no responsibility for these operations or supervision.

I, the parent or legal guardian, give consent for Metro Nashville Public Schools to share my child’s information, as described above, with NAZA staff and its affiliated partners for the purpose of planning and providing high quality afterschool programming to my child. I fully release and discharge MNPS and its employees from any and all liabilities arising out of or in connection with the above described data sharing relative to NAZA and NAZA affiliated partners. I reserve the right to withdraw my consent at any time by submitting a written notice of withdrawal of consent to NAZA or its affiliated partner.

Signature Custodial Parent/Guardian

Date

Signature of Program Staff with NAZA-Funded Program Name

Date

Grant contract between the Metropolitan Government of Nashville and Davidson County and Moves and Grooves, Inc., Contract # _____ July 1, 2024 – June 30, 2025

**GRANT CONTRACT
BETWEEN THE METROPOLITAN GOVERNMENT
OF NASHVILLE AND DAVIDSON COUNTY
AND
MOVES AND GROOVES, INC.**

This Grant Contract issued and entered into by and between the Metropolitan Government of Nashville and Davidson County, Nashville Public Library ("Metro") on behalf of Nashville After Zone Alliance (NAZA), and **Moves and Grooves, Inc.**, ("Recipient"), is for the provision of free and high-quality afterschool programs, as further defined in the "SCOPE OF PROGRAM". The Recipient's annual report and audit are incorporated herein by reference.

A. SCOPE OF PROGRAM:

A.1. Schedule and Content

NAZA-funded programs will align with the Metro Schools calendar and be available to youth Monday through Thursday during the fall semester (September 3 to December 13, 2024) and spring semester (January 8 to May 9, 2025), on days when MNPS is in session. Programs should run at least for 28 weeks. *NAZA-funded programs may choose to offer longer programs.*

Please note that NAZA-funded programs will not begin before Labor Day due to unavailability of MNPS transportation.

*NAZA-funded summer program with **Moves and Grooves, Inc.** will occur between July 1-31, 2024 and/or June 1-30, 2025. (not applicable to organizations not providing summer programming)*

NAZA-funded activities should support youths' physical, social, emotional, cognitive and academic skills development, help them build purpose through learning, and have relevance to their real-life experiences. Throughout the program day, staff should intentionally infuse opportunities for youth to read, write, speak, and listen as well as allocate time for community building and reflection. When possible, programs should consider encouraging youth to be part of activity design or leading to enable them practice leadership skills. Each day should begin with check-in and snack/meals (when in person). Additional activities may be offered by the NAZA funded partner outside of this timeframe at the partner's expense, with no cost to youth and their families.

A typical program day should focus to creatively combine:

- School day supports (reading, homework, etc.)
- Enrichments (e.g. arts education; STEAM engineering challenges, service learning, etc.) reflecting youth voice and choice and have a learning focus, either provided by program staff or external enrichment partners.
- Focus on youth's skill building, in line with Nashville's Vision for Holistic Youth Development (curricula with activities will be available for each of the 12 skills).
- Other Experiences (e.g. physical activity, health and wellness, mental health, healthy eating activities, team games with rules, career exploration, field trips and other age-appropriate developmental activities.) that offer fun, support team and relationship building and foster holistic youth development.
- NAZA funds should not in any shape or form be related to any religious content or affiliation. NAZA-funded programs should not proselytize during their regular programming time, nor should

Grant contract between the Metropolitan Government of Nashville and Davidson County and Moves and Grooves, Inc., Contract # _____ July 1, 2024 – June 30, 2025

youth be accepted or denied based on their religious affiliation or commitment to engaging in any type of religious activities before or after NAZA programming time.

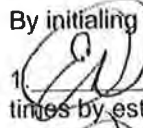
- While we encourage using various learning software and educational games to enhance youth learning, we strictly prohibit enabling access to any video games that include violence, shooting or other unwanted behaviors, especially those rated M for Mature, are of solely entertainment purposes during NAZA-funded time. Programming time should focus on young people's development.

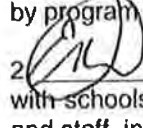
Each after-school programming day should begin with check-in and a snack or meal. Additional activities may be offered by the funded partner outside of this timeframe at the partner's expense, with no cost to youth and their families.

Recipient must ask parents and youth (who are not participating in sports) to commit to attend regularly, on an on-going basis when program is in session, for both fall and spring semesters. **Only youth who have returned a fully completed enrollment form may participate in NAZA-funded programs.**

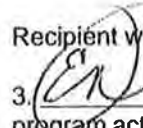
Requirements for Programming

By initialing each item below, Recipient agrees to the following:

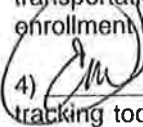
1)  **Supervision:** Recipient commits to maintaining a staff: youth ratio not to exceed 1:15 at all times by establishing and maintaining a mechanism for substitutions. Youth will be supervised at all times by program staff.

2)  **School Relationships:** Recipient will be actively involved in communicating and collaborating with schools to enhance youth learning. They will participate in planning meetings with school principals and staff, including Community Achieves staff to help meet school outcomes and to track youth progress. Program staff will also meet with principals and school staff when needed or possible to address strategies for program recruitment, retention, and attendance tracking.

Recipient will receive space approval from school administration for programming.

3)  **Recruitment and Family Engagement:** Recipient is responsible for recruiting youth, leading program activities, and engaging in family outreach. Recipient will promote consistent participation/retention levels by contacting each family/youth before programming begins, whenever absences begin to develop a pattern, and to confirm an exit/withdrawal if appropriate. Recipient will serve at least 90% of the youth they projected to serve.

Youth with no afterschool options should be the first priority for enrollment in NAZA-funded programs. If spots are available, youth participating in school-sponsored athletics can choose to attend school athletics as a portion of their NAZA-funded program time if they can commit to partially (at least one hour per day) attend NAZA-funded programming and the program has more than one staff on site. Only students participating in at least one hour of programming can benefit from a snack/meal, learning time, and transportation home and counted towards the funded slots. Only youth who have returned a fully completed enrollment form, signed by parent/guardian, may participate.

4)  **Attendance:** Recipient commits to maintain daily attendance, updating the NAZA attendance tracking tool (Salesforce) on a weekly basis (daily direct attendance taking in the Salesforce is strongly recommended); this requires a computer or any other device with internet access. Recipient staff will ensure that youth sign in with their given first and last name daily using the NAZA approved sign-in sheets to verify youth participation. The youth attendance reflected on the sign-in sheet/daily attendance log must match the attendance entered into the Salesforce platform.

Grant contract between the Metropolitan Government of Nashville and Davidson County and Moves and Grooves, Inc., Contract # _____ July 1, 2024 – June 30, 2025

Monthly attendance must be accurately updated in the Salesforce by the 2nd working day of each following month so that NAZA can report the attendance numbers to the Mayor's office accurately.

5) **Meals/Snacks:** Recipient is required to provide healthy, prepackaged snack or meal options to youth every day of programming.

6) **Experiential Activities:** Recipient is encouraged to engage external enrichment providers at least twice per semester to increase the diversity of appealing programming options for youth. Enrichment providers are individuals and organizations that offer enriching activities within the afterschool context. For example, they might include teaching artists, mentors, health educators, yoga and martial arts teachers, spoken word literacy teachers, or career exploration and life skills experts.

7) **System-Wide Meetings & Events:** Recipient is responsible for hosting at least 2 free, youth-led events during the 2024-2025 school year that 1) incorporate and highlight growth practices from Nashville's Vision for Holistic Youth Development and 2) that are open to the public to attend during the year, such as a fall and/or spring showcase, an open house, a visual or performing arts piece, a poetry reading or spoken word event, etc.

8) **Branding:** Recipient agrees to recognize NAZA as a funder by, displaying NAZA signs in program spaces, indicating NAZA is a funder on their website and adding NAZA's logo on their website, supporting NAZA through social media outlets, etc.

9) **Communication with NAZA:** Recipient will respond to requests from NAZA in a timely manner and provide requested documentation by the associated deadline. All staff changes must be communicated to the NAZA Operations Manager within 24 hours. *This includes staff leaving their positions: staff no longer with the program must be removed from the Salesforce platform by the NAZA Operations Manager in order to comply with FERPA guidelines.*

Any program experiencing challenges either with the host school or program site that threatens the continuity/further existence of the program, must immediately report the situation to NAZA and seek support in resolving the situation. A decision to close a program/site must be reported to NAZA immediately with documented reasons.

10) **Adding Staff to Data Management System:** Program staff without Salesforce authorization, such as site assistance, coordinators, etc. should have a contact page and included in the staff listing of NAZA's Data Management System, Salesforce.

11) **Partner Meetings:** Key staff and program directors from each NAZA-funded program site are expected to participate in the NAZA learning community by attending **Partner Meetings** four times during the school year. Meeting dates will be shared before the start of the school year.

12) **Professional Development:**

For each NAZA -funded partner, the program director and all frontline staff working with youth are required to attend or complete several trainings. Please see below:

Program Directors and Site Managers are required to attend the following:

- NAZA Essential Operations training
- Introduction to Positive Youth Development (PYD) training
- At least two trainings on the Growth Practices.
- Program Quality Basics (PQA Basics) either in person or online (online version is available at the partner's expense if missed scheduled training offered by NAZA)
- Any training required by MNPS for staff working in school buildings will be made available to NAZA partner staff.

Grant contract between the Metropolitan Government of Nashville and Davidson County and Moves and Grooves, Inc., Contract # _____ July 1, 2024 – June 30, 2025

Note: Program Directors and Site Managers who have successfully completed PYD in the past are exempt from retaking. The NAZA Essential Operations training will be archived and accessible online, while Introduction to Positive Youth Development will be conducted multiple times annually. Returning Program Directors and Site Coordinators who have previously completed the PQA Basics or SEL PQA will only need to redo the training every 3 years. Choosing to take SEL PQA requires a prior completion of PQA Basics.

Program Directors and Site Managers strongly recommended trainings:

- Advanced Positive Youth Development
- Salesforce Student Management Systems
- Strategies for Employee Retention and Recruitment
- Any additional trainings offered to NAZA-funded partners supporting high-quality programming, as well as the achievement of their Program Improvement Plan. Returning site staff are encouraged to attend additional trainings that will support the program's continued quality improvement.
- Attend at least three professional development opportunities, in addition to other required trainings, either in-person or online, from the following: Weikart online trainings, Exploring Data Training, NAZA's Learning Management System (LMS), or NAZA Learn, Engage, Develop (L.E.D.) Conference.

For each NAZA -funded partner, front-line and part-time staff working with youth are required to attend or complete several trainings. Please see the following for requirements:

Front-line and Part-time staff are required to attend the following trainings:

- Essential Operations training (only topics labeled and related to front-line and part-time staff)
- Positive Youth Development (new staff and staff who have not completed this requirement).
- Two (2) trainings on the Growth Practices

Front-line and Part-time staff strongly recommended trainings:

- Advanced Positive Youth Development
- Salesforce Student Management Systems
- Strategies for Employee Retention and Recruitment
- Any additional trainings offered to NAZA-funded partners supporting high-quality programming, as well as the achievement of their Program Improvement Plan. Returning site staff are encouraged to attend additional trainings that will support the program's continued quality improvement.
- Attend at least three professional development opportunities, in addition to other required trainings, either in-person or online, from the following: Weikart online trainings, Exploring Data Training, NAZA's Learning Management System (LMS), or NAZA Learn, Engage, Develop (L.E.D.) Conference.

13)  **Evaluation Tools:**

All program directors/managers and site coordinators of NAZA-funded programs will participate in the **Program Quality Improvement (PQI)** cycle. Self-assessments will be required for both fall and spring semesters. External assessments may be scheduled per need and availability of external assessors.

The **Youth Program Quality Improvement (YPQI)** cycle is comprised of the following quality improvement activities, offered at no cost to Partners:

Grant contract between the Metropolitan Government of Nashville and Davidson County and Moves and Grooves, Inc., Contract # _____ July 1, 2024 – June 30, 2025

a) **A baseline self-assessment** utilizing the Youth Program Quality Assessment (YPQA) or Social-Emotional Learning Program Quality Assessment (SEL PQA) tool. Program staff conduct pre-self-assessment of their program and enter results in YPQI's Scores Reporter.

b) Developing and uploading a **Program Improvement Plan** based on the results of all available YPQA or SELPQA assessment tools (i.e. self-assessments, external assessments, and Leading Indicator Survey results).

c) **A follow-up YPQA/SEL PQA self-assessment at the end of the school year**, also entered into Scores Reporter, and planning for the following fall semester based on the results of this assessment.

d) An external assessment will be conducted by assessors trained by Weikart Center every three years for returning partners unless otherwise requested. For new partners one external assessment will be conducted annually for the first three years.

e) The two assessments are reviewed to develop an understanding of how well the program is performing with regard to NAZA Quality Standards.

f) Additionally, NAZA-funded partners are required to administer YPQI's **Leading Indicators Survey, Youth** annually in the spring semester to youth enrolled at each site to capture youth experience with the program.

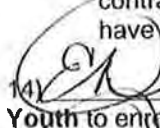
g) NAZA-funded partners are required to administer YPQI's as **Leading Indicators Survey, Staff** annually in the spring semester to capture the experiences of staff with the program.

h) NAZA-funded partners are also required to administer YPQI's **Leading Indicators Survey, Managers** annually in the spring semester to capture the experiences of administrators with the program.

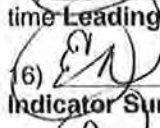
i) NAZA-funded partners are also required to provide access to YPQI's **Leading Indicators Survey, Family** annually in the spring semester to attempt to capture the experiences of parents and guardians of youth in the program.

j) NAZA partners will have access to **students' school data** through the **data-sharing agreement** between NAZA/NPL and MNPS. Partners will be required to attend two trainings as soon as they become available on: 1) Responsible use of data, and 2) Understanding the academic data.

k) Partners will be required to sign the **data-sharing sub-agreement** (to be attached to the contract) of this document and adhere to all requirements under that document so that they can have access to student data.

14)  **Youth Survey:** Recipient is required to administer a one-time **Leading Indicator Survey, Youth** to enrolled youth at each site in the spring semester.

15)  **Staff Survey (Director/Manager and Frontline):** Recipient is required to administer a one-time **Leading Indicator Survey, Staff** by program staff the spring semester.

16)  **Family Survey:** Recipient is required to provide families access to a one-time **Leading Indicator Survey, Family** by program administrators the spring semester.

17)  **Compliance with MNPS Requirements:** Programs offered at participating Metro schools will operate in full compliance with MNPS requirements, including covid-related procedures, liability

Grant contract between the Metropolitan Government of Nashville and Davidson County and Moves and Grooves, Inc., Contract # _____ July 1, 2024 – June 30, 2025

insurance, criminal background checks, non-discrimination, ADA, and other related standard Metro requirements, confidentiality of student records per FERPA, operation as a non-profit, and transportation policies (as appropriate).

Operational Policies:

Recipient will operate in full compliance with the following policies and maintain relevant documentation to verify compliance with the policies. Recipient agrees to:

- Maintain an active 501(c)(3) registration unless the applicant is a public entity.
- Maintain up-to-date certificates verifying the following insurance: commercial general liability, sexual/abuse/sexual harassment, automobile liability (if applicable) and professional liability insurance with limits not less than one million dollars each occurrence. The Recipient shall provide an updated certificate of insurance upon expiration of the current certificate.
- Nondiscrimination, which precludes Recipient from discriminating on the basis of race, religion, creed, gender, gender identity, sexual orientation, national origin, color, age, and/or disability in admission, access to, or operation of programs, services, or activities. Note that Metro does not discriminate on the basis of race, religion, creed, gender, gender identity, sexual orientation, national origin, color, age, and/or disability in admission to, access to, or operation of programs, services, or activities. Metro does not discriminate in hiring or employment practices.
- Follow MNPS operating procedures on verification of criminal background checks on all program staff and volunteers. On school grounds, the MNPS criminal background check contractor shall be used for employees. As long as there is no break in service with the agency, staff will not be required to be fingerprinted yearly. If there is any break in service at all, or if they must go through a rehiring process, they are required to complete a background check including fingerprinting.
- Ensure that all educational records created, disclosed or maintained pursuant to the terms of this contract are confidential and shall be created, disclosed and maintained pursuant to the provisions of the Family Educational Rights and Privacy Act (20 U.S.C.A. s #1232g), its regulations and Board of Education policy.
- Appropriately spend Metro dollars, document the spending, and follow Metro guidelines for allowable costs. Recipient is responsible for properly documenting the spending under their contracts, organizing the documentation separately by year, and storing that documentation for three years for auditing purposes. The documents must be readily available for a Metro Audit.
- Meet NAZA's Minimum Quality Standards (**see Annex 4**) and maintain relevant documentation to verify compliance with the policies.
- Meet the 2024-2025 Performance Indicators specific to the Recipient (**see Annex 6**).
- **Maintain accurate youth enrollment forms (Annex 7) and ensure that all youth have enrollment forms signed before they accept a youth into their program.** Enrollment forms, as well as evidence to back up outputs and outcomes cited in narrative reports, must be maintained by the Recipient and stored for three years for auditing purposes. The documents must be readily available any time that the Metro requests them, including as part of an Audit.

Enrollment forms must be fully completed and accurate. Forms should include legitimate first and last names youth, their birthdates, student ID numbers, names of legal guardians and emergency contacts, and accurate addresses, phone numbers, e-mails and medical information (as needed) among other information pieces.

Grant contract between the Metropolitan Government of Nashville and Davidson County and Moves and Grooves, Inc., Contract # _____ July 1, 2024 – June 30, 2025

In summary, the Recipient will commit to the following:

1. Delivering quality afterschool (and summer, if chosen) programming for the fall and spring semesters in locations identified in Annex 8, aligned with MNPS scheduling;
2. Submitting daily attendance using the NAZA attendance tracking tool, keeping all data updated on a weekly basis, along with all supporting documentation. Ensure monthly attendance updates are in the system by the second working day of each month;
3. Serving at least 90 percent of the number of youth the Agency projected to serve for the 2024-2025 school year, reflecting ongoing youth recruitment activities, engaging programming, and strong communications with the school community; and
4. Full implementation of program quality requirements, including administration of the youth survey.

Violation or breach of this scope may result in Corrective Action. Continued violation could result in termination of the contract.

A.2. The Recipient must spend these funds consistent with the Grant Budget, attached and incorporated herein as **Annex 3**. The Recipient must collect data to evaluate the effectiveness of their services and must provide those results to Metro upon request.

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

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

B. GRANT CONTRACT TERM:

B.1. **Grant Contract Term.** The term of this Grant will be twelve (12) months, commencing on July 1, 2024 and ending on June 30, 2025. Metro will have no obligation for services rendered by the Recipient that are not performed within this term.

B.2. **Extendable Grants.** This grant may be extended by 12 months, not exceed 60 months (with 12-month terms each time upon annual approval/availability of NAZA funds) . To be considered for extension, Recipients must meet the following conditions:

- NAZA funded-partner for 5 years with no contract disruption or corrective action plan within the past 12 months;
- Exhibit low-risk on Metro Risk Assessment tool;
- Present annual audit covering the past 12 months, as of May 1st of the current year;
- Pass annual compliance checks;
- Meet performance indicators set in the contract.

Upon meeting all of the criteria above a grant contract extension may be offered annually through a contract amendment process.

C. PAYMENT TERMS AND CONDITIONS:

Grant contract between the Metropolitan Government of Nashville and Davidson County and Moves and Grooves, Inc., Contract # _____ July 1, 2024 – June 30, 2025

C.1. **Maximum Liability.** In no event will Metro's maximum liability under this Grant Contract exceed **\$104,795 (49 slots for afterschool, 60 slots for summer)**. The Grant Budget will constitute the maximum amount to be provided to the Recipient by Metro for all of the Recipient's obligations hereunder. The Grant Budget line items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Recipient.

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

C.2. **Use of Funds.** NAZA funds may be used for educational purposes only; organizations funded by NAZA must not promote religious practices nor proselytize during programming time. Such activities may be offered by funded partners outside of their NAZA-funded program time. However, MNPS transportation and other NAZA resources will not be available, and youth who do not wish to participate must not be penalized in any way.

C.3 **Payment Methodology.** The Recipient will only be compensated for actual costs based upon the Grant Budget and reconciliation reports, not to exceed the maximum liability established in Section C.1.

Recipient can expect to receive three payments during the contracted year. Each payment will be received no later than 30 days from the invoice date of the finalized and NAZA approved statement.

First invoice may include up to 50% of the total awarded amount as an advance request to enable programs to procure necessary supplies for beneficiary youth and hire qualified staff to enable proper programming from the beginning of the year.

The first invoice will be processed after the contract is filed with Metro Clerk and within 30 days from the date of the finalized and approved invoice receipt by NAZA.

The second invoice of up to 40% of the total awarded amount will be processed based on the actual expenditures of the programs. The invoice must be submitted by January 15th along with the second scheduled expenditure report.

The third and final invoice of up to 10% of the total awarded amount will be processed upon the receipt of the Year-End narrative and expenditure report due July 10th. Any invoice not received by the deadline date will not be processed and all remaining grant funds will expire. This final payment will equal the total actual spending for the contract year and cannot exceed the approved awarded amount. No invoice for 2024-2025 school year will be processed after July 10, 2025.

All actually reported expenditures must have backup documentation filed at the recipient organization for Metro Audit.

If the contract is terminated earlier or any funds remain unspent based on the reports, the unspent amounts will be returned to Metro.

Recipient must send all invoices to:

Nashville After Zone Alliance
615 Church St,
Nashville, TN 37219
or emailed to Teriz.Fahmy@nashville.gov

C.4. **Reporting**

Grant contract between the Metropolitan Government of Nashville and Davidson County and Moves and Grooves, Inc., Contract # _____ July 1, 2024 – June 30, 2025

Expenditure Report. All Recipients will submit quarterly expenditure reports. Report templates will be provided by NAZA.

All grantees must submit expenditure reports four times a year to reconcile grant receipts with grant revenues. NAZA will monitor fund recipients for compliance with reporting requirements. Failure to comply with the reporting requirements would constitute a violation of the grant contract. The expenditure reports format is shown on Annex 2 attached to this contract. The quarterly expenditure reports are due on the 15th of October, January, and April, with the final report due July 10, 2025.

Said report must be in form and substance acceptable to Metro and must be prepared by a Certified Public Accounting Firm or the Chief Financial Officer of the Recipient Organization.

Program Report

All grantees must submit programmatic report once a year to explain how the grant has been used on behalf of the citizens of Davidson County. The report is due on July 10, 2025.

Failure to comply with the program reporting requirements would constitute a violation of the grant contract. NAZA will provide the template during the year.

- C.5. **Payment of Invoice.** The payment of any invoice by Metro will not prejudice Metro's right to object to the invoice or any other related matter. Any payment by Metro will neither be construed as acceptance of any part of the work or service provided nor as an approval of any of the costs included therein.
- C.6. **Unallowable Costs.** The Recipient's invoice may be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs. Utilization of Metro funding for services to non-Davidson County residents is not allowed.
- C.7. **Deductions.** Metro reserves the right to adjust any amounts which are or become due and payable to the Recipient by Metro under this or any Contract by deducting any amounts which are or become due and payable to Metro by the Recipient under this or any Contract.
- C.8. **Travel Compensation.** Payment to the Recipient for travel, meals, or lodging is subject to amounts and limitations specified in Metro's Travel Regulations and subject to the Grant Budget.
- C.9. **Electronic Payment.** Metro requires as a condition of this contract that the Recipient have on file with Metro a completed and signed "ACH Form for Electronic Payment". If Recipient has not previously submitted the form to Metro or if Recipient's information has changed, Recipient will have thirty (30) days to complete, sign, and return the form. Thereafter, all payments to the Recipient, under this or any other contract the Recipient has with Metro, must be made electronically.
- D. **STANDARD TERMS AND CONDITIONS:**
 - D.1. **Required Approvals.** Metro is not bound by this Grant Contract until it is approved by the appropriate Metro representatives as indicated on the signature page of this Grant.
 - D.2. **Modification and Amendment.** This Grant Contract may be modified only by a written amendment that has been approved in accordance with all Metro procedures and by appropriate legislation of the Metropolitan Council.
 - D.3. **Termination for Cause.** Metro shall have the right to terminate this Grant Contract immediately if Metro determines that Recipient, its employees or principals have engaged in conduct or violated

Grant contract between the Metropolitan Government of Nashville and Davidson County and Moves and Grooves, Inc., Contract # _____ July 1, 2024 – June 30, 2025

any federal, state or local laws which affect the ability of Recipient to effectively provide services under this Grant Contract. Should the Recipient fail to properly perform its obligations under this Grant Contract or if the Recipient violates any terms of this Grant Contract, Metro will have the right to immediately terminate the Grant Contract and the Recipient must return to Metro any and all grant monies for services or programs under the grant not performed as of the termination date. The Recipient must also return to Metro any and all funds expended for purposes contrary to the terms of the Grant Contract. Such termination will not relieve the Recipient of any liability to Metro for damages sustained by virtue of any breach by the Recipient.

- D.4. **Termination—Notice.** Metro may terminate this Grant Contract without cause for any reason. Said termination shall not be deemed a Breach of Contract by the Recipient. Metro shall give the Recipient at least thirty (30) days written notice before the effective termination date.
- D.5. **Termination –Funding.** This Grant Contract is subject to the appropriation and availability of local, State and/or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, Metro shall have the right to terminate this Grant Contract immediately upon written notice to the Recipient. Upon receipt of the written notice, the Recipient shall cease all work associated with this Grant Contract on or before the effective termination date specified in the written notice. Should such an event occur, the Recipient shall be entitled to compensation for all satisfactory and authorized services completed as of the effective termination date. The Recipient shall be responsible for repayment of any funds already received in excess of satisfactory and authorized services completed as of the effective termination date.
- D.6. **Subcontracting.** The Recipient may not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of Metro. Notwithstanding any use of approved subcontractors, the Recipient will be considered the prime Recipient and will be responsible for all work performed.
- D.7. **Conflicts of Interest.** The Recipient warrants that no part of the total Grant Amount will be paid directly or indirectly to an employee or official of Metro as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Recipient in connection with any work completed or performed relative to this Grant Contract.
- D.8. **Nondiscrimination.** The Recipient hereby agrees, warrants, and assures that no person will be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Recipient on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification which is in violation of applicable laws. The Recipient must, upon request, show proof of such nondiscrimination and must post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.9. **Records.** The Recipient must maintain documentation for all charges to Metro under this Grant Contract. The books, records, and documents of the Recipient, insofar as they relate to work performed or money received under this Grant Contract, must be maintained for a period of three (3) full years from the date of the final payment or until the Recipient engages a licensed independent public accountant to perform an audit of its activities. The books, records, and documents of the Recipient insofar as they relate to work performed or money received under this Grant Contract are subject to audit at any reasonable time and upon reasonable notice by Metro or its duly appointed representatives. Records must be maintained in accordance with the standards outlined in the Non-Profit Grants Manual. The financial statements must be prepared in accordance with generally accepted accounting principles.
- D.10. **Monitoring.** The Recipient's activities conducted and records maintained pursuant to this Grant Contract are subject to monitoring and evaluation by The Metropolitan Office of Financial Accountability or Metro's duly appointed representatives. The Recipient must make all audit,

Grant contract between the Metropolitan Government of Nashville and Davidson County and Moves and Grooves, Inc., Contract # _____ July 1, 2024 – June 30, 2025

accounting, or financial records, notes, and other documents pertinent to this grant available for review by the Metropolitan Office of Financial Accountability, Internal Audit or Metro's representatives, upon request, during normal working hours.

- D.11. **Narrative Reporting.** The Recipient must submit a Year-End Program Report, to be received by July 10th. Said report shall detail the outcome of the activities funded under this Grant Contract.
- D.12. **Financial Reporting.** The Recipient must submit quarterly expenditure report for the 2024-2025 programming year to reconcile grant receipts with grant revenues. Reports must be received no later than the 15th day of October, January, and April and July 10 of FY '25 (July 1, 2024 – June 30, 2025).
- D.13. **Strict Performance.** Failure by Metro to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this agreement is not a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Grant Contract is considered to be waived, modified, or deleted except by a written amendment by the appropriate parties as indicated on the signature page of this Grant.
- D.14. **Insurance.** The Recipient agrees to carry adequate public liability and other appropriate forms of insurance, and to pay all applicable taxes incident to this Grant Contract.

D.14.1 Proof of Insurance

During the term of this Contract, for any and all awards, CONTRACTOR shall, at its sole expense, obtain and maintain in full force and effect for the duration of this Contract, including any extension, the types and amounts of insurance identified below by a checked box. Proof of insurance shall be required naming METRO as additional insured and identifying the Purchase Order on the Acord document.

D.14.2 General Liability Insurance

In the amount of one million (\$1,000,000.00) dollars

D.14.3 Automobile Liability Insurance

In the amount of one million (\$1,000,000.00) dollars (if vendor will be making on-site deliveries)

D.14.4 Worker's Compensation Insurance

With statutory limits required by the State of Tennessee or other applicable laws and Employer's Liability Insurance with limits of no less than one hundred thousand (\$100,000.00) dollars, as required by the laws of Tennessee (Not required for companies with fewer than five (5) employees).

D.14.5 Sexual Molestation and Abuse Insurance

In the amount of one million (\$1,000,000.00) dollars.

D.14.6 Such insurance shall:

Contain or be endorsed to contain a provision that includes METRO, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of work or operations performed by or on behalf of the CONTRACTOR including materials, parts, or equipment furnished in connection with such work or operations. The coverage shall contain no special limitations on the scope of its protection afforded to the above-listed insureds.

For any claims related to this agreement, CONTRACTOR'S insurance coverage shall be primary insurance as respects METRO, its officers, officials, employees, and volunteers. Any insurance or self-insurance programs covering METRO, its officials, officers, employees, and volunteers shall be excess of CONTRACTOR'S insurance and shall not contribute with it.

Grant contract between the Metropolitan Government of Nashville and Davidson County and Moves and Grooves, Inc., Contract # _____ July 1, 2024 – June 30, 2025

Automotive Liability Insurance including vehicles owned, hired, and non-owned. Said insurance shall include coverage for loading and unloading hazards. Insurance shall contain or be endorsed to contain a provision that includes METRO, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of automobiles owned, leased, hired, or borrowed by or on behalf of CONTRACTOR.

Worker's Compensation (if applicable), CONTRACTOR shall maintain workers' compensation insurance with statutory limits as required by the State of Tennessee or other applicable laws and employers' liability insurance. CONTRACTOR shall require each of its subcontractors to provide Workers' Compensation for all of the latter's employees to be engaged in such work unless such employees are covered by CONTRACTOR'S workers' compensation insurance coverage.

D.14.7

Prior to commencement of services, CONTRACTOR shall furnish METRO with original certificates and amendatory endorsements affecting coverage required by this section and provide that such insurance shall not be cancelled, allowed to expire, or be materially reduced in coverage except on 30 days' prior written notice to:

DEPARTMENT OF LAW
INSURANCE AND RISK MANAGEMENT
METROPOLITAN COURTHOUSE, SUITE 108
PO BOX 196300
NASHVILLE, TN 37219-6300

Provide certified copies of endorsements and policies if requested by METRO in lieu of or in addition to certificates of insurance.

Replace certificates, policies, and/or endorsements for any such insurance expiring prior to completion of services. Maintain such insurance from the time services commence until services are completed and attach the certificates of insurance in the METRO system. Failure to maintain or renew coverage or to provide evidence of renewal may be treated by METRO as a material breach of contract.

Place such insurance with insurer licensed to business in Tennessee and having A.M. Best Company ratings of no less than A-. Modification of this standard may be considered upon appeal to the METRO Director of Risk Management Services.

Require all subcontractors to maintain during the term of the agreement Commercial General Liability insurance, Business Automobile Liability insurance, and Worker's Compensation/Employers Liability insurance (unless subcontractor's employees are covered by CONTRACTOR'S insurance) in the same manner as specified for CONTRACTOR. CONTRACTOR shall file subcontractor's certificates of insurance in METRO's system.

Any deductibles and/or self-insured retentions greater than \$10,000.00 must be disclosed to and approved by METRO prior to the commencement of services.

If the CONTRACTOR has or obtains primary or excess policy(ies), there shall be no gap between the limits of the primary policy and the deductible features of the excess policies.

- D.15. **Metro Liability.** Metro will have no liability except as specifically provided in this Grant Contract.
- D.16. **Independent Contractor.** Nothing herein will in any way be construed or intended to create a partnership or joint venture between the Recipient and Metro or to create the relationship of

Grant contract between the Metropolitan Government of Nashville and Davidson County and Moves and Grooves, Inc., Contract # _____ July 1, 2024 – June 30, 2025

principal and agent between or among the Recipient and Metro. The Recipient must not hold itself out in a manner contrary to the terms of this paragraph. Metro will not become liable for any representation, act, or omission of any other party contrary to the terms of this paragraph.

D.17. Indemnification and Hold Harmless.

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

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

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

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

D.18. 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 Grant Contract arising from a Force Majeure Event is not a breach under this Grant 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. Recipient 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.19. State, Local and Federal Compliance. The Recipient agrees to comply with all applicable federal, state and local laws and regulations in the performance of this Grant Contract. Metro shall have the right to terminate this Grant Contract at any time for failure of Recipient to comply with applicable federal, state or local laws in connection with the performance of services under this Grant Contract.

D.20. Governing Law and Venue. The validity, construction and effect of this Grant Contract and any and all extensions and/or modifications thereof will be governed by and construed in accordance with the laws of the State of Tennessee. The venue for legal action concerning this Grant Contract will be in the courts of Davidson County, Tennessee.

D.21. 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.22. Headings. Section headings are for reference purposes only and will not be construed as part of this Grant Contract.

D.23. Metro Interest in Equipment. The Recipient will take legal title to all equipment and to all motor vehicles, hereinafter referred to as "equipment," purchased totally or in part with funds provided

Grant contract between the Metropolitan Government of Nashville and Davidson County and Moves and Grooves, Inc., Contract # _____ July 1, 2024 – June 30, 2025

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

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

D.24. **Assignment—Consent Required.** The provisions of this contract will inure to the benefit of and will be binding upon the respective successors and assignees of the parties hereto. Except for the rights of money due to Recipient under this contract, neither this contract nor any of the rights and obligations of Recipient hereunder may be assigned or transferred in whole or in part without the prior written consent of Metro. Any such assignment or transfer will not release Recipient from its obligations hereunder. Notice of assignment of any rights to money due to Recipient under this Contract must be sent to the attention of the Metro Department of Finance.

D.25. **Gratuities and Kickbacks.** It will be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparations of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore. It will be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or a person associated therewith, as an inducement for the award of a subcontract or order. Breach of the provisions of this paragraph is, in addition to a breach of this contract, a breach of ethical standards which may result in civil or criminal sanction and/or debarment or suspension from participation in Metropolitan Government contracts.

D.26. **Communications and Contacts.** All instructions, notices, consents, demands, or other communications from the Recipient required or contemplated by this Grant Contract must be in writing and must be made by facsimile transmission, or by first class mail, addressed to the respective party at the appropriate facsimile number or address as set forth below or to such other party, facsimile number, or address as may be hereafter specified by written notice.

Metro

For contract-related matters:
Nashville Public Library
NAZA Communications Manager
615 Church Street
Nashville, TN 37219
(615) 862-5894

For inquiries regarding invoices:
Nashville Public Library
NAZA Procurement Officer
615 Church Street
Nashville, TN 37219
615-862-5800 ext. 73731

Recipient

Grant contract between the Metropolitan Government of Nashville and Davidson County and Moves and Grooves, Inc., Contract # _____ July 1, 2024 – June 30, 2025

Dr. Emerald Mitchell, Executive Director
Moves and Grooves, Inc.
301 S Perimeter Park Dr.
Nashville, TN 37211
(615) 953-1363

D.27. Lobbying. The Recipient certifies, to the best of its knowledge and belief, that:

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

D.28. Certification Regarding Debarment and Convictions.

- a. Recipient certifies that Recipient, and its current and future principals:
 - i. are not presently debarred, suspended, or proposed for debarment from participation in any federal or state grant program;
 - i. have not within a three (3) year period preceding this Grant Contract been convicted of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) grant;
 - ii. have not within a three (3) year period preceding this Grant Contract been convicted of embezzlement, obstruction of justice, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and
 - iii. are not presently indicted or otherwise criminally charged by a government entity (federal, state, or local) with commission of any of the offenses detailed in sections D.25(a)(ii) and D.25(a)(iii) of this certification.
- b. Recipient shall provide immediate written notice to Metro if at any time Recipient learns that there was an earlier failure to disclose information or that due to changed circumstances, its principals fall under any of the prohibitions of Section D.25(a).

Grant contract between the Metropolitan Government of Nashville and Davidson County and Moves and Grooves, Inc., Contract # _____ July 1, 2024 – June 30, 2025

D.29. **Effective Date.** This contract will not be binding upon the parties until it has been signed first by the Recipient and then by the authorized representatives of the Metropolitan Government and has been filed in the office of the Metropolitan Clerk. When it has been so signed and filed, this contract will be effective as of the date first written above.

Annexes

The following annexes constitute part of this contract:

Annex 1 – Metro Invoice Template

Annex 5 – Partner Data-Sharing Sub-Agreement

Annex 2 – Expenditure Report Template

Annex 6 – Performance Indicators

Annex 3 – Budget

Annex 7 – Enrollment forms

Annex 4 – Minimum Standards for NAZA funding

Annex 8 – Program site/s

(THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK.)

Grant contract between the Metropolitan Government of Nashville and Davidson County and Moves and Grooves, Inc., Contract # _____ July 1, 2024 – June 30, 2025

THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY:

APPROVED AS TO AVAILABILITY OF FUNDS:

Signed by:

Kevin Crumbo/mjw

62377A2A8742869
Director of Finance

APPROVED AS TO RISK AND INSURANCE:

DocuSigned by:

Balagun Cobb

68904BF32FD741C
Director of Insurance

APPROVED AS TO FORM AND LEGALITY:

DocuSigned by:

Macy Amos

122C9A9A0E944DA
Metropolitan Attorney

FILED IN THE OFFICE OF THE CLERK:

Metropolitan Clerk

NASHVILLE PUBLIC LIBRARY

DocuSigned by:

Terni Luke

8/26/2024

EE480FD93F0348F
Interim Library Director

RECIPIENT: Moves and Grooves, Inc.

By (Signature):

Emerald Mitchell

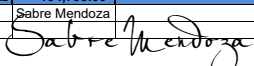
Authorized Officer Name: *Emerald Mitchell*
Title: *Executive Director*

Sworn to and subscribed to before me a Notary Public,
this 21 day of August, 2024

Notary Public



My Commission expires 3.17.2027.

Metropolitan Government of Nashville and Davidson County/Nashville Public Library/ NAZA				
Funds For FY 2025 Program				
ORGANIZATION NAME	Moves & Grooves, Inc	CONTRACT # (Office Use):		
PROGRAM NAME	Moves & Grooves (Nashville) - Summer	START DATE:	07/01/2024	
ADDRESS	Erimeter Park Dr	END DATE:	06/20/2025	
CITY, STATE & ZIP	Nashville, Tn 37211	CONTACT PERSON	Sabre Mendoza	
FEDERAL ID # (EIN)	68-0516440	CONTACT TELEPHONE	(305) 906 - 1954	
COST CATEGORIES	TOTAL BUDGET REQUEST	BUDGET EXPLANATION/DETAILS	OTHER FUNDING Funding amount from other sources invested in serving the same number of slots requested from NAZA	Grantor name
After-School Programs		After-school program starts 09/03/2024 Per slot rate for afterschool is \$1,355		
Salaries and Wages	39,837.00	1 program manager @\$50,000/annually at 100%= \$50,000 >>>>> Administrative salary \$4228.00 Total salary/wages = \$54228.00 >>>> Charge NAZA 60% = \$32563.80	62728	LEAPS
Benefits and Taxes	3,000.00	Payroll taxes for site employees/ Appx 10% total salary/wages \$50,000 = \$5,000 >>>> Charge NAZA	8513	LEAPS
Total Personnel Expenses	42,837.00			
Office Supplies	1,890.00	Office supplies: \$1350/mo * 7 months = \$9450 --- NAZA Grant charged 20% for \$1890.00	5937	LEAPS
Communications	1,050.00	Communication to community/students via Social Media and/or newsletters: \$750/mo * 7 months =		
Postage and Shipping	250.00	Postage and shipping costs- Estimated \$100 /month * 7 months = \$700 >>> NAZA at 40% = \$280		
Occupancy	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		
Equipment Rental and Maintenance	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		
Printing and Publications	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		
Travel/Conferences & Meetings	0.00	Milage, parking and other travel unit cost and unit number		
Insurance	1,200.00	Insurance Total costs \$3000 --- 40% max charged to NAZA Grant for \$1,200		
Direct youth costs (learning supplies,	10,640.00	direct youth supplies, food, games, site supplies/materials = \$3800/month for 4 total sites for 7		
Transportation	4,528.00	Third party transportation of students for showcases and outside programs -- NAZA Grant charged		
Field Trips	0.00	Per youth average cost or cost per trip and estimated number of youth participating		
Professional Fees/Enhancement partners	2,000.00	Enhancement partners \$500/site for 4 sites = \$2,000 >>> NAZA Grant \$2,000	15000	LEAPS
Other Non-Personnel	2,000.00	CPA/Auditor \$5000 >> charge NAZA at 40% \$2,000	4572	LEAPS
Indirect Cost	0.00	Partners can choose to budget either separate line items above or request an indirect cost of up to 20% of their total budget. The indirect cost requests must be accompanied by agency's cost allocation plan that will be acceptable for NAZA in line with Metro Grants Manual.	23750	LEAPS
Total Non-personnel	23,558.00			
Afterschool sub-total	66,395.00			
Summer Programs		Summer program funded in this cycle is July 1-31,2024 and June 1- 30, 2025 Per slot rate for summer to be calculated at \$8 an hour per slot. Maximum cost per youth slot for summer program is \$320 per week for partners programming 5 days per week for 8 hours per day.		
Salaries and Wages	20,200.00	1 Summer Camp Manager 40 hrs/wk * \$25/hr for 4 wks= \$4000 ---- 4 camp counselors at 40 hrs/wk,		
Benefits and Taxes				
Total Personnel Expenses	20,200.00			
Office Supplies	1,556.00	Estimated \$389/wk for 4 weeks= \$1556 >>NAZA \$1556		
Communications	1,300.00	Communication to promote summer camp 2 months * \$650/month = \$1300 >>> NAZA \$1300		
Postage and Shipping	200.00	\$50/wk for 4 weeks = \$200 >>>> NAZA \$200.00		
Occupancy				
Equipment Rental and Maintenance	1,000.00	Showcase equipment rental \$1000 >>> NAZA \$1000		
Printing and Publications				
Travel/Conferences & Meetings	0.00	Milage, parking and other travel unit cost and unit number		
Insurance	0.00	Unit cost or % of total cost charged to this grant		
Direct youth costs (learning supplies,	8,000.00	\$2000 direct youth cost for 4 weeks = \$8,000, estimate \$200 / youth		
Field Trips	4,000.00	Youth weekly field trips/ Entry costs plus coach bus fees \$1000 for 4 weeks \$4000.00		
Professional Fees/Enhancement partners	2,000.00	Enhancement partners \$500 - 1 per week for 4 weeks - \$2000>>> NAZA \$2000		
Other Non-Personnel	144.00	Anything else that is part of programming cost but is not listed		
Indirect Cost	0.00	Partners can choose to budget either separate line items above or request an indirect cost of up to 20% of their total budget. The indirect cost requests must be accompanied by agency's cost allocation plan that will be acceptable for NAZA in line with Metro Grants Manual.		
Total Non-personnel	18,200.00			
Summer sub-total	38,400.00			
TOTAL	104,795.00			
RECIPIENT	Sabre Mendoza	Verified by pdfFiller		
AUTHORIZED SIGNATURE:		08/23/2024		
TITLE	Bookkeeper			
DATE				

[NAZA Annex 8 - 2024-2025 Finalized Entries](#)

Response ID: [19303](#)

Submitted Date: 2024-08-23 17:32:14

Completion Time: 6 min. 58 sec.

Name of Organization

Moves and Grooves

Days of Week of Afterschool Program

5 days per week

Afterschool site plan

School Site

Are you conducting summer programming?

Yes

Afterschool Program Name

Moves and Grooves

Name of School Site Location

Thurgood Marshall Middle

Address of School Program Site

5832 Pettus Rd, Antioch, TN 37013

School Partnership Level

Renewing Partnership

Number of youths targeted for site

25

Type of transportation needed?

MNPS Evening Bus

Name of School Site Location

JfK Middle School

Address of School Program Site

2087 Hobson Pike, Antioch, TN 37013

School Partnership Level

Renewing Partnership

Number of youths targeted for site

25

Type of transportation needed?

MNPS Evening Bus

Name of School Site Location

Head Magnet Middle

Address of School Program Site

1830 Jo Johnston Ave, Nashville, TN 37203

School Partnership Level

New Partnership

Number of youths targeted for site

25

Type of transportation needed?

MNPS Evening Bus

Summer Program Name

Moves and Grooves Summer Program

Name of Summer Site Location

Template Academy

Summer Location address

631 2nd Ave S, Nashville, TN 37210

Number of summer youth targeted for site (If applicable, include total for July 2024 & June 2025)

60

Proposed months of Summer programming

June 2025

Weeks of Programming

4 weeks

Days per Week of Summer Program

4 days per week

Hours per Day

4 hours

Programming Time Frame

8:00-1:00pm



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

DEPARTMENT OF FINANCE
700 2ND AVENUE SOUTH, SUITE 201
NASHVILLE, TENNESSEE 37210

**Metropolitan Government of Nashville and Davidson County
Recipient of Direct Appropriation
Certifications of Assurance**

Recipient Name

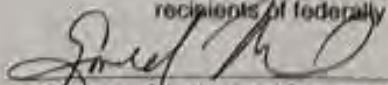
As a condition of receipt of this funding, the Recipient assures that it will comply fully with the provisions of the following laws.

- The Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. Section 12116;
- Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, and national origin;
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

CERTIFICATION REGARDING LOBBYING - Certification for Contracts, Grants, Loans, and Cooperative Agreements

By accepting this funding, the signee hereby certifies, to the best of his or her knowledge and belief, that:

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


 Signature of Authorized Representative
 Name: Emerald Mitchell
 Title: Executive Director
 Agency Name: Moves & Grooves Inc
 Date: 5/1/2024

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY



Department of Finance
700 President Ronald Reagan Way, STE 201
Nashville, Tennessee 37210

**Metropolitan Government of Nashville and Davidson County
Recipient of Metro Grant Funding
Non-Profit Grants Manual Receipt Acknowledgement**

Recipient Name:

As a condition of receipt of this funding, the recipient acknowledges the following:

- Receipt of the Non-Profit Grants Manual, updated February 2, 2023, issued by the Division of Grants and Accountability. Electronic version can be located at the following: [Non-Profit Grant Resources](#)
- The recipient has read, understands and hereby affirms that the agency will adhere to the requirements and expectations outlined within the Non-Profit Grants Manual.
- The recipient understands that if the organization has any questions regarding the Non-Profit Grants Manual or its content, they will consult with the Metro department that awarded their grant.

**Note to Organizations: Please read the Non-Profits Grants Manual carefully to ensure that you understand the requirements and expectations before signing this document.*

Signature of Authorized Representative

Name: Emerald Mitchell

Title: Executive Director

Agency Name: Moves & Grooves Inc

Date: 5/1/2024

4503 01304

State of Tennessee



Department of State
Corporate Filings
312 Eighth Avenue North
6th Floor, William R. Snodgrass Tower
Nashville, TN 37243

CHARTER
(Nonprofit Corporation)

For Office Use Only

The undersigned acting as Incorporator(s) of a nonprofit corporation under the Tennessee Nonprofit Corporation Act adopts the following Articles of Incorporation.

1. The name of the corporation is: Moves and Grooves, Inc.

2. Please complete all of the following sentences by checking one of the two boxes in each sentence:
This corporation is a public benefit corporation / mutual benefit corporation.
This corporation is a religious corporation / not a religious corporation.
This corporation will have members / not have members.

3. The name and complete address of the corporation's initial registered agent and office in Tennessee is:
Emerald Armstrong 421 E. Thompson LN #18 Nashville, TN 37211 David
Name Street Address City State, Zip Code County

4. List the name and complete address of each incorporator:
Shanay Stewart
Name (Include Street Address, City, State, and Zip Code)
Deitrick Lankford 218 Ash Grove Dr. Nashville TN 37211
Name (Include Street Address, City, State, and Zip Code)
Ada Jackson 2333 Metro Center Blvd Nashville, TN 37228
Name (Include Street Address, City, State, and Zip Code)

5. The complete address of the corporation's principal office is:
421 E. Thompson LN #18 Nashville, TN USA 37211
Street Address City State/Country Zip Code

6. The corporation is not for profit.

7. If the document is not to be effective upon filing by the Secretary of State, the delayed effective date and time are:
Date _____, Time _____ (Not to exceed 90 days.)

10. Insert here the provisions regarding the distribution of assets upon dissolution:
See Attachments

11. Other provisions:

9/23/02
Signature Date

Emerald Armstrong
Incorporator's Signature
Emerald Armstrong
Incorporator's Name (typed or printed)

RECEIVED
SECRETARY OF STATE
26 SEP 26 PM 2:38
TENNESSEE

ARTICLE IV
SECTION 10

Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, or contributions to which are deductible under section 170(e)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine.

Tennessee Secretary of State
Tre Hargett



Division of Business and Charitable Organizations
312 Rosa L. Parks Avenue, 6th Floor
Nashville, Tennessee 37243-1102

March 31, 2023

Dr. EMERALD MITCHELL
4108 LANCASHIRE DR.
NASHVILLE, TN 37217

RE: Registration to Solicit Funds for Charitable Purposes

Organization Name: MOVES AND GROOVES, INC.

CO Number: CO6271

Renewal Date: 12/31/2023

Dear Dr. EMERALD MITCHELL :

Pursuant to the Tennessee Charitable Solicitations Act, T.C.A. § 48-101-501, *et seq.* the Tennessee Secretary of State has reviewed your application and is pleased to announce your organization's registration to solicit contributions has been **approved**.

The organization must maintain statutory compliance by submitting a renewal application and required fees on an annual basis. At that time you may be required to submit tax filings, financial statements, proof of IRS status, and other documents related to your organization and its fundraising activities. You can find additional information and submit additional filings online at <https://sos.tn.gov/charities>. The "CO" Number listed above will serve as your organization's charitable registration number and should be used when submitting any charitable filings or correspondence.

Please also be advised that if the organization's application or other provided information includes false, misleading or deceptive statements, appropriate action will be taken. Pursuant to the Tennessee Charitable Solicitations Act, a civil penalty of up to five thousand dollars (\$5,000.00) may be assessed for any violation.

Thank you for registering your organization and please do not hesitate to contact us with any questions.

Sincerely,

A handwritten signature in black ink that reads "Tre Hargett".

Tre Hargett
Secretary of State

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **FEB 10 2003**

MOVES AND GROOVES INC
C/O EMERALD ARMSTRONG
421 THOMPSON LN STE 18
NASHVILLE, TN 37211

Employer Identification Number:
68-0516440
DLN:
17053017026003
Contact Person:
RENEE RAILEY NORTON ID# 31172
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Foundation Status Classification:
509(a)(1)
Advance Ruling Period Begins:
September 26, 2002
Advance Ruling Period Ends:
June 30, 2007
Addendum Applies:
No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

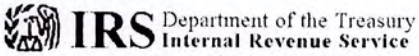
Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make

Letter 1045 (DO/CG)



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248667578
Mar. 09, 2010 LTR 4168C E0
68-0516440 000000 00
00014920
BODC: TE

MOVES AND GROOVES INC
% ENERALD MITCHELL
4108 LANCASHIRE DR
ANTIOCH TN 37013



004322

Employer Identification Number: 68-0516440
Person to Contact: Brian Bailey
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Feb. 26, 2010, request for information regarding your tax-exempt status.

Our records indicate that your organization was recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in February 2003.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Beginning with the organization's sixth taxable year and all succeeding years, it must meet one of the public support tests under section 170(b)(1)(A)(vi) or section 509(a)(2) as reported on Schedule A of the Form 990. If your organization does not meet the public support test for two consecutive years, it is required to file Form 990-PF, Return of Private Foundation, for the second tax year that the organization failed to meet the support test and will be reclassified as a private foundation.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

MOVES AND GROOVES, INC.
INDEPENDENT AUDITORS' REPORT
AND
FINANCIAL STATEMENTS
FOR THE YEARS ENDED
JUNE 30, 2023 AND JUNE 30, 2022

**MOVES AND GROOVES, INC.
INDEPENDENT AUDITORS' REPORT
AND FINANCIAL STATEMENTS**

Table of Contents

INDEPENDENT AUDITORS' REPORT	1-2
FINANCIAL STATEMENTS	
STATEMENT OF FINANCIAL POSITION	3
STATEMENT OF ACTIVITIES	4
STATEMENT OF CASH FLOWS	5
STATEMENT OF FUNCTIONAL EXPENSES	6-7
NOTES TO FINANCIAL STATEMENTS	8-11



To the Board of Directors of
Moves and Grooves, Inc.
Nashville, TN

We have audited the financial statements of *Moves and Grooves, Inc.*, which comprise the statement of financial position as of June 30, 2023 and June 30, 2022, and the related statements of activities, cash flows, and functional expenses for the years then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of *Moves and Grooves, Inc.* as of June 30, 2023 and June 30, 2022, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of *Moves and Grooves, Inc.* and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about *Moves and*

Grooves' ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decision of users made on the basis of these financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of *Moves and Grooves'* internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about *Moves and Grooves'* ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal controls related matters that we identified during the audit.

SPD CPA Firm

SPD CPA Firm
Nashville, TN
July 21, 2024

MOVES AND GROOVES, INC.
STATEMENT OF FINANCIAL POSITION
AS OF JUNE 30, 2023 AND JUNE 30, 2022

	6/30/2023	6/30/2022
Assets		
Current assets		
Cash and cash equivalents	\$ 268,099	\$ 319,071
Grants Receivable	4,624	-
Security Deposits	1,750	1,750
Total current assets	<u>274,473</u>	<u>320,821</u>
Other assets		
Land	25,000	25,000
Building Acquisition Costs	42,970	28,302
	<u>67,970</u>	<u>53,302</u>
Total assets	<u><u>\$ 342,443</u></u>	<u><u>\$ 374,123</u></u>
Liabilities and net assets		
Current liabilities		
Accounts Payable	\$ 237	\$ 2,377
Credit Card Payable	5,760	6,201
Total current liabilities	<u>5,997</u>	<u>8,578</u>
Total liabilities	5,997	8,578
Net Assets		
Without Donor Restrictions	<u>336,446</u>	<u>365,545</u>
Total net assets	<u>336,446</u>	<u>365,545</u>
Total liabilities and net assets	<u><u>\$ 342,443</u></u>	<u><u>\$ 374,123</u></u>

The accompanying notes are an integral part of these financial statements.

MOVES AND GROOVES, INC.
STATEMENT OF ACTIVITIES
FOR THE YEARS ENDED JUNE 30, 2023 AND JUNE 30, 2022

	<u>6/30/2023</u>	<u>6/30/2022</u>
Revenues and Support		
Program Revenue	\$ 1,912	\$ 978
Federal Grant Funds	-	106,949
State and Local Grants	386,705	512,438
Contributions	4,160	2,286
Fundraising Income	146,728	231,408
Miscellaneous Income	-	49
Total Revenues and Support	<u>539,505</u>	<u>854,108</u>
 Expenses		
Program Services	379,982	335,146
Management & General	173,575	181,301
Fundraising Expenses	15,047	34,063
Total Expenses	<u>568,604</u>	<u>550,510</u>
 Change in Net Assets	(29,099)	303,598
Net Assets, Beginning of Year	365,545	61,947
Net Assets, End of Year	<u>\$ 336,446</u>	<u>\$ 365,545</u>

The accompanying notes are an integral part of these financial statements

MOVES AND GROOVES, INC.
STATEMENT OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2023 AND JUNE 30, 2022

	6/30/2023	6/30/2022
Cash flows from operating activities		
Increase (Decrease) in net assets	\$ (29,099)	\$ 303,598
Adjustments to reconcile change used in net assets to used net cash provided by (used in) operating activities:		
Prior period adjustment		14,685
Increase in grants receivable	(4,624)	-
Decrease in accounts payable	(2,140)	(17,066)
Increase (Decrease) in credit card payable	(441)	4,502
Decrease in other current liabilities	-	-
Net cash provided by operating activities	(36,304)	305,719
 Cash flows from investing activities		
Land Purchase Deposit	-	(25,000)
Building Acquisition Costs	(14,668)	(28,302)
Net cash used in investing activities	(14,668)	(53,302)
 Cash flows from financing activities		
Payroll Protection Program Financing	-	(64,759)
Net cash provided by financing activities	-	(64,759)
 Net increase in cash and cash equivalents	(50,972)	187,658
Cash and cash equivalents, beginning of year	319,071	131,413
Cash and cash equivalents, end of year	\$ 268,099	\$ 319,071

The accompanying notes are an integral part of these financial statements.

MOVES AND GROOVES, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2023

	Program Services	Management & General	Fundraising Expense	Total
Salaries and Wages	\$ 221,696	\$ 150,113	\$ -	\$ 371,809
Payroll Taxes	12,159	11,484	-	23,643
Employee Benefits	15,739	-	-	15,739
Professional Fees	9,961	6,400	-	16,361
Special Events	-	-	15,047	15,047
Insurance Expense	9,958	-	-	9,958
School Sites	22,745	-	-	22,745
Summer Camp	18,350	-	-	18,350
Business Meals	-	1,593	-	1,593
Employment Expenses	-	1,438	-	1,438
Advertising	10,017	-	-	10,017
Auto Expenses	1,440	-	-	1,440
Bank Charges	-	147	-	147
Professional Dues	6,399	-	-	6,399
Office Expenses	19,986	-	-	19,986
Other Expenses	-	350	-	350
Rent	7,100	-	-	7,100
Travel	17,525	-	-	17,525
Building Acquisition Costs	-	350	-	350
Utilities	6,907	-	-	6,907
Taxes & Licenses	-	1,700	-	1,700
Total Expenses	\$ 379,982	\$ 173,575	\$ 15,047	\$ 568,604

The accompanying notes are an integral part of these financial statements

MOVES AND GROOVES, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2022

	Program Services	Management & General	Fundraising Expense	Total
Salaries and Wages	169,499	\$ 150,113	\$ -	\$ 319,612
Payroll Taxes	11,663	11,484	-	23,147
Employee Benefits	6,253	-	-	6,253
Professional Fees	35,825	12,605	-	48,430
Special Events	-	-	34,063	34,063
Insurance Expense	6,853	-	-	6,853
Repairs and Maintenance	1,802	-	-	1,802
School Sites	11,636	-	-	11,636
Summer Camp	13,754	-	-	13,754
Business Meals	-	692	-	692
Employment Expenses	-	3,663	-	3,663
Advertising	20,996	-	-	20,996
Auto Expenses	387	-	-	387
Bank Charges	-	30	-	30
Professional Dues	2,170	-	-	2,170
Office Expenses	8,568	-	-	8,568
Other Expenses	-	244	-	244
Postage	119	-	-	119
Rent	29,857	-	-	29,857
Travel	3,225	-	-	3,225
Building Acquisition Costs	-	2,450	-	2,450
Utilities	12,539	-	-	12,539
Taxes & Licenses	-	20	-	20
Total Expenses	\$ 335,146	\$ 181,301	\$ 34,063	\$ 550,510

The accompanying notes are an integral part of these financial statements

MOVES AND GROOVES, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2023 AND JUNE 30, 2022

**NOTE 1---NATURE OF THE ORGANIZATION AND SUMMARY
OF SIGNIFICANT ACCOUNTING POLICIES**

Nature of the Organization

Moves and Grooves, Inc. (The Organization) is a not-for profit corporation organized in the State of Tennessee on September 26, 2002 with a commitment to enhance the lives of at risk youth and young individuals ranging from ages 5 to 18, living in the Nashville Metropolitan Area. The Organization provides after school dance and summer camp programs that help aid in the ARTS, academics, character, fitness and nutrition of the youth.

Basis of Presentation

The financial statements have been prepared on the accrual basis of accounting and accordingly revenue is recognized when earned, support and promises to give are recognized when received and expenses are recorded when incurred.

The financial statements presentation follows the recommendations of the Financial Accounting Standard Board's Accounting Standard Codification (FASB ASC 958), Financial Statements of Not-for-Profit Organizations. Under FASB ASC 958, The Organization is required to report information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions.

Financial position and activities are classified based on the existence or absence of donor restrictions as follows:

Net Assets Without Donor Restrictions — Net assets that are not restricted by purpose or time either temporarily or permanently by explicit donor stipulations or by law. Board designation does not constitute a donor restriction.

Net Assets With Donor Restrictions — Net assets that are restricted by purpose or time either temporarily or permanently by explicit donor stipulations or by law

As of June 30, 2023 and June 30, 2022, The Organization had no net assets with donor restrictions.

Revenue, Support, and Expenses

The Organization receives contributions from corporations and individual donors and recognizes revenue when cash or a firm promise to give is obtained.

Contributions received are measured at their fair value and are reported as an increase in net assets. The Organization reports gifts of cash and other assets as restricted support if they are received with donor stipulations that limit the use of the donated assets, or if they are designated as support for future periods. Donor-restricted contributions whose restrictions are met in the same reporting period are reported as unrestricted support.

Expenses are recorded when incurred in accordance with the accrual basis of accounting.

MOVES AND GROOVES, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2023 AND JUNE 30, 2022

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Cash and Cash Equivalents

Cash and cash equivalents consist of cash held in checking and savings accounts. The carrying amount reported in the statement of financial position for cash and cash equivalents approximates its fair value. The Organization has deposits with financial institutions that maintain federal insurance up to \$250,000 for all accounts. The portion of any deposit in excess of this amount is not subject to such insurance and represents a credit risk to the Organization. As of June 30, 2023 and June 30, 2022, respectively, The Organization had \$0 and \$3,457 in excess of federal insurance.

Management believes the Organization is not exposed to any other significant credit risk on cash and cash equivalents.

Income Taxes

The Organization is a tax-exempt entity under Section 501 (c) (3) of the Internal Revenue Code. Accordingly, no provision for income tax is considered necessary.

Fair Values of Financial Instruments

The carrying values of current assets and current liabilities approximate fair values due to the short maturities of these instruments. The fair values of the noncurrent liabilities approximate the carrying amounts and are estimated based on the current rates offered to The Organization.

Advertising Costs

The Organization incurred and recorded advertising expense during the fiscal year 2023 and 2022 to announce program activities available and to make the public aware of its programs. None of the expense is considered direct-response advertising costs.

Functional Expenses

Management allocates expenses on a functional basis among its various programs including support services. Expenses and support services that can be identified with a specific program are allocated directly to their natural expenditure classification. Other expenses that are common to several programs are allocated based on various relationships.

Fixed Assets

Disbursements for property and equipment with an initial cost of \$1,000 or more, are capitalized and reflected in the statement of financial position at cost. Expenditures for additions and major improvements are capitalized while those for maintenance and repairs are charged to expenses as incurred. Depreciation, which is reflected as an expense in the statement of activities, is computed on the straight-line method over the following estimated useful lives:

MOVES AND GROOVES, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2023 AND JUNE 30, 2022

	<u>Years</u>
Furniture and equipment	3—15
Buildings	30—40
Additions to Building	10—15
Vehicles	5

NOTE 2—BUILDING ACQUISITION COSTS

The Organization is in the process of constructing a 12,000 square ft Center for the Arts. The pre-development costs associated with this construction project as of June 30, 2023 and June 30, 2022 are capitalized as follow:

	<u>2023</u>	<u>2022</u>
Land – Earnest Money Payment	\$25,000	\$ 25,000
Engineering Design Costs	6,159	6,159
Architectural Costs	<u>36,811</u>	<u>22,143</u>
Total	<u>\$ 67,970</u>	<u>\$ 53,302</u>

NOTE 3—CONCENTRATION OF REVENUE

The Organization receives over 60% of its program revenue from several State and Local grants. The current level of the Organization’s operations and services may be impacted or discontinued if the funding is not renewed.

NOTE 4---SPECIAL EVENTS

The Organization has special events during the year that represents the majority of their fundraising revenue and expenses. During the years ended June 30, 2023 and June 30, 2022, those revenues and expenses included the following:

June 30, 2023:

Event	Gross Receipts	Expenses	Total
Empowerment Luncheon and Capital Campaign	\$ 127,208	\$ 12,770	\$ 114,438
Halloween Bowl	2,610	1,483	1,127
Other Fundraising Activities	<u>16,910</u>	<u>1,144</u>	<u>15,766</u>
Total	<u>\$ 146,728</u>	<u>\$ 15,397</u>	<u>\$131,331</u>

June 30, 2022:

Event	Gross Receipts	Expenses	Total
Empowerment Luncheon and Capital Campaign	\$160,000	\$ 7,825	\$152,175
Art Splash	41,499	23,013	18,486

MOVES AND GROOVES, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2023 AND JUNE 30, 2022

Halloween Bowl	7,238	3,225	4,013
Other Fundraising Activities	<u>22,671</u>	-----	<u>22,671</u>
Total	<u>\$ 231,408</u>	<u>\$ 34,063</u>	<u>\$197,345</u>

NOTE 5—RENT

In October 2022, The Organization entered into a virtual office membership agreement for space to virtually operate its programs, for a term of one year at a rate of \$49 per month plus a one-time set-up fee of \$69. In October 2022, the organization began renting two storage units on a month to month basis at rates of \$237 and \$82 per month to store its property until the construction of the new Center for the Arts is completed.

In January 2017, The Organization entered into a lease agreement for space to operate its programs, for a term of three years at a rate of \$1,745 per month plus Common Area Maintenance (CAM) expenses. In May 2020, the agreement was extended until July 2022 as follows:

Minimum Fixed Rental during the Extension Period shall be:

7/1/2020 – 6/30/2021	\$1,726/monthly	\$20,712/annually
7/1/2021 – 7/31/2022	\$1,778/monthly	\$21,336/annually

Rent expense as of June 30, 2023 and June 30, 2022, including CAM expenses was \$7,100 and \$29,857, respectively.

NOTE 6 —PRIOR PERIOD ADJUSTMENT

Adjustments of \$14,685, were made to correct prior period balances related to accounts payable (\$9,031), credit cards (\$4,394) and other (\$1,260).

NOTE 7--SUBSEQUENT EVENTS

The Organization is in the process of obtaining construction financing. As of July 21, 2024, the construction financing is still in process.

There were no subsequent events requiring disclosure as of July 21, 2024, the date management evaluated such events. July 21, 2024 is the date the financial statements were available to be issued.

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY
INVOICE FOR PAYMENT**

Mail or submit via email to: Nashville After Zone Alliance at NPL attn: Teriz Fahmy
615 Church Street
Nashville, TN 37219
Teriz.Fahmy@Nashville.gov

ORGANIZATION NAME		INVOICE DATE:			
PROGRAM NAME		FOR THE PERIOD(S):			
ADDRESS		CONTRACT PERIOD			
CITY, STATE & ZIP		CONTRACT #:			L-
FEDERAL ID # (EIN)		CONTACT PERSON			
		TELEPHONE # :			
		EMAIL ADDRESS:			

COST CATEGORIES	TOTAL APPROVED BUDGET (note: any changes to the contract Spending Plan must be first approved by Grantor)	Invoice 1 (Up to 50%)	Invoice 2 (Up to 40%)	Invoice 3 (Up to 10%)	COMMENTS
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	
Benefits and Taxes	\$ -	\$ -	\$ -	\$ -	
Total Personnel Expenses	\$ -	\$ -	\$ -	\$ -	
Office Supplies	\$ -	\$ -	\$ -	\$ -	
Communications	\$ -	\$ -	\$ -	\$ -	
Postage and Shipping	\$ -	\$ -	\$ -	\$ -	
Occupancy	\$ -	\$ -	\$ -	\$ -	
Equipment Rental and Maintenance	\$ -	\$ -	\$ -	\$ -	
Printing and Publications	\$ -	\$ -	\$ -	\$ -	
Travel/Conferences & Meetings	\$ -	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	\$ -	
Direct youth costs (rearning supplies, learning software, programs, games, food, etc.)	\$ -	\$ -	\$ -	\$ -	
Afterschool/Summer Transportation					
Field Trips	\$ -	\$ -	\$ -	\$ -	
Professional Fees/Enhancement partners	\$ -	\$ -	\$ -	\$ -	
Other Non-Personnel	\$ -	\$ -	\$ -	\$ -	
Indirect Cost	\$ -	\$ -	\$ -	\$ -	
Total Non-personnel	\$ -	\$ -	\$ -	\$ -	
Grand total	\$ -	\$ -	\$ -	\$ -	
Total %		#DIV/0!	#DIV/0!	#DIV/0!	

I certify to the best of my knowledge and belief that that above is correct and the amount invoiced is in accordance with the contract conditions and that payment is due and has not be previously paid.

RECIPIENT'S AUTHORIZED SIGNATURE

Name Title Date

Metro Government of Nashville/Nashville Public Library

NAZA Funds for FY 2025

EXPENDITURE REPORT

NAME		CONTRACT #:	
ADDRESS		START DATE:	
CITY, STATE & ZIP		END DATE:	
FEDERAL ID #		CONTACT PERSON	
		CONTACT TELEPHONE	

NOTE: PLEASE USE THIS SAME TEMPLATE FOR BOTH OF YOUR REPORTS SO THAT ANNUAL ACTUAL EXPENDITURE IS CAPTURED CORRECTLY

COST CATEGORIES	TOTAL APPROVED NAZA BUDGET (OR APPROVED REVISION)	TOTAL ACTUAL EXPENDITURES FOR THE FIRST QUARTER (Due October 15)	TOTAL ACTUAL EXPENDITURES FOR THE SECOND QUARTER	TOTAL ACTUAL EXPENDITURES FOR THE THIRD QUARTER (Due April 15)	TOTAL ACTUAL EXPENDITURES FOR THE 4TH QUARTER (Due July 10)	TOTAL ACTUAL EXPENDITURES FOR THE YEAR)	FOR OFFICE USE	
							VARIANCE ACTUAL TO BUDGET	COMMENTS
Salaries and Wages	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Benefits and Taxes	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Total Personnel Expenses	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Communications	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Postage and Shipping	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Occupancy	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Equipment Rental and Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Printing and Publications	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Travel/Conferences & Meetings	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Insurance	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Direct youth costs (learning supplies, learning software, programs, games, food, etc.)	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Afterschool/Summer Transportation	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Field Trips	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Professional Fees/Enhancement partners	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Other Non-Personnel	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Indirect Cost	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Total Non-personnel	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	

I certify to the best of my knowledge and belief that the above represents total expenditures incurred for the purposes of NAZA programming.

RECIPIENT			(OFFICE ONLY)		
AUTHORIZED SIGNATURE:			REVIEWER:		
TITLE			TITLE		
DATE	____/____/____		DATE	____/____/____	



Annex 4: Minimum Standards for NAZA-Funded Partners in 2024-2025

Minimum Organizational Standards

	Standard
1.	Smoking and drug/alcohol use are not allowed on program premises and in programming space.
2.	Policies and protocols are in place so that staff/volunteer verbal and physical interactions with youth are appropriate. For example, staff/volunteers may not be alone with a youth they meet in the program outside of programming time.
3.	If the program provides transportation, there are established policies to transport youth safely, including maintaining and complying with the requirements of auto liability insurance, in compliance with MNPS transportation policies, if appropriate.
4.	There is an emergency management plan in place including procedures for fire drills and natural or other disasters; all staff, youth, and their families are familiar with it. School-based programs reflect the MNPS plan.
5.	Families are informed of procedures related to potential health risks/hazards and to program closure.
6.	Policies are in place to ensure that youth allergies and food restrictions are taken into consideration in food preparation and service.
7.	Procedures are in place for dealing with sick or injured youth during programming time.
8.	Policies allow family members to visit anytime during program hours and engage the staff in private conversation, as appropriate, after program hours.
9.	There is an established program protocol for dealing with disciplinary offenses.
10.	Policies and procedures support regular, positive and respectful communications with families of participating youth.
11.	Staff and volunteers are familiar with their position and responsibilities prior to working with youth and their families
12.	Written job descriptions, work schedules, and employee timesheets are on file.
13.	Program managers assess performance and satisfaction among staff and volunteers, identify needs and facilitate improvement where necessary.

Minimum Operational and Safety Standards

	Standard
14.	At least one person with a current first aid certificate, including CPR, is present at all times.
15.	Staff and volunteers age 18 and above have undergone a thorough screening and background check. High school volunteers have direct supervision.



16.	Staff have been provided information on how to report any concerns related to child abuse or neglect.
-----	---

The following will be reviewed *during site visits and compliance checks throughout the year.*

	Standard
17.	There are no observable safety or health hazards in the program space.
18.	Emergency information on each youth is on file and accessible.
19.	A first aid kit (including basic medical supplies, such as bandages, ointments, etc., to deal with minor cuts, bruises, scrapes, and burns) is readily available.
20.	Program space has adequate security in place.
21.	Staff knows where youth are and what they are doing at all times.
22.	Drinking water is readily available at all times.
23.	The administration ensures that staff keep accurate records of enrollment, attendance and any student disciplinary offenses.
24.	The administration pursues partnerships which enrich their NAZA-funded programming and utilize existing community resources, such as enrichment partners.
25.	Each site completes a fire and emergency drill during the fall and spring semester of their NAZA-funded program.

Minimum Content and Quality Standards

	Standard
26.	Youth have opportunities to learn through project-based or experiential and real-world contexts.
27.	Each program site completes their fall and spring YPQA self-assessment, participates in an improvement plan meeting, and submits an improvement plan on the Weikart Scores Reporter. The site staff have ongoing communication with their paired YPQA Fellow.

Minimum Professional Development Standards

	Standard
28.	<p>Staff and volunteers receive relevant and appropriate training and attend ongoing professional development activities that support their own growth and build more effective program practice.</p> <ul style="list-style-type: none"> • <i>Site coordinators and program administrators</i> must complete YPQA Basics (once) and Intro to PYD (every three years). • NAZA Essential Operations training, which includes Salesforce attendance training, meal review and other logistics, will be conducted once a year for new and returning staff. • All frontline staff must complete Intro to PYD and the NAZA Essential Operations training. • All program staff with access to student school data must take a training on Responsible Use of Data, when offered by NAZA/MNPS.



Minimum Financial Standards

	Standard
1.	Financial management system in place to track and record program expenditures
2.	Accounting system to identify receipts and expenditures separately for each award
3.	Accounting system with ability to record expenditures for award by budget cost categories shown in the approved budget
4.	Organization has a time and accounting system to track effort by cost objective
5.	Time distribution records (time studies, sheets, etc.) maintained for all employees when his/her effort cannot be specifically identified to a particular program cost objective
6.	Organization has an indirect cost rate that is approved and current (only if indirect cost is allocated in approved budget)
7.	Conducted annual audit or review of financial statements by independent CPA or internally prepared financial statements (options are based on organization total revenue)



MNPS/NAZA MOU ATTACHMENT B:

DATA EXCHANGE AND CONFIDENTIALITY SUB- AGREEMENT BETWEEN NASHVILLE PUBLIC LIBRARY ON BEHALF OF NAZA AND YOUTH DEVELOPMENT AGENCIES

This sub-agreement is a subsidiary document to the Data Exchange and Confidentiality Agreement (Attachment A of the MNPS-NPL MOU) effective between Nashville Public Library on behalf of NAZA and NAME OF THE AGENCY. Individual school principals acknowledge this document as the basis of data-sharing with community youth development agencies. This sub-agreement specifies the responsibilities of NAZA and MNPS in enabling access to data-sharing as well as the responsibilities of youth development agencies in using the obtained student data in a responsible way in compliance with MNPS policies and FERPA regulations.

This document details the types of data that youth development agencies will have access to as well as specifies the allowable use of student data accessible to youth development agencies.

Annexed to this document is Attachment B1, the parent consent form that is a required condition for obtaining student school data through NAZA. All agencies accessing student records under MNPS/NPL-NAZA data-sharing agreement must use the annexed form without changes.

Annexed to this document (Attachment B2) is a document explaining FERPA regulations that the providers must refer to when using student data shared with them.

NAZA responsibilities

To enable access to MNPS student data NAZA:

- 1) Facilitates relationship with the central Data Management Office at MNPS to ensure documents allowing data-sharing are up-to-date.
- 2) Coordinates with Community Achieves leadership at MNPS to ensure NAZA funded and affiliated partners are invited to Community Achieves partner meetings at schools, are able to access data through CA Coordinators (where possible).
- 3) Offers program providers unified student attendance management system (in Salesforce) to track program enrollment and attendance including by type of activity and focus on certain skills/growth practices.
- 4) Supports the training needed for its partners to consistently learn about unpacking student's education data (from schools) as well as understanding the responsible use of data.
- 5) Shares the data from its unified system with MNPS to match student records and receive reports from MNPS.

Data sent data sent from NAZA to MNPS

- Program information and student program enrollment data sent from NAZA to MNPS
 - Program name
 - Session name



- School ID
- School name
- Student number
- Student start date
- Student end date
- Types of activities students engaged in
- Growth practices focused per program

MNPS Responsibilities

MNPS acknowledges the importance of high quality out-of-school time programs that support school success for many students. NAZA - funded and affiliated partners provide youth development programming aimed at their holistic learning and development. As part of that, partners design certain activities to support youth's academic learning, through homework help, academic enrichments as well as SEL skill building to support their continuous attendance and engagement in their schools.

In support of that, MNPS, through individual schools designated staff member and/or Community Achieves staff and upon receiving student rosters from the programs along with a proof of parent permission for each student, may provide data from the MNPS student information system and the MNPS data warehouse to include data elements identified below:

Elements sent from MNPS to NAZA

- Student identifiers
 - School ID
 - School name
 - Student number
 - Last name
 - First name
 - Middle name
 - Preferred name
 - Birthdate
 - Gender
 - Grade level
 - Address
 - Phone number

Data shared with NAZA through MNPS reporting (aggregate and student identifiable)

- Attendance
 - Unexcused and tardy counts
 - Chronically absent students
 - Quarterly attendance rates by grade level



- Discipline
 - Students with 5+ ISS days
 - Students with 5+ OSS days
 - Expelled students
 - Remanded students
 - Top 10 offenses year to date
- Enrollment
 - # Entries distribution
- At-risk flags
- IEP data
 - Days until IEP eligibility reevaluation
 - Days until new IEP
- Demographics (subgroups summary)
 - Ethnicity
 - Gender
 - Grade level
 - SWD – Students with disabilities
 - ED – Economically disadvantaged
 - ELL – English Language Learners
 - LEP – Limited English Proficiency
- Grades
 - Quarterly percentage of students having at least 1 failing course grade
- Assessments (subject to change)
 - State summative assessment/TCAP(if administered)
 - Interim benchmark assessment/MAP
 - Universal Screener/FAST
 - WIDA ACCESS for English Learners

Partner Responsibilities

- 1) NAZA partner agencies may seek and receive quarterly school-level data for students who are active in their programs.
- 2) Agencies must ensure parent consent forms (Attachment B1) are signed and uploaded in the NAZA data-management system before they can request data from schools on those youth.
- 3) Agencies must have the school principal initial this agreement in the beginning of each school year to acknowledge the legal basis of the student data sharing before agencies can request individual student data from schools.
- 4) Partners share active student rosters or individual names of students with the schools to request student data.



- 5) When requesting data on active students from schools the agencies must attach an indication generated through the NAZA data system that the parent permission has been granted for every student that they are requesting data for.
- 6) Agencies must ensure the confidentiality of the student individual data, must not report individual data and should use only aggregate data (that suppresses small counts that could identify a student) for reporting or fundraising purposes.
- 7) Partners can use individual student data to:
 - a. Design activities that best support the needs of the enrolled students;
 - b. Continuously improve the quality of the programs to meet student needs;
 - c. Focus on skills and practices that help student’s learning and development;
 - d. Facilitate discussions with team or other partners who provide services to the student;
 - e. Evaluate programs;
 - f. Comply with funding requirements; compliance
- 8) For any additional uses of data outside of the stated scope, agencies must request a separate permission from MNPS through NAZA.
- 9) Partners should destroy the individual student data immediately after the program attendee exists the program or the program term is over.

Mandatory training

All NAZA partner agencies having access to students’ school data must complete the following trainings:

- 1) **Responsible use of data-** which will cover the FERPA regulations, the terms of receiving, storing and destruction of the sensitive student data, as well as requirements and restrictions around reporting of that data. The training will also provide information on required parent permission forms, as well as measures to be taken to avoid any data breach or publication of individual student data.
- 2) **Understanding education data-** this training will help NAZA partner agencies to understand student data that they receive from schools. The aim is to help partners make meaningful use of school data by understanding how to interpret each data set, especially related to academic achievement (test scores, etc.)

Nashville Public Library/NAZA authorized staff Date

Signature of NAZA-funded or affiliated program staff Date

Acknowledged by School Principal Date

5. PERFORMANCE MEASURES

NAZA will track the following performance indicators throughout each contract year. Partners will be required to report on these indicators in their annual reports.

Organizational-level performance indicators

NAZA-Established Indicators	
1.	NAZA-funded organization will serve at least 90% of the # of youth that it commits to serve in its NAZA proposal.
2.	Of the # of youth projected to be served in NAZA-funded organization’s afterschool program, at least 40% will be retained for 60 days or more during the program year.
3.	NAZA-funded organization will follow the YPQI protocols and procedures in a timely manner.
4.	NAZA-funded organization will use the YPQI pre-assessment data to improve programming for spring.
5.	A percentage of youth enrolled in NAZA-funded organization’s NAZA-funded program will complete a youth-level survey at a rate comparable to NAZA-wide average attendance rates. For reference, the attendance rate for the 2022-2023 school year was 60.8%.

Youth-Level Outcomes

NAZA-Established Outcomes	
1.	On the youth-level survey, NAZA-funded organization will score an aggregate average (combined across all of its sites) of at least 85% on the youth-level survey—demonstrating that youth respondents report an overall positive experience in their program.
2.	On the youth-level survey, 85% of NAZA-funded organization’s respondent youth will receiving satisfactory support in areas of their academic development (i.e., <i>Homework Completion and Homework Support, Academic Success, School Connection, Satisfaction, and Engagement</i>) —demonstrating that youth respondents are engaging in activities that enhance their academic skills and committed to learning as a result of participating in their program.
3.	On the youth-level survey, 85% of NAZA-funded organization’s respondent youth will report positive social experiences (i.e., <i>Teamwork, Confidence/ Self-Esteem, DEI- Affirmation, Peer Relationships, Emotion Knowledge, Emotion Management, Emotion Expression, Positive Adult Interactions, and Youth Voice/ Empathy</i>) — demonstrating that youth respondents are experiencing positive relationships in their program.
4.	On the youth-level survey, 85% of NAZA-funded organization’s respondent youth will report satisfactory support in the development of social emotional learning and general life skills (i.e. <i>Work Habits, Initiative, Problem Solving/ Persistence, New Experiences, Peer Interactions, Cultural Connections, Emotion Coaching, Skill-building, Real World Connections, Race Conversations, and Encouragement</i>) — demonstrating that youth gain fundamental skills as a result of participating in their program.
5.	85% of respondent youth in NAZA-funded organization’s afterschool program will report receiving satisfactory support in developing leadership skills (i.e., <i>Youth Voice and Sense of Belonging</i>) — demonstrating that youth are empowered in their afterschool activities.



**Free Afterschool Opportunities!
Space Limited - Enroll NOW**

**Fall Semester: September 5 to December 7, 2023
Spring Semester: January 8 to May 3, 2024**

The Nashville After Zone Alliance, or NAZA, is a city-wide out-of-school time partnership between Nashville Public Library, MNPS, Mayor’s Office and non-profit providers working together and committed to high quality afterschool programming especially for middle school youth.

NAZA- funded programs are offered **free of charge** to youth and parents. Programs cannot offer a “drop-in option.” Parents and youth must commit to regular attendance for at least one semester. Below are NAZA-funded program choices at your child’s school for the 2023-2024 school year (youth admitted into a NAZA-funded program in the fall will have the option of continuing into the second semester).

Youth are accepted on a First Come, First Served Basis.

<p>“(Enter Program Name Here)”</p>	<input type="checkbox"/>
<p>(Enter Program Description Here)</p>	
<p>Provider:</p>	
<p>Location:</p>	
<p>Transportation:</p>	
<p>Who can enroll?</p>	

YOUTH ENROLLMENT FORM – 2023-2024 <Insert Program Here>

These afterschool opportunities are funded by NAZA

Please fill out all parts of this form & return to school office

A. Youth Information (Please complete every line below)

STUDENT ID # _____

Youth name as found on birth certificate: _____
 FIRST LAST

Name you like to be called: _____

Street Address: _____ Zip code: _____

COUNTY _____

Parent/ Guardian Home or Cell Phone #: _____ Youth Birthdate: ____/____/____

Gender: Male Female Grade: 5 6 7 8

Parents please provide your email address to receive NAZA-funded program updates:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Circle one: @gmail.com @yahoo.com @msn.com @icloud.com @msn.com Other: _____

B. Family & Emergency Info

Custodial Parent/guardian:

Name: _____

Relationship: _____

Phone Contact: _____

Street Address: _____

Alternate Contact for Emergencies:

Name: _____

Relationship: _____

Phone Contact: _____

C. Medical Information (Please complete the lines below and include as much information as possible)

Medicines: YES NO **Allergies or Food Restrictions?** YES NO

Physical restrictions: YES NO **Additional illnesses/conditions?** YES NO

If you circled “YES” on any of the above, please give us details so we can care for your child properly:

Does your child have medical insurance? YES or NO (please circle), if yes please complete insurance information below; if no please list a preferred hospital:

Preferred hospital if your child needs medical care: _____

Primary Doctor: _____ Doctor Phone: _____

Health Insurance Company Name: _____ Policy #: _____

(The info below is required for ALL youth to participate in NAZA-funded activities AND ride the MNPS late bus home. If this page is omitted your child will not be able to participate in NAZA activities)

D. Transportation -----

Please circle **Yes** or **No** for **EACH** statement below and **complete the entire form** for your child to participate in NAZA-funded activities and for arrangements of evening transportation, including riding a MNPS late bus home:

Yes No My child rides the school bus to school in the morning.

Yes No I want my child to ride the school bus home from the NAZA-funded afterschool program.
***NOTE: If your child is not eligible to ride the morning bus, they will not be able to ride the bus home.**

Yes No I or someone I authorize will pick my child up from the NAZA-funded afterschool program each day.

Please list pick up contacts below; only those listed will be allowed to pick up youth

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

METROPOLITAN NASHVILLE PUBLIC SCHOOLS
2023-2024 NAZA TRANSPORTATION PERMISSION SLIP

The following Permission Slip must be completed and signed by a parent or guardian and returned to the school principal before a Metro School Bus can transport your child to participate in extended day programs at school. The school will forward a copy of this form to the MNPS Dept. of Transportation. The Department of Transportation will need three (3) school days to process this request prior to your child receiving extended day transportation services. **The address must match what the school has on file and your student must be zoned to this school for us to assign them to an evening bus.**

(PLEASE PRINT IF WE CAN'T READ IT WE CAN'T ASSIGN YOUR STUDENT)

Student First Name _____ Last _____ ID# _____

Student's Address _____ Zipcode _____

Is this a new home address (moved in last 6 mos.)? **YES** **NO**

Parent/Guardian's Name _____

Home Phone _____ Emergency Phone _____

SCHOOL STUDENT IS TRANSPORTED FROM: _____ Middle School

Program: (X) NAZA Academic and Other Enrichment

My student has permission to ride a Metropolitan Nashville Public Schools School Bus from school to my **student's regular bus stop** to participate in extended school day activities. I understand that my student may be en-route on the school bus in excess of one (1) hour. I understand that transportation services may not be provided for my student if we reside in a parent responsibility zone. I further understand that services will not be provided on early release school days, snow days, or any other day school is not in session. My student and I understand that this service is a **privilege**, and further understand that bus service will be

discontinued should the student misbehave or violate school system’s safety rules. My student and I have read the attached Bus Rider Rules and agree to abide by them.

Parent/Guardians Signature _____ Date: _____

NOTE: The school will fax this form to the Transportation office at **(615)256-4490**. The school will keep the original form for their files.

YOUTH ENROLLMENT FORM – 2023-2024 <Insert Program>-----

Child’s Name: _____

UNIFIED PARENT CONSENT FORM

Student Record Release Permission

Nashville After Zone Alliance (NAZA) partner agencies, receive information from Metro Nashville Public Schools (MNPS) about the students that are enrolled in NAZA-funded or affiliated programs. The programs utilize personally identifiable information (PII) from student’s school records to plan and provide high quality after school programming for your student. Information that is deemed as part of the student’s school record is listed below:

- School ID
- School name
- Student number
- Last name
- First name
- Middle name
- Preferred name
- Birthdate
- Gender
- Grade level
- Address
- Phone number
- IEP Status (Presence of an IEP, and dates that indicate if a new IEP is due)

Note: MNPS will not share any additional information about your child’s IEP. The parent/guardian is the only person(s) allowed to disclose any additional information about the IEP.

- Daily Attendance record
- Number of suspensions (in and out of school)
- Academic achievement data, such as:
 - State summative assessment/TCAP(if administered)
 - Interim benchmark assessment/MAP
 - College and career readiness assessments
 - WIDA ACCESS for English Learners
 - Class grades
- Access to devices (computer, tablet) and internet at home

The information will be treated as confidential in agreement with the Family Educational Rights and Privacy Act (FERPA), will not be released to any other parties that are neither associated nor affiliated with NAZA, and will be used for the sole purposes to continue providing high quality after school programming to your child. NAZA personnel and its partners will be properly trained to protect your student’s Personally Identifiable Information (PII). Any PII that has been collected and maintained by NAZA partner agencies will be permanently destroyed at the end of the academic year.

I give my permission to the Nashville After Zone Alliance and its funded providers, unless otherwise noted in the space below:

- a. To have my child participate in NAZA-funded programs and activities at my child's school as well as other off-site locations throughout the NAZA system, as specified in this enrollment form, knowing that this might include special activities, such as off-site events, end-of-year celebrations, homework/academic help, and field trips, and realizing that some of these may take place outside of regular program hours.
- b. With the medical information provided in the program application in mind, to engage in all activities except as noted.
- c. To secure proper medical treatment for my child in the event of an emergency. If I or my emergency contact cannot be reached, I give permission for a physician to order routine tests and treatment for the health of my child. I give permission to a physician to secure treatment and/or hospitalize my child; after all emergency contact attempts have been made.
- d. To provide assistance in accessing devices and internet services when presented as a barrier for my child to participate in afterschool and summer programs.
- e. To use in media releases to benefit NAZA and its funded providers, photographs, creative work, quotes, videos, or other media which may include my child.

I, the undersigned, understand, acknowledge, and agree:

- That I have read and understand the information provided in the Parent Consent Form.
- That I will update any information I provided about my student in a timely fashion.
- That NAZA-funded and affiliated providers will request my child's records that may contain personal information (share demographics, grades, assessment, attendance, behavior/suspensions, IEPs and information about access to technology and internet at home) for the sole purpose of helping my child succeed in school and beyond.
- I therefore waive, with respect to these disclosures, any duty of confidentiality arising from Federal or State requirements.
- That participation in NAZA-funded programs and providing information about my child may involve certain risks. I assume all of these risks.
- That NAZA-funded providers will make themselves available to children, parents, and school staff and any concerns they might have.
- That NAZA-funded providers will protect the safety, interests, and rights of all individuals in the program. Therefore, each program will provide a parent/youth handbook or other program-specific information, including behavior policies and grievance procedures.
- That my child may be asked to complete surveys regarding the program for evaluation purposes.
- That I will not seek to hold NAZA or its funded providers responsible for any losses or damages whatsoever which I or my child may incur in connection with NAZA or its funded providers.
- That all program staff are employed by NAZA-funded providers, who are responsible for the operations of the program and supervision of their personnel. NAZA takes no responsibility for these operations or supervision.

I, the parent or legal guardian, give consent for Metro Nashville Public Schools to share my child's information, as described above, with NAZA staff and its funded and affiliated partners for the purpose of planning and providing high quality afterschool programming to my child. I fully release and discharge MNPS and its employees from any and all liabilities arising out of or in connection with the above described data sharing relative to NAZA and NAZA partners. I reserve the right to withdraw my consent at any time by submitting a written notice of withdrawal of consent to NAZA or its partner.

Signature Custodial Parent/Guardian

Date

Signature of NAZA-funded or affiliated program staff

Date

Summer 2025 Program Enrollment

**Free Summer Opportunities!
Space Limited - Enroll NOW**

The Nashville After Zone Alliance, or NAZA, is a network of non-profit providers working together and committed to high quality afterschool programming especially for middle school youth.

NAZA- funded programs are offered **free of charge** to youth and parents. Programs cannot offer a “drop-in option” and parents and youth must commit to regular attendance. Below are NAZA-funded program choices for Summer 2025 (youth admitted into a NAZA-funded summer programming will have the option of continuing into the upcoming school year).

Youth are accepted on a First Come, First Served Basis.

<p>“(Enter Program Name Here)”</p> <p>(Enter Program Description Here)</p> <p>***Add program Logo***</p> <p>Provider:</p> <p>Location:</p> <p>Who can enroll?</p>	<input type="checkbox"/>
---	--------------------------

YOUTH ENROLLMENT FORM – Summer 2025 <Insert Program Name Here>

Please fill out all parts of this form & return to school office

A. Youth Information (Please complete every line below)

STUDENT ID # (If, MNPS Student) _____

Youth's Name: _____
FIRST LAST

Name you like to be called: _____

Street Address: _____ Zip code: _____

Parent/ Guardian Home or Cell Phone #: _____ Youth Birthdate: ____/____/____

Gender: Male Female Rising Grade: 5 6 7 8 9

Parents please provide your email address to receive NAZA-funded program updates:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

B. Family & Emergency Info

Custodial Parent/guardian:

Name: _____

Relationship: _____

Phone Contact: _____

Street Address: _____

Alternate Contact for Emergencies:

Name: _____

Relationship: _____

Phone Contact: _____

C. Medical Information (Please complete the lines below and include as much information as possible)

Medicines: YES NO **Allergies or Food Restrictions?** YES NO

Physical restrictions: YES NO **Additional illnesses/conditions?** YES NO

If you circled "YES" on any of the above, please give us details so we can care for your child properly:

Does your child have medical insurance? YES or NO (please circle), if yes please complete insurance information below; if no please list a preferred hospital:

Preferred hospital if your child needs medical care: _____

Primary Doctor: _____ **Doctor Phone:** _____

Health Insurance Company Name: _____ Policy #: _____

YOUTH ENROLLMENT FORM – Summer 2025 <Insert Program Name Here>-----

Child's Name: _____

GENERAL PERMISSIONS

Student Record Release Permission

Nashville After Zone Alliance (NAZA) partners at all levels, receive information from Metro Nashville Public Schools (MNPS) about the students that are enrolled in NAZA-funded or affiliated programs. The programs utilize personally identifiable information (PII) from student's school records to plan and provide high quality after school programming for your student. Information that is deemed as part of the student's school record is listed below:

- Demographic Information
 - First, last and middle name
 - Birthdate
 - Gender
 - Grade level
 - Address
 - Phone number
 - Student ID
 - English Learner Status
 - IEP Status (Presence of an IEP, and dates that indicate if a new IEP is due)

Note: MNPS will not share any additional information about your child's IEP. The parent/guardian is the only person(s) allowed to disclose any additional information about the IEP.

- Daily Attendance record
- # of suspensions (in and out of school)
- Academic achievement data
 - State TCAP Assessment scores
 - MAP assessment scores
 - Class grades
- Access to devices (computer, tablet) and internet at home

The information will be treated as confidential in agreement with the Family Educational Rights and Privacy Act (FERPA), will not be released to any other parties that are neither associated nor affiliated with NAZA, and will be used for the sole purposes to continue providing high quality after school programming to your child. NAZA personnel and its partners will be properly trained to protect your student's PII. Any PII that has been collected and maintained by NAZA partners will be permanently destroyed at the end of the academic year.

Additional Permissions

I give my permission to the Nashville After Zone Alliance and its funded providers, unless otherwise noted in the space below:

- a. To have my child participate in NAZA-funded programs and activities at my child's school as well as other off-site locations throughout the NAZA system, as specified in this enrollment form, knowing that this might include special activities, such as off-site events, end-of-program celebrations, homework/academic help, and field trips, and realizing that some of these may take place outside of regular program hours.

- b. With the medical information above in mind, to engage in all activities except as noted.
- c. To secure proper medical treatment for my child in the event of an emergency. If I or my emergency contact cannot be reached, I give permission for a physician to order routine tests and treatment for the health of my child. I give permission to a physician to secure treatment and/or hospitalize my child; after all emergency contact attempts have been made.
- d. To provide assistance in accessing devices and internet services when presented as a barrier for your child to participate in the summer programs.
- e. To use in media releases to benefit NAZA and its funded providers, photographs, creative work, quotes, videos, or other media which may include my child.

I, the undersigned, understand, acknowledge, and agree:

- That I have read and understand the information provided in the General Permissions.
- That I will update any information I provided about my student in a timely fashion.
- That NAZA-funded providers will make themselves available to youth, parents, and school staff and any concerns they might have.
- That NAZA-funded providers will protect the safety, interests, and rights of all individuals in the program. Therefore, each program will provide a parent/youth handbook or other program-specific information, including behavior policies and grievance procedures.
- That my child may be asked to complete surveys regarding the program for evaluation purposes.
- That NAZA-funded providers will request my child’s records that may contain personal information (share demographics, grades, assessment, attendance, behavior/suspensions, IEPs and information about access to technology and internet at home) for the sole purpose of helping my child succeed in school. I therefore waive, with respect to these disclosures, any duty of confidentiality arising from Federal or State requirements.
- That participation in NAZA-funded programs and providing information about my child may involve certain risks. I assume all of these risks.
- That I will not seek to hold NAZA or its funded providers responsible for any losses or damages whatsoever which I or my child may incur in connection with NAZA or its funded providers.
- That all program staff are employed by NAZA-funded providers, who are responsible for the operations of the program and supervision of their personnel. NAZA takes no responsibility for these operations or supervision.

I, the parent or legal guardian, give consent for Metro Nashville Public Schools to share my child’s information, as described above, with NAZA staff and its affiliated partners for the purpose of planning and providing high quality afterschool programming to my child. I fully release and discharge MNPS and its employees from any and all liabilities arising out of or in connection with the above described data sharing relative to NAZA and NAZA affiliated partners. I reserve the right to withdraw my consent at any time by submitting a written notice of withdrawal of consent to NAZA or its affiliated partner.

Signature Custodial Parent/Guardian

Date

Signature of Program Staff with NAZA-Funded Program Name

Date

Grant contract between the Metropolitan Government of Nashville and Davidson County and Youth Changes, Contract # _____ July 1, 2024 – June 30, 2025

**GRANT CONTRACT
BETWEEN THE METROPOLITAN GOVERNMENT
OF NASHVILLE AND DAVIDSON COUNTY
AND
YOUTH CHANGES**

This Grant Contract issued and entered into by and between the Metropolitan Government of Nashville and Davidson County, Nashville Public Library ("Metro") on behalf of Nashville After Zone Alliance (NAZA), and Youth Changes, ("Recipient"), is for the provision of free and high-quality afterschool programs, as further defined in the "SCOPE OF PROGRAM". The Recipient's annual report and audit are incorporated herein by reference.

A. SCOPE OF PROGRAM:

A.1. Schedule and Content

NAZA-funded programs will align with the Metro Schools calendar and be available to youth Monday through Thursday during the fall semester (September 3 to December 13, 2024) and spring semester (January 8 to May 9, 2025), on days when MNPS is in session. Programs should run at least for 28 weeks. *NAZA-funded programs may choose to offer longer programs.*

Please note that NAZA-funded programs will not begin before Labor Day due to unavailability of MNPS transportation.

NAZA-funded summer program with Youth Changes will occur between July 1-31, 2024 and/or June 1-30, 2025. (not applicable to organizations not providing summer programming)

NAZA-funded activities should support youths' physical, social, emotional, cognitive and academic skills development, help them build purpose through learning, and have relevance to their real-life experiences. Throughout the program day, staff should intentionally infuse opportunities for youth to read, write, speak, and listen as well as allocate time for community building and reflection. When possible, programs should consider encouraging youth to be part of activity design or leading to enable them practice leadership skills. Each day should begin with check-in and snack/meals (when in person). Additional activities may be offered by the NAZA funded partner outside of this timeframe at the partner's expense, with no cost to youth and their families.

A typical program day should focus to creatively combine:

- School day supports (reading, homework, etc.)
- Enrichments (e.g. arts education; STEAM engineering challenges, service learning, etc.) reflecting youth voice and choice and have a learning focus, either provided by program staff or external enrichment partners.
- Focus on youth's skill building, in line with Nashville's Vision for Holistic Youth Development (curricula with activities will be available for each of the 12 skills).
- Other Experiences (e.g. physical activity, health and wellness, mental health, healthy eating activities, team games with rules, career exploration, field trips and other age-appropriate developmental activities.) that offer fun, support team and relationship building and foster holistic youth development.
- NAZA funds should not in any shape or form be related to any religious content or affiliation. NAZA-funded programs should not proselytize during their regular programming time, nor should

Grant contract between the Metropolitan Government of Nashville and Davidson County and Youth Changes, Contract # _____ July 1, 2024 – June 30, 2025

youth be accepted or denied based on their religious affiliation or commitment to engaging in any type of religious activities before or after NAZA programming time.

- While we encourage using various learning software and educational games to enhance youth learning, we strictly prohibit enabling access to any video games that include violence, shooting or other unwanted behaviors, especially those rated M for Mature, are of solely entertainment purposes during NAZA-funded time. Programming time should focus on young people's development.

Each after-school programming day should begin with check-in and a snack or meal. Additional activities may be offered by the funded partner outside of this timeframe at the partner's expense, with no cost to youth and their families.

Recipient must ask parents and youth (who are not participating in sports) to commit to attend regularly, on an on-going basis when program is in session, for both fall and spring semesters. **Only youth who have returned a fully completed enrollment form may participate in NAZA-funded programs.**

Requirements for Programming

By initialing each item below, Recipient agrees to the following:

1. SD **Supervision:** Recipient commits to maintaining a staff: youth ratio not to exceed 1:15 at all times by establishing and maintaining a mechanism for substitutions. Youth will be supervised at all times by program staff.

2. SD **School Relationships:** Recipient will be actively involved in communicating and collaborating with schools to enhance youth learning. They will participate in planning meetings with school principals and staff, including Community Achieves staff to help meet school outcomes and to track youth progress. Program staff will also meet with principals and school staff when needed or possible to address strategies for program recruitment, retention, and attendance tracking.

Recipient will receive space approval from school administration for programming.

3. SD **Recruitment and Family Engagement:** Recipient is responsible for recruiting youth, leading program activities, and engaging in family outreach. Recipient will promote consistent participation/retention levels by contacting each family/youth before programming begins, whenever absences begin to develop a pattern, and to confirm an exit/withdrawal if appropriate. Recipient will serve at least 90% of the youth they projected to serve.

Youth with no afterschool options should be the first priority for enrollment in NAZA-funded programs. If spots are available, youth participating in school-sponsored athletics can choose to attend school athletics as a portion of their NAZA-funded program time if they can commit to partially (at least one hour per day) attend NAZA-funded programming and the program has more than one staff on site. Only students participating in at least one hour of programming can benefit from a snack/meal, learning time, and transportation home and counted towards the funded slots. Only youth who have returned a fully completed enrollment form, signed by parent/guardian, may participate.

4) SO **Attendance:** Recipient commits to maintain daily attendance, updating the NAZA attendance tracking tool (Salesforce) on a weekly basis (daily direct attendance taking in the Salesforce is strongly recommended); this requires a computer or any other device with internet access. Recipient staff will ensure that youth sign in with their given first and last name daily using the NAZA approved sign-in sheets to verify youth participation. The youth attendance reflected on the sign-in sheet/daily attendance log must match the attendance entered into the Salesforce platform.

Grant contract between the Metropolitan Government of Nashville and Davidson County and Youth Changes, Contract # _____ July 1, 2024 – June 30, 2025

Monthly attendance must be accurately updated in the Salesforce by the 2nd working day of each following month so that NAZA can report the attendance numbers to the Mayor's office accurately.

5) SO **Meals/Snacks:** Recipient is required to provide healthy, prepackaged snack or meal options to youth every day of programming.

6) SO **Experiential Activities:** Recipient is encouraged to engage external enrichment providers at least twice per semester to increase the diversity of appealing programming options for youth. Enrichment providers are individuals and organizations that offer enriching activities within the afterschool context. For example, they might include teaching artists, mentors, health educators, yoga and martial arts teachers, spoken word literacy teachers, or career exploration and life skills experts.

7) SO **System-Wide Meetings & Events:** Recipient is responsible for hosting at least 2 free, youth-led events during the 2024-2025 school year that 1) incorporate and highlight growth practices from Nashville's Vision for Holistic Youth Development and 2) that are open to the public to attend during the year, such as a fall and/or spring showcase, an open house, a visual or performing arts piece, a poetry reading or spoken word event, etc.

8) SO **Branding:** Recipient agrees to recognize NAZA as a funder by, displaying NAZA signs in program spaces, indicating NAZA is a funder on their website and adding NAZA's logo on their website, supporting NAZA through social media outlets, etc.

9) SO **Communication with NAZA:** Recipient will respond to requests from NAZA in a timely manner and provide requested documentation by the associated deadline. All staff changes must be communicated to the NAZA Operations Manager within 24 hours. *This includes staff leaving their positions: staff no longer with the program must be removed from the Salesforce platform by the NAZA Operations Manager in order to comply with FERPA guidelines.*

Any program experiencing challenges either with the host school or program site that threatens the continuity/further existence of the program, must immediately report the situation to NAZA and seek support in resolving the situation. A decision to close a program/site must be reported to NAZA immediately with documented reasons.

10) SO **Adding Staff to Data Management System:** Program staff without Salesforce authorization, such as site assistance, coordinators, etc. should have a contact page and included in the staff listing of NAZA's Data Management System, Salesforce.

11) SO **Partner Meetings:** Key staff and program directors from each NAZA-funded program site are expected to participate in the NAZA learning community by attending **Partner Meetings** four times during the school year. Meeting dates will be shared before the start of the school year.

12) SO **Professional Development:**

For each NAZA -funded partner, the program director and all frontline staff working with youth are required to attend or complete several trainings. Please see below:

Program Directors and Site Managers are required to attend the following:

- NAZA Essential Operations training
- Introduction to Positive Youth Development (PYD) training
- At least two trainings on the Growth Practices.
- Program Quality Basics (PQA Basics) either in person or online (online version is available at the partner's expense if missed scheduled training offered by NAZA)
- Any training required by MNPS for staff working in school buildings will be made available to NAZA partner staff.

Grant contract between the Metropolitan Government of Nashville and Davidson County and Youth Changes, Contract # _____ July 1, 2024 – June 30, 2025

Note: Program Directors and Site Managers who have successfully completed PYD in the past are exempt from retaking. The NAZA Essential Operations training will be archived and accessible online, while Introduction to Positive Youth Development will be conducted multiple times annually. Returning Program Directors and Site Coordinators who have previously completed the PQA Basics or SEL PQA will only need to redo the training every 3 years. Choosing to take SEL PQA requires a prior completion of PQA Basics.

Program Directors and Site Managers strongly recommended trainings:

- Advanced Positive Youth Development
- Salesforce Student Management Systems
- Strategies for Employee Retention and Recruitment
- Any additional trainings offered to NAZA-funded partners supporting high-quality programming, as well as the achievement of their Program Improvement Plan. Returning site staff are encouraged to attend additional trainings that will support the program's continued quality improvement.
- Attend at least three professional development opportunities, in addition to other required trainings, either in-person or online, from the following: Weikart online trainings, Exploring Data Training, NAZA's Learning Management System (LMS), or NAZA Learn, Engage, Develop (L.E.D.) Conference.

For each NAZA -funded partner, front-line and part-time staff working with youth are required to attend or complete several trainings. Please see the following for requirements:

Front-line and Part-time staff are required to attend the following trainings:

- Essential Operations training (only topics labeled and related to front-line and part-time staff)
- Positive Youth Development (new staff and staff who have not completed this requirement).
- Two (2) trainings on the Growth Practices

Front-line and Part-time staff strongly recommended trainings:

- Advanced Positive Youth Development
- Salesforce Student Management Systems
- Strategies for Employee Retention and Recruitment
- Any additional trainings offered to NAZA-funded partners supporting high-quality programming, as well as the achievement of their Program Improvement Plan. Returning site staff are encouraged to attend additional trainings that will support the program's continued quality improvement.
- Attend at least three professional development opportunities, in addition to other required trainings, either in-person or online, from the following: Weikart online trainings, Exploring Data Training, NAZA's Learning Management System (LMS), or NAZA Learn, Engage, Develop (L.E.D.) Conference.

13) SD **Evaluation Tools:**

All program directors/managers and site coordinators of NAZA-funded programs will participate in the **Program Quality Improvement (PQI)** cycle. Self-assessments will be required for both fall and spring semesters. External assessments may be scheduled per need and availability of external assessors.

The **Youth Program Quality Improvement (YPQI)** cycle is comprised of the following quality improvement activities, offered at no cost to Partners:

Grant contract between the Metropolitan Government of Nashville and Davidson County and Youth Changes, Contract # _____ July 1, 2024 – June 30, 2025

- a) **A baseline self-assessment** utilizing the Youth Program Quality Assessment (YPQA) or Social-Emotional Learning Program Quality Assessment (SEL PQA) tool. Program staff conduct pre-self-assessment of their program and enter results in YPQI's Scores Reporter.
 - b) Developing and uploading a **Program Improvement Plan** based on the results of all available YPQA or SELPQA assessment tools (i.e. self-assessments, external assessments, and Leading Indicator Survey results).
 - c) **A follow-up YPQA/SEL PQA self-assessment at the end of the school year**, also entered into Scores Reporter, and planning for the following fall semester based on the results of this assessment.
 - d) An external assessment will be conducted by assessors trained by Weikart Center every three years for returning partners unless otherwise requested. For new partners one external assessment will be conducted annually for the first three years.
 - e) The two assessments are reviewed to develop an understanding of how well the program is performing with regard to NAZA Quality Standards.
 - f) Additionally, NAZA-funded partners are required to administer YPQI's **Leading Indicators Survey, Youth** annually in the spring semester to youth enrolled at each site to capture youth experience with the program.
 - g) NAZA-funded partners are required to administer YPQI's as **Leading Indicators Survey, Staff** annually in the spring semester to capture the experiences of staff with the program.
 - h) NAZA-funded partners are also required to administer YPQI's **Leading Indicators Survey, Managers** annually in the spring semester to capture the experiences of administrators with the program.
 - i) NAZA-funded partners are also required to provide access to YPQI's **Leading Indicators Survey, Family** annually in the spring semester to attempt to capture the experiences of parents and guardians of youth in the program.
 - j) NAZA partners will have access to **students' school data** through the **data-sharing agreement** between NAZA/NPL and MNPS. Partners will be required to attend two trainings as soon as they become available on: 1) Responsible use of data, and 2) Understanding the academic data.
 - k) Partners will be required to sign the **data-sharing sub-agreement** (to be attached to the contract) of this document and adhere to all requirements under that document so that they can have access to student data.
- 14) SD **Youth Survey**: Recipient is required to administer a one-time **Leading Indicator Survey, Youth** to enrolled youth at each site in the spring semester
- 15) SB **Staff Survey (Director/Manager and Frontline)**: Recipient is required to administer a one-time **Leading Indicator Survey, Staff** by program staff the spring semester.
- 16) SD **Family Survey**: Recipient is required to provide families access to a one-time **Leading Indicator Survey, Family** by program administrators the spring semester.
- 17) Se **Compliance with MNPS Requirements**: Programs offered at participating Metro schools will operate in full compliance with MNPS requirements, including covid-related procedures, liability

Grant contract between the Metropolitan Government of Nashville and Davidson County and Youth Changes, Contract # _____ July 1, 2024 – June 30, 2025

insurance, criminal background checks, non-discrimination, ADA, and other related standard Metro requirements, confidentiality of student records per FERPA, operation as a non-profit, and transportation policies (as appropriate).

Operational Policies:

Recipient will operate in full compliance with the following policies and maintain relevant documentation to verify compliance with the policies. Recipient agrees to:

- Maintain an active 501(c)(3) registration unless the applicant is a public entity.
- Maintain up-to-date certificates verifying the following insurance: commercial general liability, sexual/abuse/sexual harassment, automobile liability (if applicable) and professional liability insurance with limits not less than one million dollars each occurrence. The Recipient shall provide an updated certificate of insurance upon expiration of the current certificate.
- Nondiscrimination, which precludes Recipient from discriminating on the basis of race, religion, creed, gender, gender identity, sexual orientation, national origin, color, age, and/or disability in admission, access to, or operation of programs, services, or activities. Note that Metro does not discriminate on the basis of race, religion, creed, gender, gender identity, sexual orientation, national origin, color, age, and/or disability in admission to, access to, or operation of programs, services, or activities. Metro does not discriminate in hiring or employment practices.
- Follow MNPS operating procedures on verification of criminal background checks on all program staff and volunteers. On school grounds, the MNPS criminal background check contractor shall be used for employees. As long as there is no break in service with the agency, staff will not be required to be fingerprinted yearly. If there is any break in service at all, or if they must go through a rehiring process, they are required to complete a background check including fingerprinting.
- Ensure that all educational records created, disclosed or maintained pursuant to the terms of this contract are confidential and shall be created, disclosed and maintained pursuant to the provisions of the Family Educational Rights and Privacy Act (20 U.S.C.A. s #1232g), its regulations and Board of Education policy.
- Appropriately spend Metro dollars, document the spending, and follow Metro guidelines for allowable costs. Recipient is responsible for properly documenting the spending under their contracts, organizing the documentation separately by year, and storing that documentation for three years for auditing purposes. The documents must be readily available for a Metro Audit.
- Meet NAZA's Minimum Quality Standards (see Annex 4) and maintain relevant documentation to verify compliance with the policies.
- Meet the 2024-2025 Performance Indicators specific to the Recipient (see Annex 6).
- Maintain accurate youth enrollment forms (Annex 7) and ensure that all youth have enrollment forms signed before they accept a youth into their program. Enrollment forms, as well as evidence to back up outputs and outcomes cited in narrative reports, must be maintained by the Recipient and stored for three years for auditing purposes. The documents must be readily available any time that the Metro requests them, including as part of an Audit.

Enrollment forms must be fully completed and accurate. Forms should include legitimate first and last names youth, their birthdates, student ID numbers, names of legal guardians and emergency contacts, and accurate addresses, phone numbers, e-mails and medical information (as needed) among other information pieces.

Grant contract between the Metropolitan Government of Nashville and Davidson County and Youth Changes, Contract # _____ July 1, 2024 – June 30, 2025

In summary, the Recipient will commit to the following:

1. Delivering quality afterschool (and summer, if chosen) programming for the fall and spring semesters in locations identified in Annex 8, aligned with MNPS scheduling;
2. Submitting daily attendance using the NAZA attendance tracking tool, keeping all data updated on a weekly basis, along with all supporting documentation. Ensure monthly attendance updates are in the system by the second working day of each month;
3. Serving at least 90 percent of the number of youth the Agency projected to serve for the 2024-2025 school year, reflecting ongoing youth recruitment activities, engaging programming, and strong communications with the school community; and
4. Full implementation of program quality requirements, including administration of the youth survey.

Violation or breach of this scope may result in Corrective Action. Continued violation could result in termination of the contract.

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

B. GRANT CONTRACT TERM:

- B.1. **Grant Contract Term.** The term of this Grant will be twelve (12) months, commencing on July 1, 2024 and ending on June 30, 2025. Metro will have no obligation for services rendered by the Recipient that are not performed within this term.
- B.2. **Extendable Grants.** This grant may be extended by 12 months, not exceed 60 months (with 12-month terms each time upon annual approval/availability of NAZA funds) . To be considered for extension, Recipients must meet the following conditions:
 - NAZA funded-partner for 5 years with no contract disruption or corrective action plan within the past 12 months;
 - Exhibit low-risk on Metro Risk Assessment tool;
 - Present annual audit covering the past 12 months, as of May 1st of the current year;
 - Pass annual compliance checks;
 - Meet performance indicators set in the contract.

Upon meeting all of the criteria above a grant contract extension may be offered annually through a contract amendment process.

C. PAYMENT TERMS AND CONDITIONS:

Grant contract between the Metropolitan Government of Nashville and Davidson County and Youth Changes, Contract # _____ July 1, 2024 – June 30, 2025

- C.1. **Maximum Liability.** In no event will Metro's maximum liability under this Grant Contract exceed \$ 95,160 (40 slots for afterschool, 40 slots for summer). The Grant Budget will constitute the maximum amount to be provided to the Recipient by Metro for all of the Recipient's obligations hereunder. The Grant Budget line items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Recipient.

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

- C.2. **Use of Funds.** NAZA funds may be used for educational purposes only; organizations funded by NAZA must not promote religious practices nor proselytize during programming time. Such activities may be offered by funded partners outside of their NAZA-funded program time. However, MNPS transportation and other NAZA resources will not be available, and youth who do not wish to participate must not be penalized in any way.

- C.3 **Payment Methodology.** The Recipient will only be compensated for actual costs based upon the Grant Budget and reconciliation reports, not to exceed the maximum liability established in Section C.1.

Recipient can expect to receive three payments during the contracted year. Each payment will be received no later than 30 days from the invoice date of the finalized and NAZA approved statement.

First invoice may include up to 50% of the total awarded amount as an advance request to enable programs to procure necessary supplies for beneficiary youth and hire qualified staff to enable proper programming from the beginning of the year.

The first invoice will be processed after the contract is filed with Metro Clerk and within 30 days from the date of the finalized and approved invoice receipt by NAZA.

The second invoice of up to 40% of the total awarded amount will be processed based on the actual expenditures of the programs. The invoice must be submitted by January 15th along with the second scheduled expenditure report.

The third and final invoice of up to 10% of the total awarded amount will be processed upon the receipt of the Year-End narrative and expenditure report due July 10th. Any invoice not received by the deadline date will not be processed and all remaining grant funds will expire. This final payment will equal the total actual spending for the contract year and cannot exceed the approved awarded amount. No invoice for 2024-2025 school year will be processed after July 10, 2025.

All actually reported expenditures must have backup documentation filed at the recipient organization for Metro Audit.

If the contract is terminated earlier or any funds remain unspent based on the reports, the unspent amounts will be returned to Metro.

Recipient must send all invoices to:

Nashville After Zone Alliance
615 Church St,
Nashville, TN 37219
or emailed to Teriz.Fahmy@nashville.gov

- C.4. **Reporting**

Grant contract between the Metropolitan Government of Nashville and Davidson County and Youth Changes, Contract # _____ July 1, 2024 – June 30, 2025

Expenditure Report. All Recipients will submit quarterly expenditure reports. Report templates will be provided by NAZA.

All grantees must submit expenditure reports four times a year to reconcile grant receipts with grant revenues. NAZA will monitor fund recipients for compliance with reporting requirements. Failure to comply with the reporting requirements would constitute a violation of the grant contract. The expenditure reports format is shown on Annex 2 attached to this contract. The quarterly expenditure reports are due on the 15th of October, January, and April, with the final report due July 10, 2025.

Said report must be in form and substance acceptable to Metro and must be prepared by a Certified Public Accounting Firm or the Chief Financial Officer of the Recipient Organization.

Program Report

All grantees must submit programmatic report once a year to explain how the grant has been used on behalf of the citizens of Davidson County. The report is due on July 10, 2025.

Failure to comply with the program reporting requirements would constitute a violation of the grant contract. NAZA will provide the template during the year.

- C.5. **Payment of Invoice.** The payment of any invoice by Metro will not prejudice Metro's right to object to the invoice or any other related matter. Any payment by Metro will neither be construed as acceptance of any part of the work or service provided nor as an approval of any of the costs included therein.
- C.6. **Unallowable Costs.** The Recipient's invoice may be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs. Utilization of Metro funding for services to non-Davidson County residents is not allowed.
- C.7. **Deductions.** Metro reserves the right to adjust any amounts which are or become due and payable to the Recipient by Metro under this or any Contract by deducting any amounts which are or become due and payable to Metro by the Recipient under this or any Contract.
- C.8. **Travel Compensation.** Payment to the Recipient for travel, meals, or lodging is subject to amounts and limitations specified in Metro's Travel Regulations and subject to the Grant Budget.
- C.9. **Electronic Payment.** Metro requires as a condition of this contract that the Recipient have on file with Metro a completed and signed "ACH Form for Electronic Payment". If Recipient has not previously submitted the form to Metro or if Recipient's information has changed, Recipient will have thirty (30) days to complete, sign, and return the form. Thereafter, all payments to the Recipient, under this or any other contract the Recipient has with Metro, must be made electronically.
- D. **STANDARD TERMS AND CONDITIONS:**
 - D.1. **Required Approvals.** Metro is not bound by this Grant Contract until it is approved by the appropriate Metro representatives as indicated on the signature page of this Grant.
 - D.2. **Modification and Amendment.** This Grant Contract may be modified only by a written amendment that has been approved in accordance with all Metro procedures and by appropriate legislation of the Metropolitan Council.
 - D.3. **Termination for Cause.** Metro shall have the right to terminate this Grant Contract immediately if Metro determines that Recipient, its employees or principals have engaged in conduct or violated

Grant contract between the Metropolitan Government of Nashville and Davidson County and Youth Changes, Contract # _____ July 1, 2024 – June 30, 2025

any federal, state or local laws which affect the ability of Recipient to effectively provide services under this Grant Contract. Should the Recipient fail to properly perform its obligations under this Grant Contract or if the Recipient violates any terms of this Grant Contract, Metro will have the right to immediately terminate the Grant Contract and the Recipient must return to Metro any and all grant monies for services or programs under the grant not performed as of the termination date. The Recipient must also return to Metro any and all funds expended for purposes contrary to the terms of the Grant Contract. Such termination will not relieve the Recipient of any liability to Metro for damages sustained by virtue of any breach by the Recipient.

- D.4. **Termination—Notice.** Metro may terminate this Grant Contract without cause for any reason. Said termination shall not be deemed a Breach of Contract by the Recipient. Metro shall give the Recipient at least thirty (30) days written notice before the effective termination date.
- D.5. **Termination –Funding.** This Grant Contract is subject to the appropriation and availability of local, State and/or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, Metro shall have the right to terminate this Grant Contract immediately upon written notice to the Recipient. Upon receipt of the written notice, the Recipient shall cease all work associated with this Grant Contract on or before the effective termination date specified in the written notice. Should such an event occur, the Recipient shall be entitled to compensation for all satisfactory and authorized services completed as of the effective termination date. The Recipient shall be responsible for repayment of any funds already received in excess of satisfactory and authorized services completed as of the effective termination date.
- D.6. **Subcontracting.** The Recipient may not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of Metro. Notwithstanding any use of approved subcontractors, the Recipient will be considered the prime Recipient and will be responsible for all work performed.
- D.7. **Conflicts of Interest.** The Recipient warrants that no part of the total Grant Amount will be paid directly or indirectly to an employee or official of Metro as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Recipient in connection with any work completed or performed relative to this Grant Contract.
- D.8. **Nondiscrimination.** The Recipient hereby agrees, warrants, and assures that no person will be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Recipient on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification which is in violation of applicable laws. The Recipient must, upon request, show proof of such nondiscrimination and must post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.9. **Records.** The Recipient must maintain documentation for all charges to Metro under this Grant Contract. The books, records, and documents of the Recipient, insofar as they relate to work performed or money received under this Grant Contract, must be maintained for a period of three (3) full years from the date of the final payment or until the Recipient engages a licensed independent public accountant to perform an audit of its activities. The books, records, and documents of the Recipient insofar as they relate to work performed or money received under this Grant Contract are subject to audit at any reasonable time and upon reasonable notice by Metro or its duly appointed representatives. Records must be maintained in accordance with the standards outlined in the Non-Profit Grants Manual. The financial statements must be prepared in accordance with generally accepted accounting principles.
- D.10. **Monitoring.** The Recipient's activities conducted and records maintained pursuant to this Grant Contract are subject to monitoring and evaluation by The Metropolitan Office of Financial Accountability or Metro's duly appointed representatives. The Recipient must make all audit,

Grant contract between the Metropolitan Government of Nashville and Davidson County and Youth Changes, Contract # _____ July 1, 2024 – June 30, 2025

accounting, or financial records, notes, and other documents pertinent to this grant available for review by the Metropolitan Office of Financial Accountability, Internal Audit or Metro's representatives, upon request, during normal working hours.

- D.11. **Narrative Reporting.** The Recipient must submit a Year-End Program Report, to be received by July 10th. Said report shall detail the outcome of the activities funded under this Grant Contract.
- D.12. **Financial Reporting.** The Recipient must submit quarterly expenditure report for the 2024-2025 programming year to reconcile grant receipts with grant revenues. Reports must be received no later than the 15th day of October, January, and April and July 10 of FY '25 (July 1, 2024 – June 30, 2025).
- D.13. **Strict Performance.** Failure by Metro to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this agreement is not a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Grant Contract is considered to be waived, modified, or deleted except by a written amendment by the appropriate parties as indicated on the signature page of this Grant.
- D.14. **Insurance.** The Recipient agrees to carry adequate public liability and other appropriate forms of insurance, and to pay all applicable taxes incident to this Grant Contract

D.14.1 Proof of Insurance

During the term of this Contract, for any and all awards, CONTRACTOR shall, at its sole expense, obtain and maintain in full force and effect for the duration of this Contract, including any extension, the types and amounts of insurance identified below by a checked box. Proof of insurance shall be required naming METRO as additional insured and identifying the Purchase Order on the Acord document.

D.14.2 General Liability Insurance

In the amount of one million (\$1,000,000.00) dollars

D.14.3 Automobile Liability Insurance

In the amount of one million (\$1,000,000.00) dollars (if vendor will be making on-site deliveries)

D.14.4 Worker's Compensation Insurance

With statutory limits required by the State of Tennessee or other applicable laws and Employer's Liability Insurance with limits of no less than one hundred thousand (\$100,000.00) dollars, as required by the laws of Tennessee (Not required for companies with fewer than five (5) employees).

D.14.5 Sexual Molestation and Abuse Insurance

In the amount of one million (\$1,000,000.00) dollars.

D.14.6 Such insurance shall:

Contain or be endorsed to contain a provision that includes METRO, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of work or operations performed by or on behalf of the CONTRACTOR including materials, parts, or equipment furnished in connection with such work or operations. The coverage shall contain no special limitations on the scope of its protection afforded to the above-listed insureds.

For any claims related to this agreement, CONTRACTOR'S insurance coverage shall be primary insurance as respects METRO, its officers, officials, employees, and volunteers. Any insurance or self-insurance programs covering METRO, its officials, officers, employees, and volunteers shall be excess of CONTRACTOR'S insurance and shall not contribute with it.

Grant contract between the Metropolitan Government of Nashville and Davidson County and Youth Changes, Contract # _____ July 1, 2024 – June 30, 2025

Automotive Liability Insurance including vehicles owned, hired, and non-owned. Said insurance shall include coverage for loading and unloading hazards. Insurance shall contain or be endorsed to contain a provision that includes METRO, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of automobiles owned, leased, hired, or borrowed by or on behalf of CONTRACTOR.

Worker's Compensation (if applicable), CONTRACTOR shall maintain workers' compensation insurance with statutory limits as required by the State of Tennessee or other applicable laws and employers' liability insurance. CONTRACTOR shall require each of its subcontractors to provide Workers' Compensation for all of the latter's employees to be engaged in such work unless such employees are covered by CONTRACTOR'S workers' compensation insurance coverage.

D.14.7

Prior to commencement of services, CONTRACTOR shall furnish METRO with original certificates and amendatory endorsements affecting coverage required by this section and provide that such insurance shall not be cancelled, allowed to expire, or be materially reduced in coverage except on 30 days' prior written notice to:

DEPARTMENT OF LAW
INSURANCE AND RISK MANAGEMENT
METROPOLITAN COURTHOUSE, SUITE 108
PO BOX 196300
NASHVILLE, TN 37219-6300

Provide certified copies of endorsements and policies if requested by METRO in lieu of or in addition to certificates of insurance.

Replace certificates, policies, and/or endorsements for any such insurance expiring prior to completion of services. Maintain such insurance from the time services commence until services are completed and attach the certificates of insurance in the METRO system. Failure to maintain or renew coverage or to provide evidence of renewal may be treated by METRO as a material breach of contract.

Place such insurance with insurer licensed to business in Tennessee and having A.M. Best Company ratings of no less than A-. Modification of this standard may be considered upon appeal to the METRO Director of Risk Management Services.

Require all subcontractors to maintain during the term of the agreement Commercial General Liability insurance, Business Automobile Liability insurance, and Worker's Compensation/Employers Liability insurance (unless subcontractor's employees are covered by CONTRACTOR'S insurance) in the same manner as specified for CONTRACTOR. CONTRACTOR shall file subcontractor's certificates of insurance in METRO's system.

Any deductibles and/or self-insured retentions greater than \$10,000.00 must be disclosed to and approved by METRO prior to the commencement of services.

If the CONTRACTOR has or obtains primary or excess policy(ies), there shall be no gap between the limits of the primary policy and the deductible features of the excess policies.

- D.15. **Metro Liability.** Metro will have no liability except as specifically provided in this Grant Contract.
- D.16. **Independent Contractor.** Nothing herein will in any way be construed or intended to create a partnership or joint venture between the Recipient and Metro or to create the relationship of

Grant contract between the Metropolitan Government of Nashville and Davidson County and Youth Changes, Contract # _____ July 1, 2024 – June 30, 2025

principal and agent between or among the Recipient and Metro. The Recipient must not hold itself out in a manner contrary to the terms of this paragraph. Metro will not become liable for any representation, act, or omission of any other party contrary to the terms of this paragraph.

D.17. Indemnification and Hold Harmless.

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

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

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

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

D.18. 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 Grant Contract arising from a Force Majeure Event is not a breach under this Grant 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. Recipient 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.19. State, Local and Federal Compliance. The Recipient agrees to comply with all applicable federal, state and local laws and regulations in the performance of this Grant Contract. Metro shall have the right to terminate this Grant Contract at any time for failure of Recipient to comply with applicable federal, state or local laws in connection with the performance of services under this Grant Contract.

D.20. Governing Law and Venue. The validity, construction and effect of this Grant Contract and any and all extensions and/or modifications thereof will be governed by and construed in accordance with the laws of the State of Tennessee. The venue for legal action concerning this Grant Contract will be in the courts of Davidson County, Tennessee.

D.21. 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.22. Headings. Section headings are for reference purposes only and will not be construed as part of this Grant Contract.

D.23. Metro Interest in Equipment. The Recipient will take legal title to all equipment and to all motor vehicles, hereinafter referred to as "equipment," purchased totally or in part with funds provided

Grant contract between the Metropolitan Government of Nashville and Davidson County and Youth Changes, Contract # _____ July 1, 2024 – June 30, 2025

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

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

D.24. **Assignment—Consent Required.** The provisions of this contract will inure to the benefit of and will be binding upon the respective successors and assignees of the parties hereto. Except for the rights of money due to Recipient under this contract, neither this contract nor any of the rights and obligations of Recipient hereunder may be assigned or transferred in whole or in part without the prior written consent of Metro. Any such assignment or transfer will not release Recipient from its obligations hereunder. Notice of assignment of any rights to money due to Recipient under this Contract must be sent to the attention of the Metro Department of Finance.

D.25. **Gratuities and Kickbacks.** It will be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparations of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore. It will be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or a person associated therewith, as an inducement for the award of a subcontract or order. Breach of the provisions of this paragraph is, in addition to a breach of this contract, a breach of ethical standards which may result in civil or criminal sanction and/or debarment or suspension from participation in Metropolitan Government contracts.

D.26. **Communications and Contacts.** All instructions, notices, consents, demands, or other communications from the Recipient required or contemplated by this Grant Contract must be in writing and must be made by facsimile transmission, or by first class mail, addressed to the respective party at the appropriate facsimile number or address as set forth below or to such other party, facsimile number, or address as may be hereafter specified by written notice.

Metro

For contract-related matters:
Nashville Public Library
NAZA Communications Manager
615 Church Street
Nashville, TN 37219
(615) 862-5894

For inquiries regarding invoices:
Nashville Public Library
NAZA Procurement Officer
615 Church Street
Nashville, TN 37219
615-862-5800 ext. 73731

Recipient

Grant contract between the Metropolitan Government of Nashville and Davidson County and Youth Changes, Contract # _____ July 1, 2024 – June 30, 2025

Teia Davis, Executive Director
Youth Changes
366 West Main. st suite 5c
Hendersonville, TN 37075
615-972-9796

D.27. Lobbying. The Recipient certifies, to the best of its knowledge and belief, that:

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

D.28. Certification Regarding Debarment and Convictions.

- a. Recipient certifies that Recipient, and its current and future principals:
 - i. are not presently debarred, suspended, or proposed for debarment from participation in any federal or state grant program;
 - ii. have not within a three (3) year period preceding this Grant Contract been convicted of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) grant;
 - iii. have not within a three (3) year period preceding this Grant Contract been convicted of embezzlement, obstruction of justice, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and
 - iii. are not presently indicted or otherwise criminally charged by a government entity (federal, state, or local) with commission of any of the offenses detailed in sections D.25(a)(ii) and D.25(a)(iii) of this certification.
- b. Recipient shall provide immediate written notice to Metro if at any time Recipient learns that there was an earlier failure to disclose information or that due to changed circumstances, its principals fall under any of the prohibitions of Section D.25(a).

Grant contract between the Metropolitan Government of Nashville and Davidson County and Youth Changes, Contract # _____ July 1, 2024 – June 30, 2025

D.29. **Effective Date.** This contract will not be binding upon the parties until it has been signed first by the Recipient and then by the authorized representatives of the Metropolitan Government and has been filed in the office of the Metropolitan Clerk. When it has been so signed and filed, this contract will be effective as of the date first written above.

Annexes

The following annexes constitute part of this contract:

Annex 1 – Metro Invoice Template

Annex 5 – Partner Data-Sharing Sub-Agreement

Annex 2 – Expenditure Report Template

Annex 6 – Performance Indicators

Annex 3 – Budget

Annex 7 – Enrollment forms

Annex 4 – Minimum Standards for NAZA funding

Annex 8 – Program site/s

(THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK.)

Grant contract between the Metropolitan Government of Nashville and Davidson County and Youth Changes, Contract # _____ July 1, 2024 – June 30, 2025

THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY:

APPROVED AS TO AVAILABILITY OF FUNDS:

Signed by:

Kevin Crumbo/mjw

62377A2A8742460...
Director of Finance

APPROVED AS TO RISK AND INSURANCE:

DocuSigned by:

Balogun Cobb

8884BF42FB744C...
Director of Insurance

APPROVED AS TO FORM AND LEGALITY:

DocuSigned by:

Macy Amos

122C5A9A0F944D...
Metropolitan Attorney

FILED IN THE OFFICE OF THE CLERK:

Metropolitan Clerk

NASHVILLE PUBLIC LIBRARY

DocuSigned by:

Terri Luke

7/8/2024

EE495PDP376345...
Interim Library Director

RECIPIENT: Youth Changes

By (Signature):

Sherron Davis

Authorized Officer Name: *Conley Wilkes*
Title: *Notary Public*

Sworn to and subscribed to before me a Notary Public, this 5th day of July, 2024

Notary Public

Conley Wilkes




My Commission expires July 2/2026

Metropolitan Government of Nashville and Davidson County/Nashville Public Library/ NAZA

Funds For FY 2025 Program

ORGANIZATION NAME	Youth Changes	CONTRACT # (Office Use):			
PROGRAM NAME	workBaseLea	START DATE:	7/1/2024		
ADDRESS	350 Hart Lane	END DATE:	6/30/2025		
CITY, STATE & ZIP	Nashville, TN 37207	CONTACT PERSON	Teia Davis		
FEDERAL ID # (EIN)	20-8150022	CONTACT TELEPHONE	615-972-9796		
COST CATEGORIES	TOTAL BUDGET REQUEST	BUDGET EXPLANATION/DETAILS		OTHER FUNDING	Grantor name
After-School Programs		After-school program starts 09/03/2024 Per slot rate for afterschool is \$1,355			
Salaries and Wages	26,880.00	Afterschool August 2024- May 2025(M-Thurs) (1) Lead Coordinator 280hrsx\$20= \$5600 (2) site coordinatos280hrsx \$15= \$8400 CEO (1) 368 hrs x \$35 =\$12,880			
Benefits and Taxes	1,243.00	Payroll taxes for all staff , TN tax and SUI rate			
Total Personnel Expenses	28,123.00				
Office Supplies	1,623.00	ink paper,pens, wifi			
Communications	1,900.00	media broad castings, social media marketing, email paltform			
Postage and Shipping	200.00	postage, shipping			
Occupancy	2,710.00	Storage space			
Equipment Rental and Maintenance	0.00				
Printing and Publications	300.00	Video publications for youth Thanksgiviings, Christmas, Valentines Events			
Travel/Conferences & Meetings	3,594.00	National Leadership seminars, for 2 attendees, tickets			
Insurance	1,500.00	cost o f insurance			
Direct youth costs (learning supplies, learning software, programs, games, food, etc.)	5,200.00	40 youth-Workbbok curriculum Thanksgiving, Christmas,Valentines back pack and school supplies			
After School/SummerTransportation	2,000.00	Transportation to events and Showcases (if applicable)			
Field Trips	3,800.00	40 youth average c/ \$40 Skate Rink, Bowilng Alley, Miniture Golf, Horse Back Riding,Civ			
Professional Fees/Enchancements	3,250.00	Art, Music, Toast/Leadership Master (\$200 per school)			
Other Non-Personnel	0.00				
	0.00	Partners can choose to budget either separate line items above or request an indirect cost of up to 20% of their total budget. The Indirect cost requests must be accompanied by agency's cost allocation plan.			
Total Non-personnel	26,077.00				
Afterschool sub-total	54,200.00				

		Summer program funded in this cycle is July 1-31,2024 and June 1- 30, 2025 Per slot rate for summer to be calculated at \$8 an hour per slot. Maximum cost per youth slot for summer program is \$320 per week for partners programming 5 days per week for 8 hours per day.		
Salaries and Wages	16,000.00	Summer July 2024 10am- 2pm Camp Counselors (2) 80 hrsx\$18= \$2880 5 days (Mon-Fri) Certified Teacher (1) 80hrsx \$20=\$1600 CEO (1) 200 hrs x \$35 a week \$7040		
Benefits and Taxes	1,600.00	Payroll taxes for all staff, Tn tax and SUI rate		
Total Personnel Expenses	17,600.00			
Office Supplies	2,000.00	ink,pins,paper,wifi July 2024/ June 2025		
Communications	500.00	media marketing \$250 and broad casting \$250 Summer July 2024/June 2025		
Postage and Shipping	0.00			
Occupancy	3,000.00	lease of space \$1500 storage space \$1500 for July 2024 and June 2025		
Equipment Rental and Maintenance	1,500.00	equipment, rental, maintence for July 2024 and June 2025		
Printing and Publications	1,232.00	Video printing, policys, publications for July 2024 anfd June 2025		
Travel/Conferences & Meetings	2,048.00	transportation, lodging,for conference, meetings, seminars		
Insurance	2,700.00	cost of insurance required for Summer July 2024 and June 2025		
Direct youth costs (learning supplies, learning software, programs, games, food, etc.)	6,380.00	Entreprenuer Workbooks-\$2000.00 camp caps-\$10, t-shirt \$10, water bottle \$12 camp bag \$10 Stem/Math-\$3120		
Field Trips	2,000.00	30 youth average cost 30 subject to change) skating Rink, Adventure Science Museum,		
Professional Fees/Enhancement partners	2,000.00	Average \$500 p/enhancement partner (4-6) Art, Comedy ,Drama, Literacy, Leader / You		
Other Non-Personnel	0.00			
Indirect Cost	0.00	Partners can choose to budget either separate line items above or request an indirect cost of up to 20% of their total budget. The Indirect cost requests must be accompanied by agency's cost allocation plan.		
Total Non-personnel	23,360.00			
Summer sub-total	40,960.00			
TOTAL	95,160.00			
RECIPIENT				
AUTHORIZED SIGNATURE:				
TITLE	Executive Director			
DATE	8/29/2024			

[NAZA Annex 8 - 2024-2025 Finalized Entries](#)

Response ID: [19531](#)

Submitted Date: 2024-08-29 18:09:53

Completion Time: 7 min.

Name of Organization

Youth Changes

Days of Week of Afterschool Program

4 days per week

Afterschool site plan

School Site

Are you conducting summer programming?

Yes

Afterschool Program Name

Youth Changes Work-Base Learning

Name of School Site Location

Jere Baxter Middle School

Address of School Program Site

350 Hart Lane Nashville, Tn. 37207

School Partnership Level

Renewing Partnership

Number of youths targeted for site

20

Type of transportation needed?

MNPS Evening Bus

Name of School Site Location

Liberty Collegiate Academy

Address of School Program Site

3515 Gallatin Pike, Nashville, TN 37216

School Partnership Level

New Partnership

Number of youths targeted for site

20

Type of transportation needed?

3rd Party School Bus (Charter Schools Only)

Summer Program Name

Youth Changes Work-Base Learning

Name of Summer Site Location

Olivet Missionary Baptist Church

Summer Location address

144 Ewing Dr. Nashville, Tn. 37207

Number of summer youth targeted for site (If applicable, include total for July 2024 & June 2025)

20

Name of Summer Site Location

Edgehill Community Room

Summer Location address

1277 12th Ave S Nashville, Tn. 37203

Number of summer youth targeted for site (If applicable, include total for July 2024 & June 2025)

20

Proposed months of Summer programming

Both

Will the organization's July 2024 and June 2025 programming have different timeframes?

No

Weeks of Programming

8 weeks

Days per Week of Summer Program

4 days per week

Hours per Day

4 hours

Programming Time Frame

10:00am - 2:00pm



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

DEPARTMENT OF FINANCE
700 2ND AVENUE SOUTH, SUITE 201
NASHVILLE, TENNESSEE 37210

**Metropolitan Government of Nashville and Davidson County
Recipient of Direct Appropriation
Certifications of Assurance**

Recipient Name

As a condition of receipt of this funding, the Recipient assures that it will comply fully with the provisions of the following laws.

- The Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. Section 12116;
- Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, and national origin;
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

CERTIFICATION REGARDING LOBBYING - Certification for Contracts, Grants, Loans, and Cooperative Agreements

By accepting this funding, the signee hereby certifies, to the best of his or her knowledge and belief, that:

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

Teia Davis

Signature of Authorized Representative
 Name: Teia davis
 Title: Executive Director
 Agency Name: Youth Changes
 Date: April, 14th 2024

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY



Department of Finance
700 President Ronald Reagan Way, STE 201
Nashville, Tennessee 37210

**Metropolitan Government of Nashville and Davidson County
Recipient of Metro Grant Funding
Non-Profit Grants Manual Receipt Acknowledgement**

Recipient Name:

As a condition of receipt of this funding, the recipient acknowledges the following:

- Receipt of the Non-Profit Grants Manual, updated February 2, 2023, issued by the Division of Grants and Accountability. Electronic version can be located at the following: [Non-Profit Grant Resources](#)
- The recipient has read, understands and hereby affirms that the agency will adhere to the requirements and expectations outlined within the Non-Profit Grants Manual.
- The recipient understands that if the organization has any questions regarding the Non-Profit Grants Manual or its content, they will consult with the Metro department that awarded their grant.

**Note to Organizations: Please read the Non-Profits Grants Manual carefully to ensure that you understand the requirements and expectations before signing this document.*

Teia Davis

Signature of Authorized Representative

Name: Teia Davis

Title: Executive Director

Agency Name: Youth Changes

Date: April 13th, 2024

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

JUN 14 2007

Date:

YOUTH CHANGES C/O
Teia W. Davis
131 Herons Nest Ln.
Hendersonville, TN
37075

Employer Identification Number:
20-8150022
DLN:
17053016027037
Contact Person: SANDRA MAK ID# 95023
Contact Telephone Number:
(877) 829-5500 Accounting
Period Ending:
December 31 Public
Charity Status:
170 (b) (1) (A) (vi)
Form 990 Required:
yes
Effective Date of Exemption:
June 1, 2007 Contribution
Deductibility:
Yes Advance Ruling Ending
Date:
December 31, 2014

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)

Youth Changes's By-Laws and Articles

ARTICLE I

Authority

Youth Changes founded in Davidson Co. Nashville, TN, on Febuary 01, 2007;
P.O. Box 111974 by Sherron Davis

Having taken upon ourselves the mission of uniting and consolidating the community in the Davidson County greater Metropolitan Nashville area of Tennessee.

In the sacred work of promoting the interest of humanity and our common values.

As well as developing the mental and moral character of our young people ages 0-17 with the loftiest principals of Honor, self respect . And above all to promote the principles of Truth, Friendship and Love.

Therefore we the original Principal Members of this organization, acting under and by virtue of the authority vested in us by the United States Constitution, have enacted the following constitution and by-laws for the governing of this organization and all others placed under our jurisdiction.

Adopted this day of , Febuary 01,2007

ARTICLE II

"Youth Changes"

Section 11 By virtue of certification, and being registered with the State of Tennessee in accordance with articles of incorporation, the previously mentioned Organization shall be known and referred to as "Youth Changes."

Section 2: The powers of the Organization will be as such as any democratic governing body with an Executive body, acting in parliamentary procedures. Its powers will preside over all its members and departments..

Section 3: It will be the responsibility of the Principal members to see that all members are fully acquainted with and understand the By-Laws of the Organization.

Section 4: The foundation of this Organization must possess the power and authority to create, enact, and govern as it seems fit and proper. To be able to make rules and regulations for the best interest of its members. Also it must be able to amend, repeal or set aside laws, rules, and regulations temporarily, for the welfare of its members as long as the laws of the State of Tennessee and the United States as they relate are kept intact and unfettered.

Section 5: As necessary to maintain order and standard, the three Principals and presiding officers will make certain that they are familiar with or acquire any pertinent information necessary to operating a Non-Profit Organization in the State of Tennessee and the United States as proclaimed by the Internal Revenue Service and appropriate government regulations.

ARTICLE III

Objectives

Section 5: By bringing the public and private sectors together to educate our youth on the on the ever changing world in which we live; by investing heavily in education today we can strengthen families and their bond to communities to build safer, smarter, more productive adults.

Prepare, Empower, Educate, Motivate, Build, Support through mentoring, H.E.R.E Program, Work-Base Learning Program. housing counseling. economic workforce development,

community engagement, providing wrap around services, transportation, business develop. .employment services, entrepreneur education,

To extend a helping hand in the time of need, prays for the sick and suffering, to affect equity access and justice. Youth Changes creates a Just Community

To do any and all things conducive to the service, betterment, and ultimate welfare of young people everywhere.

ARTICLE IV Membership

Section 6: All officials, appointees, and board members shall be elected and appointed from the community and related professions in good standing. For those who cannot uphold there responsibilities as teachers and members will and can remove themselves with no problems. Each member teacher and Board shall donate 25 dollars to support the organization each month in a twelve twelve calendar cycle.

ARTICLE V Government

Section 7: The Organizations shall be constituted and governed by the following: The two Principals Founder and Executive Director. And the officers they appoint or elect; Trustee, Secretary, Treasurer, Public Relations Officer and Lead Legal Advisor. There will be no discremenation of any kind color nor any race

ARTICLE VI Term of Office

Section 8: The term of office shall be one years for all elected and appointed officers with the option to succeed them.

Each teacher that teaches a program is responsible for there own program for

and grant application to fund that program. which is to be turned in to the Executive Director for submission to get funding through grantees. Funds shall only be used for program purposes. Youth Changes has the right to keep any program is ceated by any teacher for a year if that teacher leaves the organization.

Article VII

Election

Section 9: All officers shall be elected at the first business meeting in December.

Nominations shall be made from the floor, or a nominating committee.

The Founder/Ceo can never be removed from office.

The voting body of the organization shall consist of all regular members of the board and or the three Principals.

No person, even though serving in more than one capacity, may cast more than one vote. All votes shall be cast in person, and members must be present to be elected to office.

Any eligible members who shall receive the majority or all votes cast shall be declared elected.

At least two Principals must be present and shall preside over any election. After a majority consensus of the Principals is reached, any one of the Principals may carry out an appointment or dismissal to a post, position or office.

All officers of the organization shall be installed in their respective office before the conclusion of the election by qualified officer.

Article VIII

Duties

Section 10: All members of the organization and other departments connected there with it shall be subordinate to the three principals so long as they act in conformity with the organizations By Laws and all stipulations rules, and laws presented and in acted by the IRS and all laws there pertaining to Non-profit organizations in the US

Article 9

For by-laws

for

YOUTH CHANGES

"This association is organized exclusively for Youth Changes a charitable purpose within the meaning of section 501(c)(3) of the Internal Revenue Code."

"Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (a) by a association exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law) or (b) by a corporation contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or corresponding provision of any corresponding provision of any future United States Internal Revenue Law)."

"Upon the dissolution of this association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future federal tax code, or shall be distributed the Federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed by the Court of Common Pleas of the county in which the principal office of the association is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes."

Adopted this day of May 31,2007

Founder Sherron Davis _____

ARTICLE X Point of Order

The normal rules of parliamentary procedures shall prevail at all the meetings and committees the majority rules. No one member of Youth Changes can act in a decision making capacity except the CEO and Executive Director outside there day to day roles without at least one other of the original three has received a verbal, and written notice of said action.

BOARD MEMBERS

Executive Director: Teia Wilson Davis

Founder: Sherron Davis

Chaplin: Chad Coffee

Treasury: Williemaë German

Vice President: Eboneë Lumpkin

Members

__Tasha Lumpkin__ __Brenda Morrow__

__Yannie Rucker__ __Deborah Prowell__

Derrick Sanders __Sheena Smith__

Tennessee Secretary of State
Tre Hargett



Division of Business and Charitable Organizations
312 Rosa L. Parks Avenue, 6th Floor
Nashville, Tennessee 37243-1102

April 14, 2024

Mrs. TEIA DAVIS
131 HERONS NEST LANE
HENDERSONVILLE, TN 37075

RE: Registration to Solicit Funds for Charitable Purposes
Organization Name: YOUTH CHANGES
CO Number: CO10156
Renewal Date: 06/30/2024

Dear Mrs. TEIA DAVIS :

Pursuant to the Tennessee Charitable Solicitations Act, T.C.A. § 48-101-501, *et seq.* the Tennessee Secretary of State has reviewed your application and is pleased to announce your organization's registration to solicit contributions has been **approved**.

The organization must maintain statutory compliance by submitting a renewal application and required fees on an annual basis. At that time you may be required to submit tax filings, financial statements, proof of IRS status, and other documents related to your organization and its fundraising activities. You can find additional information and submit additional filings online at <https://sos.tn.gov/charities>. The "CO" Number listed above will serve as your organization's charitable registration number and should be used when submitting any charitable filings or correspondence.

Please also be advised that if the organization's application or other provided information includes false, misleading or deceptive statements, appropriate action will be taken. Pursuant to the Tennessee Charitable Solicitations Act, a civil penalty of up to five thousand dollars (\$5,000.00) may be assessed for any violation.

Thank you for registering your organization and please do not hesitate to contact us with any questions.

Sincerely,

A handwritten signature in black ink that reads "Tre Hargett".

Tre Hargett
Secretary of State

Tracking Number
2023120748

Application to Renew Registration of a Charitable Organization



Tre Hargett
Secretary of State

Division of Business and Charitable Organizations

Department of State

State of Tennessee

312 Rosa L. Parks Avenue, 6th Floor

Nashville, Tennessee 37243

Phone: 615-741-2555

Fax: 615-253-5173

sos.tn.gov/charities

CO Number: CO10156
Filed: 07/31/2023 04:22 PM
Tre Hargett
Secretary of State

Organization Information

Legal Name of the Charitable Organization: YOUTH CHANGES

Legal entity type of the Organization: Corporation

Business Services Control Number: 000810999

FEIN: 20-8150022

CO Number: CO10156

Initial Registration Date: 01/14/2008

Renewal Date: 06/30/2023

Has your fiscal year ending month changed since your last renewal?

Yes No

Fiscal Year Ending Month: December

When and where was the organization legally established

Date: 02/01/2007

Country: USA

City/State: HENDERSONVILLE, TN

County: Davidson

Has your Principal Office address changed since your last renewal?

Yes No

Principal Office Address

366 WEST MAIN STREET
USA, HENDERSONVILLE, TN 37075

Has your Mailing address changed since your last renewal?

Yes No

Mailing Office Address

131 HERONS NEST LANE
USA, HENDERSONVILLE, TN 37075

Contact Information for the Charitable Organization

Contact Name: Mrs. TEIA DAVIS

Telephone Number: (615) 972-9796

Email: YOUTHCHANGES@YAHOO.COM

Website: <http://youthchanges.org>

Current names used by the charity organization

Do you need to modify other names that the charity solicits under?

Yes No

Other names used by your organization

YC EVENT TRUCK
YOUTH CHANGES MOBLIE RETAIL STORE
YOUTH CHANGES EVENT BUS
YOUTH CHANGES HAWAII
ARMANEEES SALON & BEAUTY BAR

Has the organization registered in any other state(s)?

Yes No

Other States

HI

Does the charity have other offices, chapters, branches, affiliates or a parent?

Yes No

The category that best describes your organization

B - Educational Institutions & Related Activities

The charitable purpose of the organization

Preparing today's you to be tomorrow's leaders. By bringing the public and private sectors together to educate our youth on the ever changing world we live by investing heavily in prevention and education today. Fund raising to support programs

Tax & Financial Information

Has your tax exempt status changed since your last renewal?

Yes No

Last Fiscal Year Start: December 2021

Last Fiscal Year End: December 2022

Type of 990 Tax Form Filed: 990 (Long Form)

Gross Revenue

Direct and Indirect Public Contributions	\$ 4,777,250.00
Government Grants	\$ 0.00
Program Service Revenue	\$ 0.00
Special Events and Activities	\$ 0.00
Gross Sales of Inventory	\$ 0.00
Other Revenue	\$ 0.00
Total Revenue	\$ 4,777,250.00

Expenses

Total Program Expenses	\$ 497,077.00
Direct Expenses from Special Events	\$ 0.00
Cost of Goods Sold	\$ 0.00
Management and General Expenses	\$ 0.00
Fundraising Expenses	\$ 0.00
Other Expenses	\$ 0.00
<hr/> Total Expenses <hr/>	<hr/> \$ 497,077.00 <hr/>
 Excess/Deficit For the Year (Total Revenue - Total Expenses)	 \$ 4,280,173.00

Changes in Net Assets/Fund Balances

Net Assets/Fund Balances at Beginning of Year	\$ 120,119.00
Other Changes in Net Assets or Fund Balances	\$ 0.00
Net Assets/Fund Balances	\$ 120,119.00
Total Liabilities at End of Year	\$ 100,767.00
Net Assets/Fund Balances at End of Year	\$ 100,767.00

Solicitation Information

Have you been enjoined by any court from soliciting contributions?

Yes No

Does your organization contract with or otherwise engage the services of any outside fundraising professional (such as a "professional fund-raiser," "paid solicitor," "fund raising counsel," or "commercial co-venturer")?

Yes No

Officer Information

Do you need to modify the current officers?

Yes No

List each officer, director, and trustee (at least 2 officers are required, and you must list officers who have or share the following titles: "Chief Financial Officer", "Custodian of Contributions", "Custodian of Final Distributions")

Mr. Sherron Davis
P.O. Box 111974
Nashville, TN 37222, USA
Title(s): Board Member

Mrs. Teia Davis
131 Herons Nest Lane
Hendersonville, TN 37075, USA
Title(s): Chief Executive Officer, Custodian of Contributions, Custodian of Final Distributions

Has any officer, director, manager, operator, or principal of the organization been the subject of an injunction, judgement, or administrative order or been convicted of a felony?

Yes No

Signature

I certify that the statements in this registration statement and all supplemental forms, documents, and continuation sheets are true and correct to the best of my knowledge and belief.

I (Chief Fiscal Officer, Treasurer, or Officer) certify, under penalty of perjury, that the above information is true and correct.

Signed Electronically: Teia Davis

Date: 07/02/2023

Title: Custodian of Final Distributions

I certify that the statements in this registration statement and all supplemental forms, documents, and continuation sheets are true and correct to the best of my knowledge and belief.

I (Chief Fiscal Officer, Treasurer, or Officer) certify, under penalty of perjury, that the above information is true and correct.

Signed Electronically: Sherron Davis

Date: 07/02/2023

Title: Board Member



Tre Hargett
Secretary of State

Division of Business and Charitable Organizations

Department of State

State of Tennessee
312 Rosa L. Parks Avenue, 6th Floor
Nashville, Tennessee 37243
Phone: 615-741-2555
Fax: 615-253-5173
sos.tn.gov/charities

Date: 06/28/2023

Invoice: 2023-05331

Customer Information

Mrs. TEIA DAVIS
YOUTH CHANGES
131 HERONS NEST LANE
HENDERSONVILLE, 37075

Tracking Number	Description	Amount Paid
2023120748	CH Filing Late Fee	\$ 10.00
2023120748	CH Charitable Renewal	\$ 10.00
Payment Details		
	Fee Total:	\$ 20.00
	Payment Total:	\$ 20.00
	Amount Due:	\$ 0.00
	Refunded Amount:	\$ 0.00
Payment Method		
	Payment Type: Credit Card	
	Check/Confirmation Number: 385555359	

Financial Statements

Youth Changes Inc

December 31, 2023

Youth Changes, Inc.

Financial Statements

December 31, 2023

TABLE OF CONTENTS

	<u>Page</u>
Independent Accountant's Review Report	1
Financial Statements	
Statement of Financial Position	2
Statement of Activities	3
Statement of Cash Flows	4
Statement of Functional Expenses	5
Notes to Financial Statements.....	6



INDEPENDENT ACCOUNTANT'S REVIEW REPORT

**To the Board of Directors of
Youth Changes Inc
Hendersonville, Tennessee**

I have reviewed the accompanying Statement of Financial Position of Youth Changes, Inc (a nonprofit corporation) as of December 31, 2023, and the statement of activities and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of company management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, I do not express such an opinion.

Management's Responsibility for the Balance Sheet

Management is responsible for the preparation and fair presentation of the balance sheet in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of a balance sheet that is free from material misstatement whether due to fraud or error.

Accountant's Responsibility

My responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require me to perform procedures to obtain limited assurance as a basis for reporting whether I am aware of any material modifications that should be made to the balance sheet for it to be in accordance with accounting principles generally accepted in the United States of America. I believe that the results of my procedures provide a reasonable basis for my conclusion.

I am required to be independent of Youth Changes Inc and to meet other ethical responsibilities, in accordance with the relevant ethical requirements related to my review.

Accountant's Conclusion

Based on my review, I am not aware of any material modifications that should be made to the accompanying balance sheet in order for it to be in accordance with accounting principles generally accepted in the United States of America.

CK CPA

Hendersonville, Tennessee
June 20, 2024

Youth Changes Inc
Statement of Financial Position
December 31, 2023

Current Assets	
Cash and cash equivalents	\$ 2,023
Total Current Assets	<u>2,023</u>
Property and Equipment	
Land	1,000
Building and improvements	<u>108,000</u>
	109,000
Accumulated depreciation	<u>(14,160)</u>
Total Property and Equipment	<u>94,840</u>
Total Assets	<u><u>96,863</u></u>
Current Liabilities	
Current portion on long term debt	<u>-</u>
Total Current Liabilities	-
Long Term Liabilities	
SBA EIDL	<u>100,000</u>
Total Liabilities	100,000
Net Assets	
Net assets without donor restrictions	<u>(3,137)</u>
Total Net Assets	(3,137)
Total Liabilities and Net Assets	<u><u>\$ 96,863</u></u>

The accompanying notes are an integral part of these financial statements.

Youth Changes Inc
Statement of Activities
For The Year Ended December 31, 2023

	<u>Donation Without</u> <u>Restrictions</u>	<u>Donation With</u> <u>Restrictions</u>	<u>Total</u>
Revenue, Gains, and Other Support			
Contributions	\$ 86,218	\$ 6,200	\$ 92,418
Fundraising	-	275,000	275,000
Grants	-	48,174	48,174
Rent income	39,523	-	39,523
Net assets released from restrictions satisfaction of program restrictions	<u>329,374</u>	<u>(329,374)</u>	<u>-</u>
Total Revenues, Gains, and Other Support	<u>455,115</u>	<u>-</u>	<u>455,115</u>
Expenses			
Program services	441,748	-	441,748
Support services			
Administrative & General	16,557	-	16,557
Fundraising	<u>715</u>	<u>-</u>	<u>715</u>
Total Expenses	459,019	-	459,019
Change in Net Assets	(3,904)	-	(3,904)
Net Assets at Beginning of Year	<u>767</u>	<u>-</u>	<u>767</u>
Net Assets at End of Year	<u>\$ (3,137)</u>	<u>\$ -</u>	<u>\$ (3,137)</u>

The accompanying notes are an integral part of these financial statements.

Youth Changes Inc
Statement of Cash Flows
For The Year Ended December 31, 2023

Cash flows from operating activities	
Increase in net assets	\$ (3,904)
Adjustments to reconcile the change in net assets to net cash provided (used) by operating activities	
Depreciation	<u>3,927</u>
Total adjustments	<u>(15,349)</u>
Net Cash Provided by Operating Activities	(19,253)
Net Increase in Cash	23
Cash and Cash Equivalents at December 31, 2022	<u>2,000</u>
Cash and Cash Equivalents at December 31, 2023	<u><u>\$ 2,023</u></u>
Interest paid for the year	<u>\$ 1,688</u>
Non cash contributions	<u><u>\$ 225,000</u></u>

The accompanying notes are an integral part of these financial statements

Youth Changes Inc
Statement of Functional Expenses
For The Year Ended December 31, 2023

	<u>Support Services</u>			<u>Total Expenses</u>
	<u>Program Services</u>	<u>Management and General</u>	<u>Fundraising</u>	
Payroll Expenses				
Salaries & wages	\$ 4,321	\$ 1,662	\$ 665	\$ 6,648
Payroll taxes	<u>331</u>	<u>127</u>	<u>51</u>	<u>509</u>
Total payroll expense	4,652	1,789	715	7,157
Advertising	9,500	500	-	10,000
Bank charges	-	144	-	144
Food	8,078	-	-	8,078
Fuel	197	22	-	219
Insurance	5,654	628	-	6,282
Interest	1,519	169	-	1,688
Miscellaneous	1,688	422	-	2,110
Office supplies & expenses	3,081	9,242	-	12,323
Program supplies	341,717	-	-	341,717
Rent & leases	23,469	-	-	23,469
Repairs & maintenance	17,738	1,971	-	19,709
Taxes and license	1,278	142	-	1,420
Training	200	-	-	200
Travel	1,367	152	-	1,519
Website	536	60	-	596
Utilities	<u>17,539</u>	<u>923</u>	<u>-</u>	<u>18,462</u>
Total expenses before depreciation	438,213	16,164	715	455,093
Depreciation	<u>3,534</u>	<u>393</u>	<u>-</u>	<u>3,927</u>
Total Expenses	<u>\$ 441,748</u>	<u>\$ 16,557</u>	<u>\$ 715</u>	<u>\$ 459,020</u>

The accompanying notes are an integral part of these financial statements.

Youth Changes, Inc.
Notes to the Financial Statements
December 31, 2023

1. Nature of Operations

Youth Changes Inc (the Organization) is a nonprofit organization supporting the youth, the disabled and elderly individuals with quality of life needs in the state of Tennessee and Hawaii. The programs include assistance with food, housing , education and care.

2. Summary of Significant Accounting Policies

a. Basis of Accounting

The Organization is on the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when service or activity is rendered.

b. Financial Statement Presentation

The accounting policies of the Organization have been designed to conform to U.S. generally accepted accounting principles ("U.S. GAAP) as applicable to not-for -profit organizations.

Net assets and revenues, expenses, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the Organization and changes therein are classified and reported as follows:

Net assets without donor restrictions – Net assets available for use in general operations and not subject to donor restrictions. The only limits on net assets without restrictions are those resulting from the nature of the Organization and its purposes.

Net assets with donor restrictions – Net assets subject to donor-imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction express, that is, when the stipulated time has passed, when the stipulated purpose for which the resource was restricted has been fulfilled or both.

For conditional contributions, the Organization reports contributions restricted by donors as increases in net assets without donor restriction if the conditions are met and the restrictions expire in the reporting period in which the revenue is recognized. For contributions that are unconditional in nature, the Organization reports contributions restriction by donors as increases in net assets with donor restrictions. When the donor restriction expires on an unconditional contribution, the release is reported as net assets released from donor restrictions in combined statements of activities.

c. Cash and Cash Equivalents

Cash equivalents consist of short-term, highly liquid investments which are available for current use with an initial maturity of three months or less.

d. Grant Receivable

Grants receivables represent balances due from government agencies or other third parties. Based on existing agreements and historical experiences with the granting entities, the Organization recognized no allowance of doubtful accounts on grants receivable.

Youth Changes, Inc.
Notes to the Financial Statements
December 31, 2023

e. Property and Equipment

Property and equipment are recorded at cost. Disbursements for property and equipment with a unit cost of \$2,500 or more are capitalized. Expenditures for additions, major renewals, and betterments are capitalized, while those for maintenance and repairs are charged to expenses as incurred. Donated fixed assets are recorded at their market value at date of receipt. Depreciation is recorded over the estimated useful lives of the assets using the straight-line method for all asset classes.

f. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting year. Accordingly, actual results could vary from the estimates that were used.

g. Revenue Recognition

Contributions are recorded as revenue in the period received or upon the receipt of an unconditional promise to give. Conditional promises to give are not recognized until they become unconditional, that is, when the conditions on which they depend are substantially met. Contributions of appreciated assets are recorded at the estimated fair value at the date of receipt by the Organization.

The Organization also received grant revenue from various state and local agencies. Grant revenue is recognized in the period the liability is incurred for eligible expenditure under the terms of the grant. Grant funds received prior to expenditure are recorded initially as deferred revenue.

i. Performance Obligations

A performance obligation is a promise in a contract to transfer a distinct good or services to the customer and is the unit of account in the new revenue recognition standard. The contract transaction price is allocated to each distinct performance obligation and recognized as revenue when, or as, the performance obligation is satisfied. Our service contracts satisfied at a point in time have a single performance obligation that is based on service specifically describe in the contracts.

h. Functional Expenses

The Organization's expenses that can be directly attributed to a particular function are charged to that function. Certain costs have been allocated among more than one program or activity based on objective evaluated financial and non-financial data or reasonable subjective methods determined by management.

Youth Changes, Inc.
Notes to the Financial Statements
December 31, 2023

i. Right of use assets and lease liabilities

Right of use ("ROU") assets represent the Organization's right to use the underlying assets for the lease term and lease liabilities represent the net present value of the Organization's obligation to make payments arising from these leases. The lease liabilities are based on the present value of fixed lease payments over the lease term using the Organization's incremental borrowing rate on the lease commencement date. If the lease includes one or more options to extend the term of the lease, the renewal option is considered in the lease term if it is reasonably certain the Organization will exercise the options. Operating lease expense is recognized on a straight-line basis over the term of the lease. Finance lease expense is recognized as amortization of the right of use asset and interest expense. As permitted by ASU 2016-02, Leases: Topic 842, leases with an initial term of twelve months or less ("short-term leases") are not recorded on the accompanying statements of financial position.

The Organization has lease agreements with lease and non-lease components, which are accounted for as a single lease component under the practical expedient provisions of the standard. The Organization has lease agreements with terms less than one year. For the qualifying short-term leases, the Organization elected the short-term lease recognition exemption in which the Organization will not recognize ROU assets or lease liabilities, including the ROU assets or lease liabilities for the existing short-term leases of those assets upon adoption. Variable lease payments such as common area maintenance, utilities, and taxes, are not included in the recognition of ROU assets and related lease liabilities. The Organization's lease agreement does not include any variable lease payments for the years ended December 31, 2023. The Organization's lease agreement does not contain material restrictive covenants.

j. Change in accounting principle

In February 2016, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) 2016-02, Leases: Topic 842. This ASU affects any entity that enters a lease, with some specified scope exemptions. The main difference between previous GAAP and this ASU is the recognition of lease assets and lease liabilities by lessees for those leases classified as operating leases under previous GAAP. The Organization has implemented this ASU for the year ended December 31, 2023, using the prospective approach. The Organization elected the optional practical expedient package which, among other things, includes the historical classification of leases.

k. Income Tax

The Organization operates as a Tennessee not-for-profit, publicly supported organization and is exempt from federal income taxes pursuant to Section 501(c)(3) of the Internal Revenue Code, except with respect to unrelated business income, if any.

The Organization files a U.S. federal Form 990 for organizations exempt from income tax. The Organization's returns for years prior to fiscal year ended June 30, 2020 are no longer subject to examination.

Management performs an evaluation of all income tax positions taken or expected to be taken in the course of preparing the Organization's income tax return to determine whether the income tax positions meet a "more likely than not" standard of being sustained upon examination by the applicable taxing authorities. Management has performed its evaluation of all income tax positions taken on all open income tax returns and has determined that there were no provisions for income taxes, penalties or interest receivable or payable relating to uncertain income tax positions in the accompanying financial statements.

l. Concentration of Credit Risk

Financial instruments that potentially subject the Organization to concentrations of credit risk consist of cash on deposit and investments in money market mutual funds and in securities.

Youth Changes, Inc.
 Notes to the Financial Statements
 December 31, 2023

The Organization maintains cash balances at quality banks, which may at times exceed federally insured amounts. As of December 31, 2023, the balance did not exceed the insured limits.

j. **Subsequent Events**

Management of the Company has evaluated all events that have occurred subsequent to December 31, 2023 and through June 20, 2024 (the date the financial statements were available to be issued) and has determined that no disclosure regarding such events is required.

3. Liquidity and Availability

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date, comprises the following:

Cash	<u>\$ 2,023</u>
------	-----------------

4. Fixed Assets

Details of fixed assets are as follows:

	Total
Land	\$ 1,000
Buildings	53,000
Building improvements	55,000
Accumulated depreciation	(14,160)
Net fixed assets	\$ 94,840

Depreciation expense for the year ended was \$3,927.

5. Notes Payable

The organization has a note payable from the Small Business Administration in the amount of 100,000. The interest rate is 2.75% for thirty years. The normal payment is \$422 including interest. As of June 20, 2024, the organization qualified for a hardship request. The new payment will be \$35 per month for six months. In the year subsequent to the year end, payments will not cover the interest so no current principal is recorded in the financial statements. The principal payments in the next five years is

6. Leasing Activities

The Organization operates houses for disabled individuals on a month to month basis. For the year ended December 31, 2023, the organization expensed \$23,469 in rental equipment.

7. Contingencies

The Organization receives a substantial portion of its funding from granting agencies. In the event that granting agency should discontinue or substantially reduce its funding, it could have a significant effect on future operations of the Organization.



To the Board of
Youth Changes, Inc
Hendersonville, TN 37075

You have requested that I prepare the financial statements of Youth Changes, Inc, which comprise the Statement of Financial Position as of December 31, 2023, and the statements of activities and cash flows, and the related notes to the financial statements and perform a review engagement with respect to the financial statement. I am pleased to confirm my acceptance and understanding of this engagement by means of this letter.

My Responsibilities

The objective of My engagement is to

- a. prepare financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you and
- b. obtain limited assurance as a basis for reporting whether I am aware of any material modifications that should be made to the financial statements in order for the statements to be in accordance with accounting principles generally accepted in the United States of America.

I will conduct My engagement in accordance with Statements on Standards for Accounting and Review Services (SSARs) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including ethical principles of integrity, objectivity, professional competence, and due care.

A review engagement includes primarily applying analytical procedures to your financial data and making inquiries of company management. A review engagement is substantially less in scope than an audit engagement, the objective of which is the expression of an opinion regarding the financial statements as a whole. A review engagement does not contemplate obtaining an understanding of the entity's internal control; assessing fraud risk; testing accounting records by obtaining sufficient appropriate audit evidence through inspection, observation, confirmation, or the examination of source documents; or other procedures ordinarily performed in an audit engagement. Accordingly, I will not express an opinion regarding the financial statements.

My engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by error or fraud, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations. However, I will inform the appropriate level of management of any material errors and any evidence or information that come to My attention during the performance of My review procedures that indicates fraud may have occurred. In addition, I will report to you any evidence or information that comes to My attention during the performance of My review procedures regarding noncompliance with laws and regulations that may have occurred, unless they are clearly inconsequential.

Your Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that My role is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America and to obtain limited assurance as a basis for reporting whether I am aware of any

material modifications that should be made to the financial statements in order for the statements to be in accordance with accounting principles generally accepted in the United States of America. You have the following overall responsibilities that are fundamental to My undertaking the engagement in accordance with SSARs:

- a. The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements
- b. The preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and the inclusion of all informative disclosures that are appropriate for accounting principles generally accepted in the United States of America
- c. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatements due to error or fraud
- d. The prevention and detection of fraud
- e. To ensure that the entity complies with the laws and regulations applicable to its activities
- f. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement
- g. To provide us with
 - i. access to all information of which you are aware is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters
 - ii. additional information that I may request from you for the purpose of the review engagement
 - iii. unrestricted access to persons within the entity of whom I determine it necessary to make inquiries
- h. To provide us, at the conclusion of the engagement, with a letter that confirms certain representations made during the review

You are also responsible for all management decisions and responsibilities, and for designating an individual with suitable skills, knowledge, and experience to oversee My preparation of your financial statements. You are responsible for evaluating the adequacy and results of services performed and accepting responsibility for such services.

My Report

I will issue a written report upon completion of my review of Youth Changes, Inc's financial statements. My report will be addressed to the board of directors of Youth Changes Inc. I cannot provide assurance that an unmodified accountant's review report will be issued. Circumstances may arise in which it is necessary for us to report known departures from accounting principles generally accepted in the United States of America, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. If, for any reason, I am unable to complete the review of your financial statements, I will not issue a report on such statements as a result of this engagement.

You agree to include My accountant's review report in any document containing financial statements that indicates that such financial statements have been reviewed by us and, prior to inclusion of the report, to ask My permission to do so.

Other Relevant Information

My fees for the service will be \$1,750. The anticipated fees is under the assumption that I will have access to all relevant information and you will prepare certain schedules. If additional time is needed, I will come up with a new fees before completing any additional work. You also agree not to hold me liable from knowing misrepresentations to the accountant by management.

Please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for My engagement to prepare the financial statements described herein and to perform a review of those same financial statements and our respective responsibilities.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "Carl Kenna".

Acknowledged and agreed on behalf of Youth Changes, Inc by:

Teia Davis, President

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY
INVOICE FOR PAYMENT**

Mail or submit via email to: Nashville After Zone Alliance at NPL attn: Teriz Fahmy
615 Church Street
Nashville, TN 37219
Teriz.Fahmy@Nashville.gov

ORGANIZATION NAME		INVOICE DATE:			
PROGRAM NAME		FOR THE PERIOD(S):			
ADDRESS		CONTRACT PERIOD			
CITY, STATE & ZIP		CONTRACT #:			L-
FEDERAL ID # (EIN)		CONTACT PERSON			
		TELEPHONE # :			
		EMAIL ADDRESS:			

COST CATEGORIES	TOTAL APPROVED BUDGET (note: any changes to the contract Spending Plan must be first approved by Grantor)	Invoice 1 (Up to 50%)	Invoice 2 (Up to 40%)	Invoice 3 (Up to 10%)	COMMENTS
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	
Benefits and Taxes	\$ -	\$ -	\$ -	\$ -	
Total Personnel Expenses	\$ -	\$ -	\$ -	\$ -	
Office Supplies	\$ -	\$ -	\$ -	\$ -	
Communications	\$ -	\$ -	\$ -	\$ -	
Postage and Shipping	\$ -	\$ -	\$ -	\$ -	
Occupancy	\$ -	\$ -	\$ -	\$ -	
Equipment Rental and Maintenance	\$ -	\$ -	\$ -	\$ -	
Printing and Publications	\$ -	\$ -	\$ -	\$ -	
Travel/Conferences & Meetings	\$ -	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	\$ -	
Direct youth costs (rearning supplies, learning software, programs, games, food, etc.)	\$ -	\$ -	\$ -	\$ -	
Afterschool/Summer Transportation					
Field Trips	\$ -	\$ -	\$ -	\$ -	
Professional Fees/Enhancement partners	\$ -	\$ -	\$ -	\$ -	
Other Non-Personnel	\$ -	\$ -	\$ -	\$ -	
Indirect Cost	\$ -	\$ -	\$ -	\$ -	
Total Non-personnel	\$ -	\$ -	\$ -	\$ -	
Grand total	\$ -	\$ -	\$ -	\$ -	
Total %		#DIV/0!	#DIV/0!	#DIV/0!	

I certify to the best of my knowledge and belief that that above is correct and the amount invoiced is in accordance with the contract conditions and that payment is due and has not be previously paid.

RECIPIENT'S AUTHORIZED SIGNATURE

Name Title Date

Metro Government of Nashville/Nashville Public Library

NAZA Funds for FY 2025

EXPENDITURE REPORT

Table with contract details: NAME, ADDRESS, CITY, STATE & ZIP, FEDERAL ID #, CONTRACT #, START DATE, END DATE, CONTACT PERSON, CONTACT TELEPHONE.

NOTE: PLEASE USE THIS SAME TEMPLATE FOR BOTH OF YOUR REPORTS SO THAT ANNUAL ACTUAL EXPENDITURE IS CAPTURED CORRECTLY

Main expenditure table with columns: COST CATEGORIES, TOTAL APPROVED NAZA BUDGET (OR APPROVED REVISION), TOTAL ACTUAL EXPENDITURES FOR THE FIRST QUARTER (Due October 15), TOTAL ACTUAL EXPENDITURES FOR THE SECOND QUARTER, TOTAL ACTUAL EXPENDITURES FOR THE THIRD QUARTER (Due April 15), TOTAL ACTUAL EXPENDITURES FOR THE 4TH QUARTER (Due July 10), TOTAL ACTUAL EXPENDITURES FOR THE YEAR, VARIANCE ACTUAL TO BUDGET, COMMENTS.

I certify to the best of my knowledge and belief that the above represents total expenditures incurred for the purposes of NAZA programming.

Signature and review section: AUTHORIZED SIGNATURE, TITLE, DATE, REVIEWER, TITLE, DATE.



Annex 4: Minimum Standards for NAZA-Funded Partners in 2024-2025

Minimum Organizational Standards

	Standard
1.	Smoking and drug/alcohol use are not allowed on program premises and in programming space.
2.	Policies and protocols are in place so that staff/volunteer verbal and physical interactions with youth are appropriate. For example, staff/volunteers may not be alone with a youth they meet in the program outside of programming time.
3.	If the program provides transportation, there are established policies to transport youth safely, including maintaining and complying with the requirements of auto liability insurance, in compliance with MNPS transportation policies, if appropriate.
4.	There is an emergency management plan in place including procedures for fire drills and natural or other disasters; all staff, youth, and their families are familiar with it. School-based programs reflect the MNPS plan.
5.	Families are informed of procedures related to potential health risks/hazards and to program closure.
6.	Policies are in place to ensure that youth allergies and food restrictions are taken into consideration in food preparation and service.
7.	Procedures are in place for dealing with sick or injured youth during programming time.
8.	Policies allow family members to visit anytime during program hours and engage the staff in private conversation, as appropriate, after program hours.
9.	There is an established program protocol for dealing with disciplinary offenses.
10.	Policies and procedures support regular, positive and respectful communications with families of participating youth.
11.	Staff and volunteers are familiar with their position and responsibilities prior to working with youth and their families
12.	Written job descriptions, work schedules, and employee timesheets are on file.
13.	Program managers assess performance and satisfaction among staff and volunteers, identify needs and facilitate improvement where necessary.

Minimum Operational and Safety Standards

	Standard
14.	At least one person with a current first aid certificate, including CPR, is present at all times.
15.	Staff and volunteers age 18 and above have undergone a thorough screening and background check. High school volunteers have direct supervision.



16.	Staff have been provided information on how to report any concerns related to child abuse or neglect.
-----	---

The following will be reviewed *during site visits and compliance checks throughout the year.*

	Standard
17.	There are no observable safety or health hazards in the program space.
18.	Emergency information on each youth is on file and accessible.
19.	A first aid kit (including basic medical supplies, such as bandages, ointments, etc., to deal with minor cuts, bruises, scrapes, and burns) is readily available.
20.	Program space has adequate security in place.
21.	Staff knows where youth are and what they are doing at all times.
22.	Drinking water is readily available at all times.
23.	The administration ensures that staff keep accurate records of enrollment, attendance and any student disciplinary offenses.
24.	The administration pursues partnerships which enrich their NAZA-funded programming and utilize existing community resources, such as enrichment partners.
25.	Each site completes a fire and emergency drill during the fall and spring semester of their NAZA-funded program.

Minimum Content and Quality Standards

	Standard
26.	Youth have opportunities to learn through project-based or experiential and real-world contexts.
27.	Each program site completes their fall and spring YPQA self-assessment, participates in an improvement plan meeting, and submits an improvement plan on the Weikart Scores Reporter. The site staff have ongoing communication with their paired YPQA Fellow.

Minimum Professional Development Standards

	Standard
28.	<p>Staff and volunteers receive relevant and appropriate training and attend ongoing professional development activities that support their own growth and build more effective program practice.</p> <ul style="list-style-type: none"> • <i>Site coordinators and program administrators</i> must complete YPQA Basics (once) and Intro to PYD (every three years). • NAZA Essential Operations training, which includes Salesforce attendance training, meal review and other logistics, will be conducted once a year for new and returning staff. • All frontline staff must complete Intro to PYD and the NAZA Essential Operations training. • All program staff with access to student school data must take a training on Responsible Use of Data, when offered by NAZA/MNPS.



Minimum Financial Standards

	Standard
1.	Financial management system in place to track and record program expenditures
2.	Accounting system to identify receipts and expenditures separately for each award
3.	Accounting system with ability to record expenditures for award by budget cost categories shown in the approved budget
4.	Organization has a time and accounting system to track effort by cost objective
5.	Time distribution records (time studies, sheets, etc.) maintained for all employees when his/her effort cannot be specifically identified to a particular program cost objective
6.	Organization has an indirect cost rate that is approved and current (only if indirect cost is allocated in approved budget)
7.	Conducted annual audit or review of financial statements by independent CPA or internally prepared financial statements (options are based on organization total revenue)



MNPS/NAZA MOU ATTACHMENT B:

DATA EXCHANGE AND CONFIDENTIALITY SUB- AGREEMENT BETWEEN NASHVILLE PUBLIC LIBRARY ON BEHALF OF NAZA AND YOUTH DEVELOPMENT AGENCIES

This sub-agreement is a subsidiary document to the Data Exchange and Confidentiality Agreement (Attachment A of the MNPS-NPL MOU) effective between Nashville Public Library on behalf of NAZA and NAME OF THE AGENCY. Individual school principals acknowledge this document as the basis of data-sharing with community youth development agencies. This sub-agreement specifies the responsibilities of NAZA and MNPS in enabling access to data-sharing as well as the responsibilities of youth development agencies in using the obtained student data in a responsible way in compliance with MNPS policies and FERPA regulations.

This document details the types of data that youth development agencies will have access to as well as specifies the allowable use of student data accessible to youth development agencies.

Annexed to this document is Attachment B1, the parent consent form that is a required condition for obtaining student school data through NAZA. All agencies accessing student records under MNPS/NPL-NAZA data-sharing agreement must use the annexed form without changes.

Annexed to this document (Attachment B2) is a document explaining FERPA regulations that the providers must refer to when using student data shared with them.

NAZA responsibilities

To enable access to MNPS student data NAZA:

- 1) Facilitates relationship with the central Data Management Office at MNPS to ensure documents allowing data-sharing are up-to-date.
- 2) Coordinates with Community Achieves leadership at MNPS to ensure NAZA funded and affiliated partners are invited to Community Achieves partner meetings at schools, are able to access data through CA Coordinators (where possible).
- 3) Offers program providers unified student attendance management system (in Salesforce) to track program enrollment and attendance including by type of activity and focus on certain skills/growth practices.
- 4) Supports the training needed for its partners to consistently learn about unpacking student's education data (from schools) as well as understanding the responsible use of data.
- 5) Shares the data from its unified system with MNPS to match student records and receive reports from MNPS.

Data sent data sent from NAZA to MNPS

- Program information and student program enrollment data sent from NAZA to MNPS
 - Program name
 - Session name



- School ID
- School name
- Student number
- Student start date
- Student end date
- Types of activities students engaged in
- Growth practices focused per program

MNPS Responsibilities

MNPS acknowledges the importance of high quality out-of-school time programs that support school success for many students. NAZA - funded and affiliated partners provide youth development programming aimed at their holistic learning and development. As part of that, partners design certain activities to support youth's academic learning, through homework help, academic enrichments as well as SEL skill building to support their continuous attendance and engagement in their schools.

In support of that, MNPS, through individual schools designated staff member and/or Community Achieves staff and upon receiving student rosters from the programs along with a proof of parent permission for each student, may provide data from the MNPS student information system and the MNPS data warehouse to include data elements identified below:

Elements sent from MNPS to NAZA

- Student identifiers
 - School ID
 - School name
 - Student number
 - Last name
 - First name
 - Middle name
 - Preferred name
 - Birthdate
 - Gender
 - Grade level
 - Address
 - Phone number

Data shared with NAZA through MNPS reporting (aggregate and student identifiable)

- Attendance
 - Unexcused and tardy counts
 - Chronically absent students
 - Quarterly attendance rates by grade level



- Discipline
 - Students with 5+ ISS days
 - Students with 5+ OSS days
 - Expelled students
 - Remanded students
 - Top 10 offenses year to date
- Enrollment
 - # Entries distribution
- At-risk flags
- IEP data
 - Days until IEP eligibility reevaluation
 - Days until new IEP
- Demographics (subgroups summary)
 - Ethnicity
 - Gender
 - Grade level
 - SWD – Students with disabilities
 - ED – Economically disadvantaged
 - ELL – English Language Learners
 - LEP – Limited English Proficiency
- Grades
 - Quarterly percentage of students having at least 1 failing course grade
- Assessments (subject to change)
 - State summative assessment/TCAP(if administered)
 - Interim benchmark assessment/MAP
 - Universal Screener/FAST
 - WIDA ACCESS for English Learners

Partner Responsibilities

- 1) NAZA partner agencies may seek and receive quarterly school-level data for students who are active in their programs.
- 2) Agencies must ensure parent consent forms (Attachment B1) are signed and uploaded in the NAZA data-management system before they can request data from schools on those youth.
- 3) Agencies must have the school principal initial this agreement in the beginning of each school year to acknowledge the legal basis of the student data sharing before agencies can request individual student data from schools.
- 4) Partners share active student rosters or individual names of students with the schools to request student data.



- 5) When requesting data on active students from schools the agencies must attach an indication generated through the NAZA data system that the parent permission has been granted for every student that they are requesting data for.
- 6) Agencies must ensure the confidentiality of the student individual data, must not report individual data and should use only aggregate data (that suppresses small counts that could identify a student) for reporting or fundraising purposes.
- 7) Partners can use individual student data to:
 - a. Design activities that best support the needs of the enrolled students;
 - b. Continuously improve the quality of the programs to meet student needs;
 - c. Focus on skills and practices that help student’s learning and development;
 - d. Facilitate discussions with team or other partners who provide services to the student;
 - e. Evaluate programs;
 - f. Comply with funding requirements; compliance
- 8) For any additional uses of data outside of the stated scope, agencies must request a separate permission from MNPS through NAZA.
- 9) Partners should destroy the individual student data immediately after the program attendee exists the program or the program term is over.

Mandatory training

All NAZA partner agencies having access to students’ school data must complete the following trainings:

- 1) **Responsible use of data-** which will cover the FERPA regulations, the terms of receiving, storing and destruction of the sensitive student data, as well as requirements and restrictions around reporting of that data. The training will also provide information on required parent permission forms, as well as measures to be taken to avoid any data breach or publication of individual student data.
- 2) **Understanding education data-** this training will help NAZA partner agencies to understand student data that they receive from schools. The aim is to help partners make meaningful use of school data by understanding how to interpret each data set, especially related to academic achievement (test scores, etc.)

Nashville Public Library/NAZA authorized staff Date

Signature of NAZA-funded or affiliated program staff Date

Acknowledged by School Principal Date

5. PERFORMANCE MEASURES

NAZA will track the following performance indicators throughout each contract year. Partners will be required to report on these indicators in their annual reports.

Organizational-level performance indicators

NAZA-Established Indicators	
1.	NAZA-funded organization will serve at least 90% of the # of youth that it commits to serve in its NAZA proposal.
2.	Of the # of youth projected to be served in NAZA-funded organization’s afterschool program, at least 40% will be retained for 60 days or more during the program year.
3.	NAZA-funded organization will follow the YPQI protocols and procedures in a timely manner.
4.	NAZA-funded organization will use the YPQI pre-assessment data to improve programming for spring.
5.	A percentage of youth enrolled in NAZA-funded organization’s NAZA-funded program will complete a youth-level survey at a rate comparable to NAZA-wide average attendance rates. For reference, the attendance rate for the 2022-2023 school year was 60.8%.

Youth-Level Outcomes

NAZA-Established Outcomes	
1.	On the youth-level survey, NAZA-funded organization will score an aggregate average (combined across all of its sites) of at least 85% on the youth-level survey—demonstrating that youth respondents report an overall positive experience in their program.
2.	On the youth-level survey, 85% of NAZA-funded organization’s respondent youth will receiving satisfactory support in areas of their academic development (i.e., <i>Homework Completion and Homework Support, Academic Success, School Connection, Satisfaction, and Engagement</i>) —demonstrating that youth respondents are engaging in activities that enhance their academic skills and committed to learning as a result of participating in their program.
3.	On the youth-level survey, 85% of NAZA-funded organization’s respondent youth will report positive social experiences (i.e., <i>Teamwork, Confidence/ Self-Esteem, DEI- Affirmation, Peer Relationships, Emotion Knowledge, Emotion Management, Emotion Expression, Positive Adult Interactions, and Youth Voice/ Empathy</i>) — demonstrating that youth respondents are experiencing positive relationships in their program.
4.	On the youth-level survey, 85% of NAZA-funded organization’s respondent youth will report satisfactory support in the development of social emotional learning and general life skills (i.e. <i>Work Habits, Initiative, Problem Solving/ Persistence, New Experiences, Peer Interactions, Cultural Connections, Emotion Coaching, Skill-building, Real World Connections, Race Conversations, and Encouragement</i>) — demonstrating that youth gain fundamental skills as a result of participating in their program.
5.	85% of respondent youth in NAZA-funded organization’s afterschool program will report receiving satisfactory support in developing leadership skills (i.e., <i>Youth Voice and Sense of Belonging</i>) — demonstrating that youth are empowered in their afterschool activities.



**Free Afterschool Opportunities!
Space Limited - Enroll NOW**

**Fall Semester: September 5 to December 7, 2023
Spring Semester: January 8 to May 3, 2024**

The Nashville After Zone Alliance, or NAZA, is a city-wide out-of-school time partnership between Nashville Public Library, MNPS, Mayor’s Office and non-profit providers working together and committed to high quality afterschool programming especially for middle school youth.

NAZA- funded programs are offered **free of charge** to youth and parents. Programs cannot offer a “drop-in option.” Parents and youth must commit to regular attendance for at least one semester. Below are NAZA-funded program choices at your child’s school for the 2023-2024 school year (youth admitted into a NAZA-funded program in the fall will have the option of continuing into the second semester).

Youth are accepted on a First Come, First Served Basis.

<p>“(Enter Program Name Here)”</p>	<input type="checkbox"/>
<p>(Enter Program Description Here)</p>	
<p>Provider:</p>	
<p>Location:</p>	
<p>Transportation:</p>	
<p>Who can enroll?</p>	

YOUTH ENROLLMENT FORM – 2023-2024 <Insert Program Here>

These afterschool opportunities are funded by NAZA

Please fill out all parts of this form & return to school office

A. Youth Information (Please complete every line below)

STUDENT ID # _____

Youth name as found on birth certificate: _____
FIRST LAST

Name you like to be called: _____

Street Address: _____ Zip code: _____

COUNTY _____

Parent/ Guardian Home or Cell Phone #: _____ Youth Birthdate: ____/____/____

Gender: Male Female Grade: 5 6 7 8

Parents please provide your email address to receive NAZA-funded program updates:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Circle one: @gmail.com @yahoo.com @msn.com @icloud.com @msn.com Other: _____

B. Family & Emergency Info

Custodial Parent/guardian:

Alternate Contact for Emergencies:

Name: _____

Name: _____

Relationship: _____

Relationship: _____

Phone Contact: _____

Phone Contact: _____

Street Address: _____

C. Medical Information (Please complete the lines below and include as much information as possible)

Medicines: YES NO

Allergies or Food Restrictions? YES NO

Physical restrictions: YES NO

Additional illnesses/conditions? YES NO

If you circled "YES" on any of the above, please give us details so we can care for your child properly:

Does your child have medical insurance? YES or NO (please circle), if yes please complete insurance information below; if no please list a preferred hospital:

Preferred hospital if your child needs medical care: _____

Primary Doctor: _____ Doctor Phone: _____

Health Insurance Company Name: _____ Policy #: _____

(The info below is required for ALL youth to participate in NAZA-funded activities AND ride the MNPS late bus home. If this page is omitted your child will not be able to participate in NAZA activities)

D. Transportation -----

Please circle **Yes** or **No** for **EACH** statement below and **complete the entire form** for your child to participate in NAZA-funded activities and for arrangements of evening transportation, including riding a MNPS late bus home:

Yes No My child rides the school bus to school in the morning.

Yes No I want my child to ride the school bus home from the NAZA-funded afterschool program.
***NOTE: If your child is not eligible to ride the morning bus, they will not be able to ride the bus home.**

Yes No I or someone I authorize will pick my child up from the NAZA-funded afterschool program each day.

Please list pick up contacts below; only those listed will be allowed to pick up youth

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

METROPOLITAN NASHVILLE PUBLIC SCHOOLS
2023-2024 NAZA TRANSPORTATION PERMISSION SLIP

The following Permission Slip must be completed and signed by a parent or guardian and returned to the school principal before a Metro School Bus can transport your child to participate in extended day programs at school. The school will forward a copy of this form to the MNPS Dept. of Transportation. The Department of Transportation will need three (3) school days to process this request prior to your child receiving extended day transportation services. **The address must match what the school has on file and your student must be zoned to this school for us to assign them to an evening bus.**

(PLEASE PRINT IF WE CAN'T READ IT WE CAN'T ASSIGN YOUR STUDENT)

Student First Name _____ Last _____ ID# _____

Student's Address _____ Zipcode _____

Is this a new home address (moved in last 6 mos.)? **YES** **NO**

Parent/Guardian's Name _____

Home Phone _____ Emergency Phone _____

SCHOOL STUDENT IS TRANSPORTED FROM: _____ Middle School

Program: (X) NAZA Academic and Other Enrichment

My student has permission to ride a Metropolitan Nashville Public Schools School Bus from school to my **student's regular bus stop** to participate in extended school day activities. I understand that my student may be en-route on the school bus in excess of one (1) hour. I understand that transportation services may not be provided for my student if we reside in a parent responsibility zone. I further understand that services will not be provided on early release school days, snow days, or any other day school is not in session. My student and I understand that this service is a **privilege**, and further understand that bus service will be

discontinued should the student misbehave or violate school system’s safety rules. My student and I have read the attached Bus Rider Rules and agree to abide by them.

Parent/Guardians Signature _____ Date: _____

NOTE: The school will fax this form to the Transportation office at **(615)256-4490**. The school will keep the original form for their files.

YOUTH ENROLLMENT FORM – 2023-2024 <Insert Program>-----

Child’s Name: _____

UNIFIED PARENT CONSENT FORM

Student Record Release Permission

Nashville After Zone Alliance (NAZA) partner agencies, receive information from Metro Nashville Public Schools (MNPS) about the students that are enrolled in NAZA-funded or affiliated programs. The programs utilize personally identifiable information (PII) from student’s school records to plan and provide high quality after school programming for your student. Information that is deemed as part of the student’s school record is listed below:

- School ID
- School name
- Student number
- Last name
- First name
- Middle name
- Preferred name
- Birthdate
- Gender
- Grade level
- Address
- Phone number
- IEP Status (Presence of an IEP, and dates that indicate if a new IEP is due)

Note: MNPS will not share any additional information about your child’s IEP. The parent/guardian is the only person(s) allowed to disclose any additional information about the IEP.

- Daily Attendance record
- Number of suspensions (in and out of school)
- Academic achievement data, such as:
 - State summative assessment/TCAP(if administered)
 - Interim benchmark assessment/MAP
 - College and career readiness assessments
 - WIDA ACCESS for English Learners
 - Class grades
- Access to devices (computer, tablet) and internet at home

The information will be treated as confidential in agreement with the Family Educational Rights and Privacy Act (FERPA), will not be released to any other parties that are neither associated nor affiliated with NAZA, and will be used for the sole purposes to continue providing high quality after school programming to your child. NAZA personnel and its partners will be properly trained to protect your student’s Personally Identifiable Information (PII). Any PII that has been collected and maintained by NAZA partner agencies will be permanently destroyed at the end of the academic year.

I give my permission to the Nashville After Zone Alliance and its funded providers, unless otherwise noted in the space below:

- a. To have my child participate in NAZA-funded programs and activities at my child's school as well as other off-site locations throughout the NAZA system, as specified in this enrollment form, knowing that this might include special activities, such as off-site events, end-of-year celebrations, homework/academic help, and field trips, and realizing that some of these may take place outside of regular program hours.
- b. With the medical information provided in the program application in mind, to engage in all activities except as noted.
- c. To secure proper medical treatment for my child in the event of an emergency. If I or my emergency contact cannot be reached, I give permission for a physician to order routine tests and treatment for the health of my child. I give permission to a physician to secure treatment and/or hospitalize my child; after all emergency contact attempts have been made.
- d. To provide assistance in accessing devices and internet services when presented as a barrier for my child to participate in afterschool and summer programs.
- e. To use in media releases to benefit NAZA and its funded providers, photographs, creative work, quotes, videos, or other media which may include my child.

I, the undersigned, understand, acknowledge, and agree:

- That I have read and understand the information provided in the Parent Consent Form.
- That I will update any information I provided about my student in a timely fashion.
- That NAZA-funded and affiliated providers will request my child's records that may contain personal information (share demographics, grades, assessment, attendance, behavior/suspensions, IEPs and information about access to technology and internet at home) for the sole purpose of helping my child succeed in school and beyond.
- I therefore waive, with respect to these disclosures, any duty of confidentiality arising from Federal or State requirements.
- That participation in NAZA-funded programs and providing information about my child may involve certain risks. I assume all of these risks.
- That NAZA-funded providers will make themselves available to children, parents, and school staff and any concerns they might have.
- That NAZA-funded providers will protect the safety, interests, and rights of all individuals in the program. Therefore, each program will provide a parent/youth handbook or other program-specific information, including behavior policies and grievance procedures.
- That my child may be asked to complete surveys regarding the program for evaluation purposes.
- That I will not seek to hold NAZA or its funded providers responsible for any losses or damages whatsoever which I or my child may incur in connection with NAZA or its funded providers.
- That all program staff are employed by NAZA-funded providers, who are responsible for the operations of the program and supervision of their personnel. NAZA takes no responsibility for these operations or supervision.

I, the parent or legal guardian, give consent for Metro Nashville Public Schools to share my child's information, as described above, with NAZA staff and its funded and affiliated partners for the purpose of planning and providing high quality afterschool programming to my child. I fully release and discharge MNPS and its employees from any and all liabilities arising out of or in connection with the above described data sharing relative to NAZA and NAZA partners. I reserve the right to withdraw my consent at any time by submitting a written notice of withdrawal of consent to NAZA or its partner.

Signature Custodial Parent/Guardian

Date

Signature of NAZA-funded or affiliated program staff

Date

Summer 2025 Program Enrollment

**Free Summer Opportunities!
Space Limited - Enroll NOW**

The Nashville After Zone Alliance, or NAZA, is a network of non-profit providers working together and committed to high quality afterschool programming especially for middle school youth.

NAZA- funded programs are offered **free of charge** to youth and parents. Programs cannot offer a “drop-in option” and parents and youth must commit to regular attendance. Below are NAZA-funded program choices for Summer 2025 (youth admitted into a NAZA-funded summer programming will have the option of continuing into the upcoming school year).

Youth are accepted on a First Come, First Served Basis.

<p>“(Enter Program Name Here)”</p> <p>(Enter Program Description Here)</p> <p>***Add program Logo***</p> <p>Provider:</p> <p>Location:</p> <p>Who can enroll?</p>	<input type="checkbox"/>
---	--------------------------

Health Insurance Company Name: _____ Policy #: _____

YOUTH ENROLLMENT FORM – Summer 2025 <Insert Program Name Here>-----

Child's Name: _____

GENERAL PERMISSIONS

Student Record Release Permission

Nashville After Zone Alliance (NAZA) partners at all levels, receive information from Metro Nashville Public Schools (MNPS) about the students that are enrolled in NAZA-funded or affiliated programs. The programs utilize personally identifiable information (PII) from student's school records to plan and provide high quality after school programming for your student. Information that is deemed as part of the student's school record is listed below:

- Demographic Information
 - First, last and middle name
 - Birthdate
 - Gender
 - Grade level
 - Address
 - Phone number
 - Student ID
 - English Learner Status
 - IEP Status (Presence of an IEP, and dates that indicate if a new IEP is due)

Note: MNPS will not share any additional information about your child's IEP. The parent/guardian is the only person(s) allowed to disclose any additional information about the IEP.

- Daily Attendance record
- # of suspensions (in and out of school)
- Academic achievement data
 - State TCAP Assessment scores
 - MAP assessment scores
 - Class grades
- Access to devices (computer, tablet) and internet at home

The information will be treated as confidential in agreement with the Family Educational Rights and Privacy Act (FERPA), will not be released to any other parties that are neither associated nor affiliated with NAZA, and will be used for the sole purposes to continue providing high quality after school programming to your child. NAZA personnel and its partners will be properly trained to protect your student's PII. Any PII that has been collected and maintained by NAZA partners will be permanently destroyed at the end of the academic year.

Additional Permissions

I give my permission to the Nashville After Zone Alliance and its funded providers, unless otherwise noted in the space below:

- a. To have my child participate in NAZA-funded programs and activities at my child's school as well as other off-site locations throughout the NAZA system, as specified in this enrollment form, knowing that this might include special activities, such as off-site events, end-of-program celebrations, homework/academic help, and field trips, and realizing that some of these may take place outside of regular program hours.

- b. With the medical information above in mind, to engage in all activities except as noted.
- c. To secure proper medical treatment for my child in the event of an emergency. If I or my emergency contact cannot be reached, I give permission for a physician to order routine tests and treatment for the health of my child. I give permission to a physician to secure treatment and/or hospitalize my child; after all emergency contact attempts have been made.
- d. To provide assistance in accessing devices and internet services when presented as a barrier for your child to participate in the summer programs.
- e. To use in media releases to benefit NAZA and its funded providers, photographs, creative work, quotes, videos, or other media which may include my child.

I, the undersigned, understand, acknowledge, and agree:

- That I have read and understand the information provided in the General Permissions.
- That I will update any information I provided about my student in a timely fashion.
- That NAZA-funded providers will make themselves available to youth, parents, and school staff and any concerns they might have.
- That NAZA-funded providers will protect the safety, interests, and rights of all individuals in the program. Therefore, each program will provide a parent/youth handbook or other program-specific information, including behavior policies and grievance procedures.
- That my child may be asked to complete surveys regarding the program for evaluation purposes.
- That NAZA-funded providers will request my child’s records that may contain personal information (share demographics, grades, assessment, attendance, behavior/suspensions, IEPs and information about access to technology and internet at home) for the sole purpose of helping my child succeed in school. I therefore waive, with respect to these disclosures, any duty of confidentiality arising from Federal or State requirements.
- That participation in NAZA-funded programs and providing information about my child may involve certain risks. I assume all of these risks.
- That I will not seek to hold NAZA or its funded providers responsible for any losses or damages whatsoever which I or my child may incur in connection with NAZA or its funded providers.
- That all program staff are employed by NAZA-funded providers, who are responsible for the operations of the program and supervision of their personnel. NAZA takes no responsibility for these operations or supervision.

I, the parent or legal guardian, give consent for Metro Nashville Public Schools to share my child’s information, as described above, with NAZA staff and its affiliated partners for the purpose of planning and providing high quality afterschool programming to my child. I fully release and discharge MNPS and its employees from any and all liabilities arising out of or in connection with the above described data sharing relative to NAZA and NAZA affiliated partners. I reserve the right to withdraw my consent at any time by submitting a written notice of withdrawal of consent to NAZA or its affiliated partner.

Signature Custodial Parent/Guardian

Date

Signature of Program Staff with NAZA-Funded Program Name

Date