

Resolution No. RS2020-610

A resolution appropriating a total of \$200,000 from the COVID-19 Pandemic Fund No. 30099 to various nonprofit organizations selected to receive Community Partnership Fund grants.

WHEREAS, Section 7-3-314 of the Tennessee Code Annotated states that metropolitan forms of government may provide financial assistance to nonprofit organizations in accordance with the guidelines of the Metropolitan Government; and,

WHEREAS, Section 5.04.070 of the Metropolitan Code of Laws provides that the Metropolitan Council may, by Resolution, appropriate funds for the financial aid of nonprofit organizations; and,

WHEREAS, Resolution RS 2020-394 previously appropriated funds for the support of various agencies and non-profit organizations providing direct services to members of the community negatively impacted by COVID-19; and,

WHEREAS, Resolution 2020-394 provided that funds shall be disbursed in accordance with the requirements of section 7-3-314 of the Tennessee Code Annotated and all related grant contracts shall be approved by resolution of the Metropolitan Council, including \$200,000 for the Juvenile Court; and,

WHEREAS, there are federal requirements for use of CARES Act funds which require that these funds be used or distributed on or before December 30, 2020; and

WHEREAS, the Juvenile Court has accepted applications from nonprofit organizations to receive Community Partnership Fund grants; and,

WHEREAS, the Mayor has accepted the recommendations of the Juvenile Court that \$200,000 in Community Partnership Fund grants should be disbursed to specific nonprofit organizations; and,

WHEREAS, the nonprofit organizations named below have experienced an increased demand in their services during the pandemic; and,

WHEREAS, it is to the benefit of the citizens of The Metropolitan Government of Nashville and Davidson County that these funds be appropriated to these nonprofit organizations.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY:

Section 1. There is hereby appropriated \$200,000 from the COVID-19 Pandemic Fund No. 30099 to fund grants to five nonprofit organizations as follows:

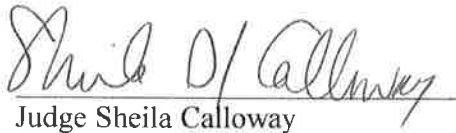
- a) \$5,000 to Be About Change, for the *Chef to Table* program, which will work directly with Nashville-area families that have experienced COVID-19-related adversity; and,

- b) \$5,000 to Epic Girl, for COVID relief services to mitigate the negative emotional response of the COVID 19 pandemic in adolescent females ages 12-19, who have a history of trauma and Juvenile Court engagement, by providing abuse and exploitation screening, case management, and programming services; and,
- c) \$76,549.50 to The Find Design, for the provision of the *F.L.Y. Girl* program for mentoring, and mental and behavioral health services, to young girls of color who are at risk or are a vulnerable population, experiencing mental health and added stressors due to COVID; and,
- d) \$76,549.50 to Meharry Medical College, RWJF Center for Health Policy, for “Operation Uplift” COVID relief services in the form of supplies, economic relief, and mental health resources to support the *Choosing How I Need Life (CHILL)* program for youth and families; and,
- e) \$36,901 to STARS Nashville, for mental health support services to Metro Nashville Public Schools (MNPS) youth experiencing mental health and alcohol and drug use/abuse during the pandemic, including telehealth support case management services for youth attending Recovery Court, a program managed by Juvenile Court.

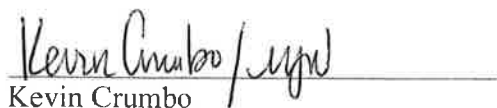
Section 2. The Metropolitan Government is hereby authorized to enter into grant contracts, attached hereto and incorporated herein, with the nonprofit organizations listed in Section 1 above for the amounts provided herein and the purposes stated. Such contract shall specify the terms and conditions under which the grant funds are to be spent, including that all expenditures shall be in accordance with the financial requirements of the federal CARES Act.

Section 3. This Resolution shall take effect from and after its adoption, the welfare of The Metropolitan Government of Nashville and Davidson County requiring it.

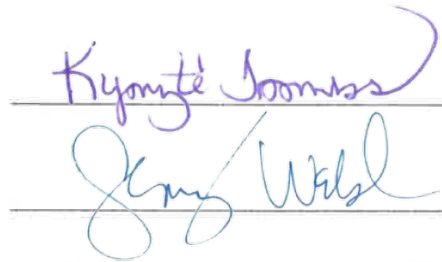
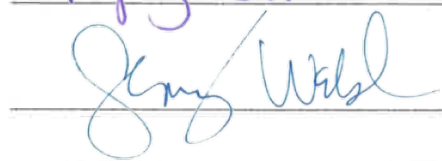
RECOMMENDED BY THE  
JUVENILE COURT:

  
Judge Sheila Calloway

APPROVED AS TO AVAILABILITY  
OF FUNDS:

  
Kevin Crumbo

INTRODUCED BY:

Member(s) of Council

APPROVED AS TO FORM AND  
LEGALITY:

Cynthia E. Dross  
Assistant Metropolitan Attorney

**GRANT CONTRACT  
BETWEEN THE METROPOLITAN GOVERNMENT  
OF NASHVILLE AND DAVIDSON COUNTY  
AND  
Be About change**

This Grant Contract issued and entered into pursuant to **RS** by and between the Metropolitan Government of Nashville and Davidson County, a municipal corporation of the State of Tennessee hereinafter referred to as "Metro", and Be About Change hereinafter referred to as the "Recipient," is for the provision of, as further defined in the "SCOPE OF PROGRAM."

A. SCOPE OF PROGRAM:

A.1. **SCOPE OF PROGRAM:**

- A.1. The Recipient will use the funds for the following:
- A.2. The Recipient must spend these funds consistent with their proposed use in the Recipient's funding application, hereinafter referred to as the Grant Spending Plan, attached and incorporated herein as **Attachment 1**. 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 is **retroactive** and shall be for a period of nine (9) months, commencing on **March 1, 2020** and ending on **December 30, 2020**. Metro shall have no obligation for services rendered by the Recipient which are not performed within this term.

C. PAYMENT TERMS AND CONDITIONS:

- C.1. Maximum Liability. In no event shall the maximum liability of Metro under this Grant Contract exceed **five-thousand dollars (\$5,000.00)**. The Grant Spending Plan, attached and incorporated herein as part of **Attachment 1**, shall constitute the maximum amount to be provided to the Recipient by Metro for all of the Recipient's obligations hereunder. The Grant Spending Plan line items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct program costs incurred or to be incurred by the Recipient during the contract term.

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

- C.2. Compensation Firm. The maximum liability of Metro is not subject to escalation for any reason. The Grant Spending Plan amount is firm for the duration of the Grant Contract and is not subject to escalation for any reason unless the grant contract is amended.
- C.3. Payment Methodology. The Recipient shall be compensated on a reimbursement basis for actual direct program costs based upon the Grant Spending Plan, not to exceed the maximum liability established in Section C.1.

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All invoices shall be sent electronically to the attention of Shelley Hudson, Special Projects Program Manager ([shelleyhudson@jcs.nashville.org](mailto:shelleyhudson@jcs.nashville.org)) Said payment shall not exceed the maximum liability of this Grant Contract.

Documentation to serve as proof of delivered services of a kind and type as specified for the Recipient by Juvenile Court Grants Management personnel must accompany submission of invoices in order to be eligible for payment. Generally, invoices for reimbursement will be accepted on a quarterly basis, but Juvenile Court Grant Management personnel will consider written requests for monthly reimbursement and advise Recipient if approved. Final invoices for the contract period must be received by Juvenile Court by **January 8, 2021**. Any invoice not received by the deadline date will not be processed and all remaining grant funds will expire.

- C.4. Annual Expenditure Report. The Recipient must submit a final grant **Annual Expenditure Report**, to be received by the Juvenile Court Grant Management Team, **by January 30, 2021**. Said report shall be in form and substance acceptable to Metro and shall be prepared by a Certified Public Accounting Firm or the Chief Financial Officer of the Recipient Organization.
- C.5. Payment of Invoice. The payment of any invoice by Metro shall not prejudice Metro's right to object to the invoice or any matter in relation thereto. Such payment by Metro shall neither be construed as acceptance of any part of the work or service provided nor as an approval of any of the costs included therein.
- C.6. Unallowable Costs. The Recipient's invoice shall be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs. Utilization of Metro funding for services to non-Davidson County residents is unallowable.
- C.7. Deductions. Metro reserves the right to adjust any amounts which are or shall become due and payable to the Recipient by Metro under this or any Contract by deducting any amounts which are or shall 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 shall be subject to amounts and limitations specified in Metro's Travel Regulations and subject to the Grant Spending Plan.
- C.9. Electronic Payment. Metro requires as a condition of this contract that the Recipient shall complete and sign Metro's form authorizing electronic payments to the Recipient. Recipients who have not already submitted the form to Metro 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. 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 shall have the right to immediately terminate the Grant Contract and the Recipient shall return to Metro any and all grant monies for services or programs under the grant not performed as of the termination date. The Recipient shall also return to Metro any and all funds expended for purposes contrary

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to the terms of the Grant. Such termination shall not relieve the Recipient of any liability to Metro for damages sustained by virtue of any breach by the Recipient.

- D.4. Subcontracting. The Recipient shall not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of Metro. Notwithstanding any use of approved subcontractors, the Recipient shall be considered the prime Recipient and shall be responsible for all work performed.
- D.5. Conflicts of Interest. The Recipient warrants that no part of the total Grant Amount shall be paid directly or indirectly to an employee or official of Metro as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Recipient in connection with any work contemplated or performed relative to this Grant Contract.
- D.6. Nondiscrimination. The Recipient hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the 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 shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.7. Records. The Recipient shall 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, shall 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 shall be subject to audit at any reasonable time and upon reasonable notice by Metro or its duly appointed representatives. Records shall be maintained in accordance with the standards outlined in the Metro Grants Manual. The financial statements shall be prepared in accordance with generally accepted accounting principles.
- D.8. Monitoring. The Recipient's activities conducted and records maintained pursuant to this Grant Contract shall be subject to monitoring and evaluation by the Juvenile Court Grant Management Team, the Metropolitan Office of Financial Accountability and/or Metro's duly appointed representatives. The Recipient shall make all audit, accounting, or financial records, notes, and other documents pertinent to this grant available for review by the Metropolitan Office of Financial Accountability, Internal Audit or Metro's representatives, upon request, during normal working hours.
- D.9. Reporting. The Recipient must submit an Interim Program Report, to be received by the Juvenile Court Grants Management Team by no later than **November 1, 2020**, and a Final Program Report, to be received by the Juvenile Court Grants Management Team by no later than **January 8, 2021**. Said reports shall detail the Recipient's progress on each of the core performance measures identified in the grant solicitation and any program specific and/or outcome measures identified in the Recipient's Grant Spending Plan as funded under this Grant Contract.
- D.10. Strict Performance. Failure by Metro to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this agreement shall not be construed as a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Grant Contract shall be held to be waived, modified, or deleted except by a written amendment by the appropriate parties as indicated on the signature page of this Grant.
- D.11. Insurance. The Recipient agrees to carry adequate public liability and other appropriate forms of insurance, and to pay all applicable taxes incident to this Grant Contract.

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- D.12. Metro Liability. Metro shall have no liability except as specifically provided in this Grant Contract.
- D. 13. Independent Contractor. Nothing herein shall in any way be construed or intended to create a partnership or joint venture between the Recipient and Metro or to create the relationship of principal and agent between or among the Recipient and Metro. The Recipient shall not hold itself out in a manner contrary to the terms of this paragraph. Metro shall not become liable for any representation, act, or omission of any other party contrary to the terms of this paragraph.
- D. 14. Indemnification and Hold Harmless.
- (a) Recipient shall indemnify, defend, and hold harmless Metro, its officers, agents and employees from any claims, damages, penalties, costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of 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 shall 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) Grantee's duties under this section shall survive the termination or expiration of the grant.
- D.15. Force Majeure. The obligations of the parties to this Grant Contract are subject to prevention by causes beyond the parties' control that could not be avoided by the exercise of due care including, but not limited to, acts of God, riots, wars, strikes, epidemics or any other similar cause.
- D.16. State, Local and Federal Compliance. The Recipient agrees to comply with all applicable federal, state and local laws and regulations in the performance of this Grant Contract.
- D.17. Governing Law and Venue. The validity, construction and effect of this Grant Contract and any and all extensions and/or modifications thereof shall be governed by and construed in accordance with the laws of the State of Tennessee. The venue for legal action concerning this Grant Contract shall be in the courts of Davidson County, Tennessee.
- D.18. Completeness. This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions of the parties' agreement. This Grant Contract supersedes any and all prior understandings, representations, negotiations, and agreements between the parties relating hereto, whether written or oral.
- D.19. Headings. Section headings are for reference purposes only and shall not be construed as part of this Grant Contract.
- D.20. Metro Interest in Equipment. The Recipient shall 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" shall be defined as an article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds \$5,000.00.

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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 shall request written approval from Metro for any proposed disposition of equipment purchased with Grant funds. All equipment shall be disposed of in such a manner as parties may agree as appropriate and in accordance with any applicable federal, state or local laws or regulations.

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

Shelley Hudson (615) 862-8079

[shelleyhudson@jis.nashville.org](mailto:shelleyhudson@jis.nashville.org)

Juvenile Court, P.O. Box 196306 Nashville, Tennessee 37219-6306

**Recipient:**

Mr. Marcel Hernandez ([marcel@beaboutchange.org](mailto:marcel@beaboutchange.org)) (615) 241-0823

Team Lead

**Be About Change**

PO box 210169

Nashville, TN 37221

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



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- 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 subcontractors of federally appropriated funds shall certify and disclose accordingly.

Effective Date. This contract shall 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 shall be effective as of the date first written above.

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Grant contract between the Metropolitan Government of Nashville and Davidson County and  
(Be About Change), Contract # \_\_\_\_\_ September 18, 2020

THE METROPOLITAN GOVERNMENT  
OF NASHVILLE AND DAVIDSON  
COUNTY:

RECIPIENT: MAL HONG

By: MARCELA HERNANDEZ

Title: EXECUTIVE DIRECTOR

APPROVED AS TO AVAILABILITY OF  
FUNDS:

Sworn to and subscribed to before me a Notary  
Public, this 18<sup>th</sup> day  
of September, 2020

\_\_\_\_\_  
Director of Finance

Notary Public

APPROVED AS TO FORM AND  
LEGALITY

Cynthia E. Dross  
\_\_\_\_\_  
Metropolitan Attorney

Sherry Chambers  
\_\_\_\_\_  
My Commission expires 5/9/23

FILED IN THE OFFICE OF THE CLERK:

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



**FY 2021 Youth Violence Reduction COVID-19 Relief Project Proposal**



Marcel Hernandez, Executive Director

*Be About Change*

615-944-7502

[marcel@beaboutchange.org](mailto:marcel@beaboutchange.org)

Primary Author / Point of Contact

## *Chef to Table*

- Reducing youth violence through family mentoring and service learning
- Providing food and resources
- Increasing marketable skills through efficient food utilization and kitchen training

The COVID-19 pandemic has delivered an unprecedented blow to families worldwide: displacing long-time employees, limiting access to food and other needed resources, and compounding existing economic and psychological hardship. Food supply chains have been shaken, with uncertainty regarding availability of and access to resources. Families across the country are limiting public exposure with less frequent grocery store visits; marginalized communities are now further financially strained than a few short months ago...and food costs are rising.

*Chef to Table* is a unique hybrid program that provides much needed food, strategies and techniques to utilize food effectively, and brings a professional chef into homes—virtually and on-demand—to train and mentor struggling families worldwide. We introduce and build upon culinary skills that increase marketability while simultaneously expanding families’ repertoire in varied cuisine styles.

*Be About Change* personnel deliver *Chef to Table* by working directly with Nashville-area families that have experienced COVID-19-related adversity. These families will receive kitchenware to execute culinary training initiatives, as well as weekly food boxes containing pre-qualified ingredients that can be customized to individual household dietary considerations. This reduces a household’s public exposure while also expanding knowledge in utilizing limited food resources in cost-effective and time-efficient ways. Overall, supporting these base level family needs has a net positive effect on reduction in youth crime and violence trajectories.

*Be About Change* respectfully requests a \$5,000.00 grant for personnel and supplies to execute *Chef to Table*. The following pages include the requested outline, budget, and supporting documentation:

1. Youth Violence Reduction COVID-19 Relief Project Proposal Form and Attachments (including budget and budget narrative);
2. *Be About Change* Corporation Charter;
3. *Be About Change* IRS 501(c)(3) designation.

We are grateful to be able to continue serving Nashville families. Thank you for the opportunity to apply for the grant to further our ongoing partnership with the Juvenile Court of Metropolitan Nashville & Davidson County.

## Community Partnership Funds Provided by CARES Act Funding Youth Violence Reduction COVID-19 Relief Project Application

Organization/Agency Name	BE ABOUT CHANGE	
Primary Contact Name:	Marcel Hernandez	
Primary Contact Phone:	615-944-7502	
Primary Contact e-mail:	<a href="mailto:marcel@beaboutchange.org">marcel@beaboutchange.org</a>	
Prior Year Metro CPF Recipient	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	Amount: \$5,000.00
Prior year Metro Direct Appropriation	Yes <input checked="" type="radio"/> <input type="radio"/> No	Amount: N/A
Funding Amount Requested		Amount: \$5,000.00

- 1) Describe below how your agency and client population participating in agency’s youth violence reduction programming has been impacted by the COVID-19 health emergency and precautionary measures.

The Nashville youth and family population we serve (approximately 70% below the poverty line) has been further economically strained due to the COVID-19 pandemic, including limited access to school/education resources (currently online) as well as limited access to food and other resources, compounded by higher, nationwide unemployment rates and rising food costs. Our agency has been impacted by the need to transition all services to online/distance formats.

- 2) Describe how CARES Act funds will help you meet needs directly resulting from the COVID-19 health emergency and resulting precautionary measures. Use of funds must meet eligible expense criteria as outlined in the Coronavirus Relief Fund Guidance for State, Territorial, Local and Tribal Governments).

*Be About Change: Chef to Table* provides food, resources, and training to families that have experienced hardship due to COVID-19. These are categorized as “necessary expenditures incurred due to the public health emergency.”

The category for “costs not accounted for in the budget most recently approved as of March 27, 2020” appears to address government budgets (see second paragraph of that category in the included guidance), however, food and resource costs were also certainly not accounted for in the *Be About Change* budget, as our services deal primarily with leadership workshops.

Resources and services will be provided in compliance with the December 30, 2020 guidelines.

The resources and services call under #4 of “Nonexclusive examples of eligible expenditures”:

- “Expenses for food delivery to residents...vulnerable populations”; and
- “Expenses to facilitate distance learning...”
- Elements of bullet point #3 in this category “...to enable compliance with COVID-19 public health precautions”

<p><b>3) List and describe below a minimum of three primary goals and objectives of your COVID-19 Relief Project.</b></p> <ol style="list-style-type: none"> <li>1. Reduce instances of youth violence by providing supplemental services to families served by existing <i>Be About Change</i> programs</li> <li>2. Provide needed food and resources to ten Davidson County families in need (weekly/monthly/etc.);</li> <li>3. Provide training to families <b>and the general public</b> in healthy food preparation, strategies and techniques in cost-effective food utilization, and safety and public health considerations by qualified, experienced personnel (including life skills and mentoring skills);</li> </ol>
<p><b>4) List and describe below specific activities that you will perform to accomplish each stated goal and objective.</b></p> <ol style="list-style-type: none"> <li>1. Reducing youth violence and likelihood of youth crime requires basic (physiological) needs to be met first; providing food and similar resources positively affects this goal;</li> <li>2. Kitchenware and food boxes will be disseminated utilizing COVID-19 safety practices—either delivered directly or via a “hub” partner (faith-based organization, school, and/or community center);</li> <li>3. Food preparation and public health safety training will be conducted via live (online) and pre-recorded video by qualified, experienced personnel for participating families <b>and the general public.</b></li> </ol>
<p><b>5) List and describe below a minimum of three measurable outcomes of your COVID-19 Relief Project that will be achieved as a result of this project. (Measurable outcomes must support goals and objectives).</b></p> <ol style="list-style-type: none"> <li>1. Review of families’ interactions with Juvenile Court;</li> <li>2. Review and reporting of families in receipt of kitchenware resources and number of family members per household fed via food boxes;</li> <li>3. Review and reporting of cooking skills acquired via food preparation training, including skills to be utilized by family members in the house as well as marketable job skills, and the positive effects of this training that will be realized by <b>members of the general public.</b></li> </ol>
<p><b>6) Explain below how this COVID-19 Relief Project is achievable. 1) Very briefly describe your agency’s experience in the type of work this project proposes 2) Very briefly describe how your agency has worked with Juvenile Court Youth Violence Reduction efforts. 3) Describe how you will be able to determine that services provided are only for those impacted by the pandemic.</b></p> <ol style="list-style-type: none"> <li>1. <i>Be About Change</i> has been working with target families since 2016 and with families via the Nashville Juvenile Court since 2017;</li> <li>2. <i>Be About Change</i> recently completed FY 2020 (CPF Fund); see “Final Report” submitted to court for specific details, including individuals positively impacted and awarded scholarship;</li> <li>3. Families are sourced via <i>Be About Change</i> data (which includes financial hardship data), Juvenile Court personnel, MNPS personnel, community centers, faith-based organizations, and/or other agencies.</li> </ol>
<p><b>7) Describe below how your agency will manage the COVID-19 Relief Project. Clarify how you will evaluate your project. This includes completeness of the evaluation plan to include what you will do to judge the success or effectiveness of your project. These may include Process measures (Outputs) <i>that</i> quantify the activities of your initiative and Outcome measures <i>that</i> quantify the effect or results that are attributed to your efforts that determine impact and success.</b></p>

1. *Be About Change* will measure youth and family outcomes in regards to youth violence and crime by cross-referencing with Juvenile Court and/or school and agency partner data;
2. Effectiveness of delivered food and resources will be measured by personal contact and verification with families;
3. Effectiveness of food and safety training will be measured by personal contact and verification with families, as well as with the **general public** (with the public, general feedback requests will be made).  
*See also answers to Question #5 above.*

**8) Describe below how your agency will monitor the COVID-19 Relief Project. Will your program have organized procedures to monitor the quality of program service delivery? Include the name(s) of the person(s) with monitoring responsibility, and all relevant contact information. Describe how you plan to track the progress of your project initiative, including an operations narrative.**

*See Attachment A, #8*

**9) Describe below your project team’s experience and management plan for the proposal (including fiscal management).**

*Be About Change* has provided services to the target population since 2016, while overseeing annual budgets and project-specific budgets. The Court will note *Be About Change* recently completed the CPF Final Report (FY 2020) wherein our organization illustrated, through financial documentation, we met—and did not exceed—the requested amount. Our organization prides itself on its ability to responsibly adhere to strict budgets from various funding sources. As this budget is simplified and contains fixed costs, fiscal management oversight is straight-forward, with multiple personnel overseeing this (*See Attachment A, #8*).

**10) Describe below your timeline to completion. How will the agency spend the funds by December 30, 2020? Describe below your budget and budget narrative justification in detail for this COVID-19 Relief Project.**

*See Attachment A, #10*

**11) Describe below your agency’s Youth Violence Reduction Program that will benefit from this COVID-19 Relief grant. Include the following information: A) The length of time/history your agency has provided youth violence reduction programming services. B) The trauma-informed care practices used by the program. C) How you will identify the impact of COVID-19 on your population served and projected number of clients to be served. D) Dosage and duration of program. E) Does your program have written protocol? If yes, briefly describe. F) Are delivery staff trained to deliver program services? If yes, briefly describe. G) Does your organization monitor the quality of program service delivery? If yes, briefly describe. H) Does your organization have organizing procedures to take corrective action for program service delivery? If yes, briefly describe.**

*See Attachment A, #11*



## ATTACHMENT A

### 8. OPERATIONS MANAGEMENT

*Be About Change* will monitor the *Chef to Table* program through key, effective ways. The primary method will be through weekly (or more frequent) direct interaction with families, to verify delivery of food/resources, as well as to determine viability and execution of food preparation. In video instruction, we will facilitate Live Q&A sessions with Chef Ted to answer participants' questions and offer feedback based upon successes and challenges; instructional content will be **publicly available**. Below is a list of personnel names, contact information, and roles for execution of *Chef to Table*:

**Marcel Hernandez, Team Leader**

615-944-7502

[marcel@beaboutchange.org](mailto:marcel@beaboutchange.org)

Marcel Hernandez is *Be About Change* Founder/Executive Director, with experience in nonprofit management, program oversight, and trauma-informed instruction. He is the primary contact for participating families; oversees all program aspects; answers questions and addresses stakeholder needs.

**Theodore "Ted" Tom, Chef/Instructor**

702-610-4822

[chef@beaboutchange.org](mailto:chef@beaboutchange.org)

Ted Tom is Assistant Chef at SW Steakhouse at Wynn Las Vegas, with over 12 years of experience at Wynn Las Vegas, and additional kitchen and restaurant management experience. He has been on the front lines of planning and executing adapted food safety practices in the midst of the COVID-19 pandemic. He is **ServSafe** certified and is a certified food safety manager in Clark County, Nevada. Chef Ted is the program instructor and video producer; prepares recipes and delivers training in food preparation, kitchen safety, and health considerations; answers families' questions and provides regular feedback.

**Judd Cowan, Budgeting/Relationships**

615-481-8813

[jcowan@beaboutchange.org](mailto:jcowan@beaboutchange.org)

Judd Cowan is Board Secretary and Chief Engineer of a local manufacturing company, with budget oversight and project experience in various industries. He oversees program budget adherence and secures community partners in resourcing food and supplies.

**Ivan Diaz, Operations/Program Execution**

615-403-6732

[idadiaz@beaboutchange.org](mailto:idadiaz@beaboutchange.org)

Ivan Diaz is a board member and staff trainer for *Be About Change* leadership programming (*Project L.E.A.D.*). He has experience in robotics manufacturing, as well as a unique skillset in restaurant building, promotion, and management, including well-established relationships with customers and vendors throughout Middle-Tennessee. Mr. Diaz ensures successful program delivery of food and resources and adherence to all goals and standards.

**Woody Murray, Marketing/Promotion**

615-594-7659

[wmurray@beaboutchange.org](mailto:wmurray@beaboutchange.org)

Woody Murray is Board Vice President, with extensive knowledge and experience in marketing and advertising. He provides content such as ad copy and messaging, adjusting as necessary based upon target audience (ex: families, general public, organizational partners, etc.).

The execution timeline parallels the budget timeline, wherein the 4-week delivery phase is “book-ended” by surveying, consultation, and quantifying of impact. To track the progress, Mr. Hernandez and other personnel will maintain constant contact with participating families, to adjust course as needed based upon a given family’s or given week’s challenges.

**10. BUDGET**

**Budget: *Be About Change* respectfully requests a grant in the amount of \$5,000.00.**

*Be About Change* is a relationship-building association working to enhance the lives of youth and their families. Budget emphasis for *Chef to Table* is simple: secure reliable, qualified, experienced personnel to help build families’ culinary skill/job skill levels, while providing needed food and resources.

GRANT BUDGET				
Community Partnership Fund Provided by the CARES Act Fund – Youth Violence Reduction Priority				
The Grant Budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable				
Period: BEGIN: <b>March 1, 2020</b> END: <b>12/30/2020</b>				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup>	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1. 2	Salaries, Benefits & Taxes	500.00		500.00
4. 15	Professional Fee, Grant & Award <sup>2</sup>			
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	4500.00	1000.00	5500.00
11. 12	Travel, Conferences & Meetings			
13	Interest <sup>2</sup>			
14	Insurance			
16	Specific Assistance To Individuals			
17	Depreciation <sup>2</sup>			
18	Other Non-Personnel <sup>2</sup>			
20	Capital Purchase <sup>2</sup>			
22	Indirect Cost (Not allowable for this solicitation)			
24	In-Kind Expense			
25	GRAND TOTAL	5000.00	2300.00	6000.00

In addition to board members and regular volunteers, community partners that may facilitate food delivery include: faith-based organizations, community centers, schools, and other organizations.

**Budget Detail**

**A. Personnel — Total: \$500.00**

1. Mr. Theodore Tom (aka “Ted Tom”) is Assistant Chef at SW Steakhouse at Wynn Las Vegas, where he has worked for 12 years. Chef Ted will provide an array of services, such as recipe preparation, video instruction/demonstration, kitchen safety training, and live Q&A sessions via Zoom, as well as other services. At the standard rate of \$80/hour for projects of this type, Chef Ted has significantly discounted

services to allow for maximum impact for families and the general public over the course of several weeks.

Executive Director, Marcel Hernandez, other board members, and support personnel will participate in *Chef to Table* on a volunteer basis.

<b>B. Supplies —</b>	<b>Total:</b>	<b>\$4,500.00</b>
1. Kitchenware will be provided to each of the ten families, including items such as skillets, knives, spatulas, spoons, tongs, cutting boards, and towels. The estimated cost is \$100 per household (\$1,000 total).		
2. Food and delivery will be provided for the participating ten families, including the ingredients for the provided recipes. The estimated cost is \$87.50 per household, per week, for a total of four weeks (\$3,500 total).		
	<b>Total:</b>	<b>\$5,000.00</b>

### **Budget Timeline**

Following approval by the Metro Council in October, *Be About Change*, together with project personnel, will survey the ten families for food allergies and general palate preferences.

The following is the approximate timeline for *Chef to Table*, beginning as late as November, based upon Metro Council approval process:

- Week 1:* Survey families for food allergies and general palate preferences
- Week 2:* Deliver initial video content and secure supplies
- Weeks 3-6:* Deliver kitchenware, food boxes, video content, Live Q&A, follow-up
- Week 7:* Survey families, court, and/or schools to measure impact of *Chef to Table*

## **11. YOUTH VIOLENCE REDUCTION**

**A.** *Be About Change* has provided violence reduction services since 2016.

**B.** *Be About Change* emphasizes epigenetics, recognizing learned behaviors can have a significant effect on current and future generations. By providing resources at the foundational level of Maslow’s Hierarchy of Needs<sup>1</sup> youth, their families, and future generations are positioned for improved safety, relationships, self-esteem, and achievement/surpassing of personal and familial potential. Together, these categories facilitate the ability of youth to self-diagnose with an understanding that life experiences have played (and continue to play) a role in how, why, and when we make decisions. Additional choices become clearer and more apparent. These can lead to improved health, stronger relationships, greater empathy, and a service-oriented, community-building mindset—all of which lead to a reduction in youth violence and reduction in crime.

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<sup>1</sup> See Burlison, S.E., Thoron, A.C., (2014) Maslow’s Hierarchy of Needs and Its Relation to Learning and Achievement, University of Florida IFAS Extension

**C.** Impact of COVID-19 and projected number: *Be About Change* gauges the adverse impacts of COVID-19 via regular and frequent interactions with client families. Additionally, the ten participating families will be chosen via existing referral methods, including current clients, school and court referrals, community centers, and/or organizational referrals. Average household size is 3.5, positioning approximately 35 individuals as primary beneficiaries of *Chef to Table*. However, many aspects of the program, such as video instruction and Live Q&A with Chef Ted will be publicly available and publicly promoted. Thus, projected impact is potentially significantly higher through internet/social media platforms (**no limit**).

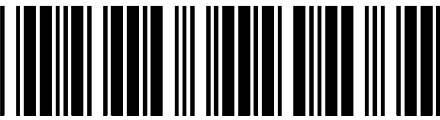
**D.** Ten families will receive weekly food boxes containing the primary protein (ex: pork, chicken, beef, vegetable options) and other food items for recipe preparation; they will receive a primary recipe and one to two alternates/options. Food boxes will be provided for four weeks, with weekly interaction with Chef Ted via video and/or live Q&A sessions. The **general public** will have access to the educational video content.

**E.** Protocol: *See Budget Timeline*. Participants will be surveyed weekly to determine effectiveness of resources provided.

**F.** Chef Ted is the primary instructor. He is trained and experienced in food preparation and management. Though *Chef to Table* specifically focuses on family mentoring and service learning, Chef Ted is also aware of the many challenges youth and families face, through personal experience as well as familiarity with existing *Be About Change* programming.

**G.** *Be About Change* will monitor the quality of service delivery weekly, by surveying and talking directly with participating families, plus soliciting feedback from online participants.

**H.** Corrective action is taken and guided by letter G above. Most anticipated challenges will be addressed on the front end (such as surveying for food allergies and preferences), with mechanisms in place for adapting and adjusting as needed. Live Q&A sessions will give participants opportunities to vocalize challenges they have faced in food preparation, whether procedural or based on inadequate/unavailable resources; then, steps will be taken to streamline accessibility.



000829778

B0185-8367 01/15/2016 2:56 PM Received by Tennessee Secretary of State Tre Hargett

# CHARTER NONPROFIT CORPORATION (ss-4418)



**Tre Hargett**  
Secretary of State

**Division of Business Services**  
**Department of State**  
State of Tennessee  
312 Rosa L. Parks AVE, 6th FL  
Nashville, TN 37243-1102  
(615) 741-2286  
Filing Fee: \$100.00

*For Office Use Only*  
**-FILED-**  
Control # 000829778

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

**1. The name of the corporation is:** Be About Change

**2. Name Consent: (Written Consent for Use of Indistinguishable Name)**

This entity name already exists in Tennessee and has received name consent from the existing entity.

**3. This company has the additional designation of:**

**4. The name and complete address of its initial registered agent and office located in the State of Tennessee is:**

JUAN MARCEL HERNANDEZ  
7736 DANIEL TRCE  
NASHVILLE, TN 37221-6513  
DAVIDSON COUNTY

**5. Fiscal Year Close Month:** December **Period of Duration:** Perpetual

**6. If the document is not to be effective upon filing by the Secretary of State, the delayed effective date and time is:**  
(none) (Not to exceed 90 days)

**7. The corporation is not for profit.**

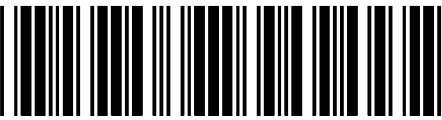
**8. Please complete all of the following sentences by checking one of the two boxes in each sentence:**

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.

**9. The complete address of its principal office is:**

7736 DANIEL TRCE  
NASHVILLE, TN 37221-6513  
DAVIDSON COUNTY

*(Note: Pursuant to T.C.A. §10-7-503 all information on this form is public record.)*



B0185-8368 01/15/2016 2:56 PM Received by Tennessee Secretary of State Tre Hargett

**CHARTER**  
**NONPROFIT CORPORATION** (ss-4418)



**Tre Hargett**  
Secretary of State

**Division of Business Services**  
**Department of State**  
State of Tennessee  
312 Rosa L. Parks AVE, 6th FL  
Nashville, TN 37243-1102  
(615) 741-2286  
Filing Fee: \$100.00

*For Office Use Only*  
**-FILED-**  
Control # 000829778

**The name of the corporation is:** Be About Change

**10. The complete mailing address of the entity (if different from the principal office) is:**

7736 DANIEL TRCE  
NASHVILLE, TN 37221-6513

**11. List the name and complete address of each incorporator:**

<u>Title</u>	<u>Name</u>	<u>Business Address</u>	<u>City, State, Zip</u>
Incorporator	Juan M Hernandez	7736 DANIEL TRCE	NASHVILLE, TN 37221-6513

**12. School Organization:** (required if the additional designation of "School Organization - Exempt" is entered in section 3.)

- I certify that pursuant to T.C.A. §49-2-611, this nonprofit corporation is exempt from the \$100 filing fee required by T.C.A. §48-51-303(a)(1).
- This nonprofit corporation is a "school support organization" as defined in T.C.A. §49-2-603(4)(A).
- This nonprofit corporation is an educational institution as defined in T.C.A. §48-101-502(b).

**13. Insert here the provisions regarding the distribution of assets upon dissolution:**

In the event of dissolution of the Corporation, all assets will be distributed to another nonprofit organization with a similar purpose.

**14. Other Provisions:**

*(Note: Pursuant to T.C.A. §10-7-503 all information on this form is public record.)*

Jan 15, 2016 2:56PM  
Signature Date

Electronic  
Incorporator's Signature

Juan M Hernandez  
Incorporator's Name (printed or typed)



STATE OF TENNESSEE  
Tre Hargett, Secretary of State  
Division of Business Services  
William R. Snodgrass Tower  
312 Rosa L. Parks AVE, 6th FL  
Nashville, TN 37243-1102

Be About Change  
7736 DANIEL TRCE  
NASHVILLE, TN 37221-6513

January 15, 2016

### Filing Acknowledgment

Please review the filing information below and notify our office immediately of any discrepancies.

SOS Control # :	000829778	Formation Locale:	TENNESSEE
Filing Type:	Nonprofit Corporation - Domestic	Date Formed:	01/15/2016
Filing Date:	01/15/2016 2:56 PM	Fiscal Year Close:	12
Status:	Active	Annual Report Due:	04/01/2017
Duration Term:	Perpetual	Image # :	B0185-8367
Public/Mutual Benefit:	Mutual		
Business County:	DAVIDSON COUNTY		

#### Document Receipt

Receipt # : 002390538	Filing Fee:	\$100.00
Payment-Credit Card - State Payment Center - CC #: 3661279952		\$100.00

Registered Agent Address:  
JUAN MARCEL HERNANDEZ  
7736 DANIEL TRCE  
NASHVILLE, TN 37221-6513

Principal Address:  
7736 DANIEL TRCE  
NASHVILLE, TN 37221-6513

Congratulations on the successful filing of your Charter for Be About Change in the State of Tennessee which is effective on the date shown above. You must also file this document in the office of the Register of Deeds in the county where the entity has its principal office if such principal office is in Tennessee. Please visit the Tennessee Department of Revenue website ([apps.tn.gov/bizreg](http://apps.tn.gov/bizreg)) to determine your online tax registration requirements. If you need to obtain a Certificate of Existence for this entity, you can request, pay for, and receive it from our website.

You must file an Annual Report with this office on or before the Annual Report Due Date noted above and maintain a Registered Office and Registered Agent. Failure to do so will subject the business to Administrative Dissolution/Revocation.

Tre Hargett  
Secretary of State



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

DEPARTMENT OF THE TREASURY

Date: **JAN 26 2016**

BE ABOUT CHANGE  
7736 DANIEL TRCE  
NASHVILLE, TN 37221-6513

Employer Identification Number:  
81-1115996  
DLN:  
26053419004136  
Contact Person:  
CUSTOMER SERVICE ID# 31954  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
January 15, 2016  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 5436

BE ABOUT CHANGE

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey I. Cooper". The signature is stylized and somewhat cursive, with a prominent horizontal stroke at the end.

Jeffrey I. Cooper  
Director, Exempt Organizations  
Rulings and Agreements

**ADDENDUM TO THE  
GRANT CONTRACT  
BETWEEN THE METROPOLITAN GOVERNMENT  
OF NASHVILLE AND DAVIDSON COUNTY  
AND  
Be About Change**

This Grant Contract by and between the Metropolitan Government of Nashville and Davidson County, a municipal corporation of the State of Tennessee, hereinafter referred to as “Metro”, and **Be About Change**, hereinafter referred to as the “Recipient,” is for the *Chef to Table* program as further defined in the "SCOPE OF PROGRAM" (Attachment 1). The Recipient’s evidence of eligibility (See Eligibility Criteria List Supplement) is on file at the Juvenile Court, and the Juvenile Court is managing this grant. A grant request less than \$5,000, per Ordinance No. BL2013-578, is not required to submit accounting eligibility criteria.

**WITNESSETH**

**WHEREAS**, Metro received funds from the Coronavirus Relief Fund under the CARES Act (CRF) (hereinafter called “CRF”); and,

**WHEREAS**, the Recipient provides the *Chef to Table* program to work directly with Nashville-area families that have experienced COVID-19-related adversity; and,

**WHEREAS**, the COVID-19 pandemic has delivered an unprecedented blow to families worldwide: displacing long-time employees, limiting access to food and other needed resources, and compounding existing economic and psychological hardship. Food supply chains have been shaken, with uncertainty regarding availability of and access to resources. Families across the country are limiting public exposure with less frequent grocery store visits; marginalized communities are now further financially strained than a few short months ago; and, food costs are rising; and,

**WHEREAS**, the *Chef to Table* program, will work directly with Nashville-area families that have experienced COVID-19-related adversity. These families will receive kitchenware to execute culinary training initiatives, as well as weekly food boxes containing pre-qualified ingredients that can be customized to individual household dietary considerations. This reduces a household’s public exposure, while also expanding knowledge in utilizing limited food resources in cost-effective and time-efficient ways. Overall, supporting these base level family needs has a net positive effect on reduction in youth crime and violence trajectories; and,

**WHEREAS**, the *Chef to Table* program goals are to:

ADDENDUM to the Grant Contract Between the Metropolitan Government of Nashville and Davidson County and Be About Change

1. Reduce youth violence through family mentoring and service learning,
2. Provide food and resources, and,
3. Increase marketable skills through efficient food utilization and kitchen training; and,

**WHEREAS**, the Juvenile Court and Be About Change propose to utilize \$5,000.00, of the CRF to fund the Recipient to benefit youth whose families have been impacted by COVID-19. The term of this Grant is retroactive and shall be for the time period of **March 1, 2020** through **December 30, 2020**.

## Eligibility Criteria List Supplement

1. A copy of its corporate charter or other articles, constitution, bylaws, or instruments of organization;
2. Applicants must have a 501(c) (3) designation of exemption from federal taxation from the Internal Revenue Service; or incorporation as a non-profit with registration identification number provided by the Secretary of State as a Charitable Organization or proof of such exemption as allowed);
3. A statement of the nature and extent of the organization's program that serves the residents of the metropolitan government **(For the Youth Violence Reduction Priority, Applicants must be providing programming for at risk youth ages 12 – 19 to reduce youth violence);**
  - a. Youth violence reduction programming must fall in one or more categories:
    - i. Mentoring
    - ii. Service learning
    - iii. Employability skills or educational training (social, academic, vocational)
    - iv. Cognitive behavior aligned intervention programming grounded in a therapeutic philosophy (Positive Youth Development) rather than a control philosophy.
4. The proposed use of the funds to be provided by the metropolitan government;
5. The proposed budget of the organization, indicating all sources of funds and a line-item identification of the proposed expenditure of metropolitan government funds;
6. For organizations with an annual operating budget in excess of fifty thousand dollars receiving a grant or grants in excess of five thousand dollars during any one fiscal year, a copy of the organization's audit for the most recent fiscal year. For purposes of this subsection, "audit" means a formal examination of the organization's accounting records and financial situation in accordance with the generally accepted auditing standards issued by the American Institute of Certified Public Accountants. Organizations that are exempt from submitting an audit from the most recent fiscal year pursuant to this subsection shall comply with the audit requirements of Tennessee Code Annotated Section 7-3-314.
7. Applicants must be in compliance with contract requirements of grant awards from Metro;
8. Applicants must have been in existence for at least one full year by application due date;

**GRANT CONTRACT  
BETWEEN THE METROPOLITAN GOVERNMENT  
OF NASHVILLE AND DAVIDSON COUNTY  
AND  
Epic Girl**

This Grant Contract issued and entered into pursuant to RS \_\_\_\_\_ by and between the Metropolitan Government of Nashville and Davidson County, a municipal corporation of the State of Tennessee hereinafter referred to as "Metro", and Epic Girl hereinafter referred to as the "Recipient," is for the provision of, as further defined in the "SCOPE OF PROGRAM."

A. SCOPE OF PROGRAM:

A.1. **SCOPE OF PROGRAM:**

A.1. The Recipient will use the funds for the following:

A.2. The Recipient must spend these funds consistent with their proposed use in the Recipient's funding application, hereinafter referred to as the Grant Spending Plan, attached and incorporated herein as **Attachment 1**. 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 is **retroactive** and shall be for a period of nine (9) months, commencing on **March 1, 2020** and ending on **December 30, 2020**. Metro shall have no obligation for services rendered by the Recipient which are not performed within this term.

C. PAYMENT TERMS AND CONDITIONS:

C.1. Maximum Liability. In no event shall the maximum liability of Metro under this Grant Contract exceed **five-thousand dollars (\$5,000.00)**. The Grant Spending Plan, attached and incorporated herein as part of **Attachment 1**, shall constitute the maximum amount to be provided to the Recipient by Metro for all of the Recipient's obligations hereunder. The Grant Spending Plan line items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct program costs incurred or to be incurred by the Recipient during the contract term.

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

C.2. Compensation Firm. The maximum liability of Metro is not subject to escalation for any reason. The Grant Spending Plan amount is firm for the duration of the Grant Contract and is not subject to escalation for any reason unless the grant contract is amended.

C.3. Payment Methodology. The Recipient shall be compensated on a reimbursement basis for actual direct program costs based upon the Grant Spending Plan, not to exceed the maximum liability established in Section C.1.

**Grant contract between the Metropolitan Government of Nashville and Davidson County and  
(Epic Girl), Contract # \_\_\_\_\_ September 17, 2020**

All invoices shall be sent electronically to the attention of Shelley Hudson, Special Projects Program Manager ([shelleyhudson@jjs.nashville.org](mailto:shelleyhudson@jjs.nashville.org)) Said payment shall not exceed the maximum liability of this Grant Contract.

Documentation to serve as proof of delivered services of a kind and type as specified for the Recipient by Juvenile Court Grants Management personnel must accompany submission of invoices in order to be eligible for payment. Generally, invoices for reimbursement will be accepted on a quarterly basis, but Juvenile Court Grant Management personnel will consider written requests for monthly reimbursement and advise Recipient if approved. Final invoices for the contract period must be received by Juvenile Court by **January 8, 2021**. Any invoice not received by the deadline date will not be processed and all remaining grant funds will expire.

- C.4. Annual Expenditure Report. The Recipient must submit a final grant **Annual Expenditure Report**, to be received by the Juvenile Court Grant Management Team, **by January 30, 2021**. Said report shall be in form and substance acceptable to Metro and shall be prepared by a Certified Public Accounting Firm or the Chief Financial Officer of the Recipient Organization.
- C.5. Payment of Invoice. The payment of any invoice by Metro shall not prejudice Metro's right to object to the invoice or any matter in relation thereto. Such payment by Metro shall neither be construed as acceptance of any part of the work or service provided nor as an approval of any of the costs included therein.
- C.6. Unallowable Costs. The Recipient's invoice shall be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs. Utilization of Metro funding for services to non-Davidson County residents is unallowable.
- C.7. Deductions. Metro reserves the right to adjust any amounts which are or shall become due and payable to the Recipient by Metro under this or any Contract by deducting any amounts which are or shall 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 shall be subject to amounts and limitations specified in Metro's Travel Regulations and subject to the Grant Spending Plan.
- C.9. Electronic Payment. Metro requires as a condition of this contract that the Recipient shall complete and sign Metro's form authorizing electronic payments to the Recipient. Recipients who have not already submitted the form to Metro 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. 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 shall have the right to immediately terminate the Grant Contract and the Recipient shall return to Metro any and all grant monies for services or programs under the grant not performed as of the termination date. The Recipient shall also return to Metro any and all funds expended for purposes contrary

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to the terms of the Grant. Such termination shall not relieve the Recipient of any liability to Metro for damages sustained by virtue of any breach by the Recipient.

- D.4. Subcontracting. The Recipient shall not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of Metro. Notwithstanding any use of approved subcontractors, the Recipient shall be considered the prime Recipient and shall be responsible for all work performed.
- D.5. Conflicts of Interest. The Recipient warrants that no part of the total Grant Amount shall be paid directly or indirectly to an employee or official of Metro as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Recipient in connection with any work contemplated or performed relative to this Grant Contract.
- D.6. Nondiscrimination. The Recipient hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the 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 shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.7. Records. The Recipient shall 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, shall 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 shall be subject to audit at any reasonable time and upon reasonable notice by Metro or its duly appointed representatives. Records shall be maintained in accordance with the standards outlined in the Metro Grants Manual. The financial statements shall be prepared in accordance with generally accepted accounting principles.
- D.8. Monitoring. The Recipient's activities conducted and records maintained pursuant to this Grant Contract shall be subject to monitoring and evaluation by the Juvenile Court Grant Management Team, the Metropolitan Office of Financial Accountability and/or Metro's duly appointed representatives. The Recipient shall make all audit, accounting, or financial records, notes, and other documents pertinent to this grant available for review by the Metropolitan Office of Financial Accountability, Internal Audit or Metro's representatives, upon request, during normal working hours.
- D.9. Reporting. The Recipient must submit an Interim Program Report, to be received by the Juvenile Court Grants Management Team by no later than November 1, 2020, and a Final Program Report, to be received by the Juvenile Court Grants Management Team by no later than January 8, 2021. Said reports shall detail the Recipient's progress on each of the core performance measures identified in the grant solicitation and any program specific and/or outcome measures identified in the Recipient's Grant Spending Plan as funded under this Grant Contract.
- D.10. Strict Performance. Failure by Metro to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this agreement shall not be construed as a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Grant Contract shall be held to be waived, modified, or deleted except by a written amendment by the appropriate parties as indicated on the signature page of this Grant.
- D.11. Insurance. The Recipient agrees to carry adequate public liability and other appropriate forms of insurance, and to pay all applicable taxes incident to this Grant Contract.



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(Epic Girl), Contract # \_\_\_\_\_ September 17, 2020**

- D.12. Metro Liability. Metro shall have no liability except as specifically provided in this Grant Contract.
- D. 13. Independent Contractor. Nothing herein shall in any way be construed or intended to create a partnership or joint venture between the Recipient and Metro or to create the relationship of principal and agent between or among the Recipient and Metro. The Recipient shall not hold itself out in a manner contrary to the terms of this paragraph. Metro shall not become liable for any representation, act, or omission of any other party contrary to the terms of this paragraph.
- D. 14. Indemnification and Hold Harmless.
- (a) Recipient shall indemnify, defend, and hold harmless Metro, its officers, agents and employees from any claims, damages, penalties, costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of 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 shall 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) Grantee's duties under this section shall survive the termination or expiration of the grant.
- D.15. Force Majeure. The obligations of the parties to this Grant Contract are subject to prevention by causes beyond the parties' control that could not be avoided by the exercise of due care including, but not limited to, acts of God, riots, wars, strikes, epidemics or any other similar cause.
- D.16. State, Local and Federal Compliance. The Recipient agrees to comply with all applicable federal, state and local laws and regulations in the performance of this Grant Contract.
- D.17. Governing Law and Venue. The validity, construction and effect of this Grant Contract and any and all extensions and/or modifications thereof shall be governed by and construed in accordance with the laws of the State of Tennessee. The venue for legal action concerning this Grant Contract shall be in the courts of Davidson County, Tennessee.
- D.18. Completeness. This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions of the parties' agreement. This Grant Contract supersedes any and all prior understandings, representations, negotiations, and agreements between the parties relating hereto, whether written or oral.
- D.19. Headings. Section headings are for reference purposes only and shall not be construed as part of this Grant Contract.
- D.20. Metro Interest in Equipment. The Recipient shall 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" shall be defined as an article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds \$5,000.00.

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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 shall request written approval from Metro for any proposed disposition of equipment purchased with Grant funds. All equipment shall be disposed of in such a manner as parties may agree as appropriate and in accordance with any applicable federal, state or local laws or regulations.

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

Shelley Hudson (615) 862-8079

[shelleyhudson@jjs.nashville.org](mailto:shelleyhudson@jjs.nashville.org)

Juvenile Court, P.O. Box 196306, Nashville, Tennessee 37219-6306

**Recipient:**

Mrs. Stacia Freeman ([stacia@epicgirl.net](mailto:stacia@epicgirl.net)) (615) 390-7932

President

Epic Girl


PO box 158616

Nashville, TN 37215

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

**Grant contract between the Metropolitan Government of Nashville and Davidson County and  
(Epic Girl), Contract # \_\_\_\_\_ September 17, 2020**

- 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 subcontractors of federally appropriated funds shall certify and disclose accordingly.

 Effective Date. This contract shall 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 shall be effective as of the date first written above.

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Grant contract between the Metropolitan Government of Nashville and Davidson County and  
(Epic Girl), Contract # \_\_\_\_\_ September 17, 2020

THE METROPOLITAN GOVERNMENT  
OF NASHVILLE AND DAVIDSON  
COUNTY:

RECIPIENT: EPIC GIRL  
By: Naicia Freeman  
Title: CEO

APPROVED AS TO AVAILABILITY OF  
FUNDS:

\_\_\_\_\_  
Director of Finance

Sworn to and subscribed to before me a Notary  
Public, this 17 day  
of September, 2020\_\_

APPROVED AS TO FORM AND  
LEGALITY

Cynthia E. Dross  
Metropolitan Attorney

Notary Public

Charles Clint Grissom  
My Commission expires 9/6/2022

FILED IN THE OFFICE OF THE CLERK:

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

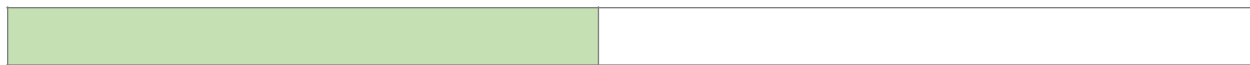


## Community Partnership Funds Provided by CARES Act Funding

### Youth Violence Reduction COVID-19 Relief Project Application

Organization/Agency Name	EPIC Girl
Primary Contact Name:	Stacia Davis Freeman
Primary Contact Phone:	615-390-7932
Primary Contact e-mail:	<a href="mailto:stacia@epicgirl.net">stacia@epicgirl.net</a>
Prior Year Metro CPF Recipient	Yes / No    No Amount:
Prior year Metro Direct Appropriation	Yes / No    No Amount:
Funding Amount Requested	Amount: \$5000

**1) Describe below how your agency and client population participating in agency's youth violence reduction programming has been impacted by the COVID-19 health emergency and precautionary measures.**



The disruption resulting from the current COVID pandemic has been unprecedented for the population we serve: adolescent females ages 12-19 who have a history of trauma and juvenile or DCS engagement. The sequence of school closures, parental job loss and isolation creates a perfect storm for the population we serve, high-risk adolescent females with ACEs, and juvenile or DCS involvement. These challenges have resulted in an exponential request for services, especially for girls in DCS placements at a time when our agency has experienced a decline in revenue due to cancelled fundraising events. The pandemic means that more girls are acting out behaviorally as a maladaptive response to the additional stress and lack of structure brought about by school closure and lack of supervision when children are left at home when parents must work. Additionally, our agency is receiving more referrals specifically for runaways and potential disruption in foster care placements.



**2) Describe how CARES Act funds will help you meet needs directly resulting from the COVID-19 health emergency and resulting precautionary measures. Use of funds must meet eligible expense criteria as outlined in the Coronavirus Relief Fund Guidance for State, Territorial, Local and Tribal Governments).**

The requested CARES Act funds will be used to provide relief to individuals impacted by the Coronavirus public health emergency. Expenditures will take place or have been retroactively used during the time frame from March 1, 2020 through December 30, 2020. The funding from this proposal will specifically meet the need of mitigating the negative emotional response of the COVID 19 pandemic in adolescent females ages 12-19 and maintaining the stability of their living situations. We will also meet the needs of their caregivers and others to avoid the transmission of COVID-19 through educational instruction and Case Management.

**3) List and describe below a minimum of three primary goals and objectives of your COVID-19 Relief Project.**

**Goals:**

- To mitigate the maladaptive response of the additional stress of COVID
- To educate girls on COVID safety to reduce transmission to families
- To reduce placement disruption and running away

**Objectives:**

- To screen 20 girls for additional COVID related stress
- To link 20 identified high risk girls to intensive case management
- To provide 20 identified high risk girls educational programming relative to COVID safety and stress reduction.

**4) List and describe below specific activities that you will perform to accomplish each stated goal and objective.**

Funds will be used in support of the following activities:

**Screening:**

Contact may be initiated through EPIC Girl’s screening services, offered 24/7, and will identify girl’s risk level for abuse, exploitation and continued negative responses. Additional COVID related questions will identify girls with negative emotional and behavioral responses to the pandemic so that they are linked to a case manager supported by this funding. Special emphasis will be on identifying girls with DCS involvement and foster care placements who are at risk of running away or placement disruption and classified as mid to high risk.

**Intensive Case Management:**

Girls who respond with a negative response to the COVID question and are also classified as high risk according to classification levels will be assigned a case manager who will be responsible for continued engagement with the girl and linkage to EPIC Girl programming. The Case Manager will maintain contact a minimum of three times per week and will also work to insure girls have the resources they need for virtual scholastic activities and along with relationship building to increase resiliency, nurture positive behaviors and stabilize placements for those in foster care.

**Programming:**

Resiliency-building programming based on empowerment and Positive Youth Development will work in tandem with case management and be offered virtually or in-person depending on current COVID requirement. Programming includes the following:

**Identity Class:**

This two hour class will be taught to small socially distanced groups of girls or with a virtual platform. The curriculum will allow participants to recognize their vulnerabilities including the additional stress brought by COVID and receive education that focuses on recognizing strengths and building resiliency as well as safety regarding COVID transmission. Girls completing the Identity Class will be given the option of attending the Empowerment Program. This funding, however will not be used in support of this aspect of the agency’s programming because of the time constraint of the funding period.

- 5) List and describe below a minimum of three measurable outcomes of your COVID-19 Relief Project that will be achieved as a result of this project. (Measurable outcomes must support goals and objectives).**

1. 20 identified as mid to high risk adolescent girls will report an increase in knowledge of COVID transmission and safety precautions
2. 20 identified as mid to high risk adolescent girls will report increased knowledge of stress reduction as a replacement for maladaptive behavioral responses.
3. 50%(10) of 20 identified as mid to high risk girls will report no running away or placement disruption.

**6) Explain below how this COVID-19 Relief Project is achievable. 1) Very briefly describe your agency’s experience in the type of work this project proposes 2) Very briefly describe how your agency has worked with Juvenile Court Youth Violence Reduction efforts. 3) Describe how you will be able to determine that services provided are only for those impacted by the pandemic.**

1. The COVID responsive adaptations described in this proposal are achievable since the infrastructure to provide them is already in place, the agency has ready access to the target population and has an extensive history of providing trauma informed services to the the population. In 2015, EPIC Girl was piloted through an alignment with the Davidson County Juvenile Court with the common goal of helping adolescent females transcend high-risk behaviors by using a strengths-based curriculum that teaches empowerment and resiliency to mitigate the negative effects of Adverse Life Experiences (ACEs). EPIC Girl is also partnered with the Department of Children’s Services and Juvenile Detention, providing evaluation for sexual exploitation to runaways and teen girls. This proposal seeks to address the deficiency of services available to adolescent females in Davidson County who have limited support systems. They are vulnerable to a devastating trifecta: delinquency, sexual exploitation, and addiction. They are a population who can spiral into a generational cycle of poverty, teen pregnancy, and prison. Simply put, EPIC Girl’s mission is to stop this from happening. EPIC Girl currently provides screening and risk classification for girls brought to detention 24/7, using the service as a conduit to programming and intensive case management.
2. EPIC Girl has worked with the Juvenile Court’s Youth Violence Reduction effort through the services described above and with a partnership with Meharry Medical College to provide services under a previous Youth Violence Reduction grant.
3. We will insure that services are only provided for those impacted by COVID through the screening efforts and COVID related question described above that will serve to identify those negatively affective.



**7) Describe below how your agency will manage the COVID-19 Relief Project. Clarify how you will evaluate your project. This includes completeness of the evaluation plan to include what you will do to judge the success or effectiveness of your project. These may include Process measures (Outputs) *that* quantify the activities of your initiative and Outcome measures *that* quantify the effect or results that are attributed to your efforts that determine impact and success.**

Evaluation for the project will include a pre and post survey measuring the efficacy of COVID related education and understanding of alternatives to negative behavioral responses. Behavioral outcomes will be evaluated through administering the SARA screener that uses indicators to classify girls for risk level. This tool will be administered during the initial baseline screening and a portion of the screening at the conclusion of the funding period that includes questions about the youth's access to healthy relationships, positive supports, ability to access resources, on-line learning and the impact of COVID. We will also include information gathered from DCS and the Juvenile Court regarding runaway activity or placement disruption. Sign-in sheets and screening records will endorse outputs. Success will be judged by the number of girls linked to case management, programming and a resulting reduction in runaway behavior and increased knowledge regarding COVID transmission.

**8) Describe below how your agency will monitor the COVID-19 Relief Project. Will your program have organized procedures to monitor the quality of program service delivery? Include the name(s) of the person(s) with monitoring responsibility, and all relevant contact information. Describe how you plan to track the progress of your project initiative, including an operations narrative.**

Monitoring and over-site for this project will be provided by:  
Stacia Davis Freeman  
615-390-7932  
[stacia@epicgirl.net](mailto:stacia@epicgirl.net)

Organized procedures to monitor the quality of the program are all ready in place. We will track the progress of our initiative through the evaluation processes previously described. We will conduct weekly staff meetings to discuss each individual's progress towards goals and safety plans.

**9) Describe below your project team's experience and management plan for the proposal (including fiscal management).**

EPIC Girl's project team meets weekly to discuss the results of the screenings administered and to assess youths behaviors and supports. We also maintain a daily dialogue between staff regarding referrals and potential resources to strengthen the girls who are served. Additionally, we develop a written plan for the highest risk girls to ensure that they are receiving access all supports that are available and also address safety. Fiscal management is directed through our business office utilizing forms for reporting expenditures to ensure that costs are directly aligned with each project.

**10) Describe below your timeline to completion. How will the agency spend the funds by December 30, 2020? Describe below your budget and budget narrative justification in detail for this COVID-19 Relief Project.**

Month 1. Meetings with collaborating agencies, DCS, and foster care families conducted to identify processes, staff and solidify working relationships.

Month 1 and 2 - Girls referred by detention and DCS screened, assigned case managers. Baseline screenings occur. Identity groups begin with social distancing or on virtual platforms. Mentor and staff trainings in trauma informed care and ACEs offered.

Month 3 - Three Month surveys conducted. Programming/Case Management continues. Screenings continue to identify high risk girls for referral past funding period.

**Budget**

Funding will be used to offset the salaries of Case Managers and staff directly providing services. This funding will help offset costs to serve the girls who are most vulnerable for negative outcomes such as trafficking and/or exploitation given their high run risk and lack of consistent healthy supports. COVID has increased the number of girls identified through the screening program who need intensive case management due to DCS involvement and foster care or residential placements.

\$4500 will be used to compensate case managers for the percentage of time they spend on these harder to serve cases. Additionally \$500 will be used for incentives (snacks, meals) and transportation costs (bus pass, travel expenses, Lyft) when needed for support.

11) **Describe below your agency's Youth Violence Reduction Program that will benefit from this COVID-19 Relief grant. Include the following information: A) The length of time/history your agency has provided youth violence reduction programming services. B) The trauma-informed care practices used by the program. C) How you will identify the impact of COVID-19 on your population served and projected number of clients to be served. D) Dosage and duration of program. E) Does your program have written protocol? If yes, briefly describe. F) Are delivery staff trained to deliver program services? If yes, briefly describe. G) Does your organization monitor the quality of program service delivery? If yes, briefly describe. H) Does your organization have organizing procedures to take corrective action for program service delivery? If yes, briefly describe.**

**A)** Our agency has provided youth violence reduction programming services since the agency's inception in 2016 when it collaborated with Davidson County's Juvenile Court to fill a gap in services for adolescent females with juvenile involvement.

**B)** All staff and mentors are trained in trauma-informed care and Adverse Life Experience. Stacia Davis Freeman provides training on trauma-informed care and ACEs for various entities including the TBI. As such, trauma informed practices are the foundation of our programming and services with the principles of Positive Youth Development informing our services. We also recognize the need for safety, gender specific programming and the value of the therapeutic relationship of trauma trained staff and mentors.

**C)** The impact of COVID will be evaluated through the survey and screening activities supported by this funding. We anticipate serving an additional 20 girls with the additional case management hours that will be supported by this money.

**D)** Case Management will be offered in person or virtually for a minimum of 30 minutes per week, three times per week. Identity Group will be provided in three sessions, three times during the course of the three month funding period.

**E)** EPIC Girl's written protocol includes policy regarding service delivery, confidentiality, staff requirements and evaluation procedure.

**F)** All staff receive on-going training in trauma informed care, ACEs and Positive Youth Development.

**G)** EPIC Girl receives peer consultation and review from Meharry and Vanderbilt research departments. We also conduct focus groups with participants and families to determine how we can best serve them.

**H)** Procedures for corrective action are included in our policy and procedures with over-site for action provided by our Board of Directors.

**ADDENDUM TO THE  
GRANT CONTRACT  
BETWEEN THE METROPOLITAN GOVERNMENT  
OF NASHVILLE AND DAVIDSON COUNTY  
AND  
EPIC Girl, Inc.**

This Grant Contract by and between the Metropolitan Government of Nashville and Davidson County, a municipal corporation of the State of Tennessee hereinafter referred to as "Metro," and **Epic Girl** hereinafter referred to as the "Recipient," is for mitigating the negative emotional response of the COVID 19 pandemic in adolescent females ages 12-19, who have a history of trauma, and juvenile or DCS engagement, by providing abuse and exploitation screening, case management, and programming services as further defined in the "SCOPE OF PROGRAM" (Attachment 1). The Recipient's evidence of eligibility (See Eligibility Criteria List Supplement) is on file at the Juvenile Court, and the Juvenile Court is managing this grant. A grant request less than \$5,000, per Ordinance No. BL2013-578, is not required to submit the accounting eligibility criteria.

**WITNESSETH**

**WHEREAS**, Metro received funds from the Coronavirus Relief Fund under the CARES Act (CRF) (hereinafter called "CRF"); and,

**WHEREAS**, the Recipient provides COVID relief services to mitigate the negative emotional response of the COVID 19 pandemic in adolescent females ages 12-19, who have a history of trauma, and juvenile or DCS engagement, by providing abuse and exploitation screening, case management, and programming services; and,

**WHEREAS**, the disruption resulting from the current COVID pandemic has been unprecedented for adolescent females ages 12-19 who have a history of trauma and juvenile or DCS engagement. The sequence of school closures, parental job loss and isolation creates a perfect storm for the population the Recipient serves, high-risk adolescent females with Adverse Childhood Experiences (ACEs), and juvenile or DCS involvement. These challenges have resulted in an exponential request for services, especially for girls in DCS placements at a time when the Recipient has experienced a decline in revenue due to cancelled fundraising events. The pandemic means that more girls are acting out behaviorally as a maladaptive response to the additional stress and lack of structure brought about by school closure and lack of supervision when children are left at home when parents must work. Additionally, the Recipient is receiving more referrals specifically for runaways and potential disruption in foster care placements; and,

ADDENDUM to the Grant Contract Between the Metropolitan Government of Nashville and Davidson County and Epic Girl, INC.

**WHEREAS** services will meet the need of mitigating the negative emotional response of the COVID 19 pandemic in adolescent females ages 12-19 and maintaining the stability of their living situations. The Recipient will also meet the needs of their caregivers and others to avoid the transmission of COVID-19 through educational instruction and Case Management; and,

**WHEREAS**, the Juvenile Court and Epic Girl propose to utilize \$5,000.00 of the CRF to fund the Recipient to benefit youth who have been impacted by COVID-19 to ensure they receive services. The term of this Grant is retroactive and shall be for the time period of **March 1, 2020** through **December 30, 2020**.

## Eligibility Criteria List Supplement

1. A copy of its corporate charter or other articles, constitution, bylaws, or instruments of organization;
2. Applicants must have a 501(c) (3) designation of exemption from federal taxation from the Internal Revenue Service; or incorporation as a non-profit with registration identification number provided by the Secretary of State as a Charitable Organization or proof of such exemption as allowed);
3. A statement of the nature and extent of the organization's program that serves the residents of the metropolitan government (**For the Youth Violence Reduction Priority, Applicants must be providing programming for at risk youth ages 12 – 19 to reduce youth violence**);
  - a. Youth violence reduction programming must fall in one or more categories:
    - i. Mentoring
    - ii. Service learning
    - iii. Employability skills or educational training (social, academic, vocational)
    - iv. Cognitive behavior aligned intervention programming grounded in a therapeutic philosophy (Positive Youth Development) rather than a control philosophy.
4. The proposed use of the funds to be provided by the metropolitan government;
5. The proposed budget of the organization, indicating all sources of funds and a line-item identification of the proposed expenditure of metropolitan government funds;
6. For organizations with an annual operating budget in excess of fifty thousand dollars receiving a grant or grants in excess of five thousand dollars during any one fiscal year, a copy of the organization's audit for the most recent fiscal year. For purposes of this subsection, "audit" means a formal examination of the organization's accounting records and financial situation in accordance with the generally accepted auditing standards issued by the American Institute of Certified Public Accountants. Organizations that are exempt from submitting an audit from the most recent fiscal year pursuant to this subsection shall comply with the audit requirements of Tennessee Code Annotated Section 7-3-314.
7. Applicants must be in compliance with contract requirements of grant awards from Metro;
8. Applicants must have been in existence for at least one full year by application due date;

**GRANT CONTRACT  
BETWEEN THE METROPOLITAN GOVERNMENT  
OF NASHVILLE AND DAVIDSON COUNTY  
AND  
The FIND Design**

This Grant Contract issued and entered into pursuant to RS \_\_\_\_\_ by and between the Metropolitan Government of Nashville and Davidson County, a municipal corporation of the State of Tennessee hereinafter referred to as "Metro", and **The FIND Design** hereinafter referred to as the "Recipient," is for the provision of, as further defined in the "SCOPE OF PROGRAM."

A. SCOPE OF PROGRAM:

A.1. **SCOPE OF PROGRAM:**

A.1. The Recipient will use the funds for the following:

A.2. The Recipient must spend these funds consistent with their proposed use in the Recipient's funding application, hereinafter referred to as the Grant Spending Plan, attached and incorporated herein as **Attachment 1**. 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 is **retroactive** and shall be for a period of nine (9) months, commencing on **March 1, 2020** and ending on **December 30, 2020**. Metro shall have no obligation for services rendered by the Recipient which are not performed within this term.

C. PAYMENT TERMS AND CONDITIONS:

C.1. Maximum Liability. In no event shall the maximum liability of Metro under this Grant Contract exceed **seventy-six thousand dollars and five hundred and forty-nine dollars and fifty cents (\$76,549, 50)**. The Grant Spending Plan, attached and incorporated herein as part of **Attachment 1**, shall constitute the maximum amount to be provided to the Recipient by Metro for all of the Recipient's obligations hereunder. The Grant Spending Plan line items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct program costs incurred or to be incurred by the Recipient during the contract term.

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

C.2. Compensation Firm. The maximum liability of Metro is not subject to escalation for any reason. The Grant Spending Plan amount is firm for the duration of the Grant Contract and is not subject to escalation for any reason unless the grant contract is amended.

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- C.3. Payment Methodology. The Recipient shall be compensated on a reimbursement basis for actual direct program costs based upon the Grant Spending Plan, not to exceed the maximum liability established in Section C.1.

All invoices shall be sent electronically to the attention of Shelley Hudson, Special Projects Program Manager ([shelleyhudson@jis.nashville.org](mailto:shelleyhudson@jis.nashville.org)) Said payment shall not exceed the maximum liability of this Grant Contract.

Documentation to serve as proof of delivered services of a kind and type as specified for the Recipient by Juvenile Court Grants Management personnel must accompany submission of invoices in order to be eligible for payment. Generally, invoices for reimbursement will be accepted on a quarterly basis, but Juvenile Court Grant Management personnel will consider written requests for monthly reimbursement and advise Recipient if approved. Final invoices for the contract period must be received by Juvenile Court by **January 8, 2021**. Any invoice not received by the deadline date will not be processed and all remaining grant funds will expire.

- C.4. Annual Expenditure Report. The Recipient must submit a final grant **Annual Expenditure Report**, to be received by the Juvenile Court Grant Management Team, **by January 30, 2021** of the end of the Grant Contract. Said report shall be in form and substance acceptable to Metro and shall be prepared by a Certified Public Accounting Firm or the Chief Financial Officer of the Recipient Organization.
- C.5. Payment of Invoice. The payment of any invoice by Metro shall not prejudice Metro's right to object to the invoice or any matter in relation thereto. Such payment by Metro shall neither be construed as acceptance of any part of the work or service provided nor as an approval of any of the costs included therein.
- C.6. Unallowable Costs. The Recipient's invoice shall be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs. Utilization of Metro funding for services to non-Davidson County residents is unallowable.
- C.7. Deductions. Metro reserves the right to adjust any amounts which are or shall become due and payable to the Recipient by Metro under this or any Contract by deducting any amounts which are or shall 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 shall be subject to amounts and limitations specified in Metro's Travel Regulations and subject to the Grant Spending Plan.
- C.9. Electronic Payment. Metro requires as a condition of this contract that the Recipient shall complete and sign Metro's form authorizing electronic payments to the Recipient. Recipients who have not already submitted the form to Metro 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.



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- D.3. Termination for Cause. Should the Recipient fail to properly perform its obligations under this Grant Contract or if the Recipient violates any terms of this Grant Contract, Metro shall have the right to immediately terminate the Grant Contract and the Recipient shall return to Metro any and all grant monies for services or programs under the grant not performed as of the termination date. The Recipient shall also return to Metro any and all funds expended for purposes contrary to the terms of the Grant. Such termination shall not relieve the Recipient of any liability to Metro for damages sustained by virtue of any breach by the Recipient.
- D.4. Subcontracting. The Recipient shall not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of Metro. Notwithstanding any use of approved subcontractors, the Recipient shall be considered the prime Recipient and shall be responsible for all work performed.
- D.5. Conflicts of Interest. The Recipient warrants that no part of the total Grant Amount shall be paid directly or indirectly to an employee or official of Metro as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Recipient in connection with any work contemplated or performed relative to this Grant Contract.
- D.6. Nondiscrimination. The Recipient hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the 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 shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.7. Records. The Recipient shall 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, shall 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 shall be subject to audit at any reasonable time and upon reasonable notice by Metro or its duly appointed representatives. Records shall be maintained in accordance with the standards outlined in the Metro Grants Manual. The financial statements shall be prepared in accordance with generally accepted accounting principles.
- D.8. Monitoring. The Recipient's activities conducted and records maintained pursuant to this Grant Contract shall be subject to monitoring and evaluation by the Juvenile Court Grant Management Team, the Metropolitan Office of Financial Accountability and/or Metro's duly appointed representatives. The Recipient shall make all audit, accounting, or financial records, notes, and other documents pertinent to this grant available for review by the Metropolitan Office of Financial Accountability, Internal Audit or Metro's representatives, upon request, during normal working hours.
- D.9. Reporting. The Recipient must submit an Interim Program Report, to be received by the Juvenile Court Grants Management Team by no later than November 1, 2020, and a Final Program Report, to be received by the Juvenile Court Grants Management Team by no later than January 8, 2021. Said reports shall detail the Recipient's progress on each of the core performance measures identified in the grant solicitation and any program specific and/or outcome measures identified in the Recipient's Grant Spending Plan as funded under this Grant Contract.
- D.10. Strict Performance. Failure by Metro to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this agreement shall not be construed as a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Grant Contract shall be held to be waived, modified, or deleted except

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(The FIND Design), Contract # \_\_\_\_\_ 9/17/2020**

by a written amendment by the appropriate parties as indicated on the signature page of this Grant.

- D.11. Insurance. The Recipient agrees to carry adequate public liability and other appropriate forms of insurance, and to pay all applicable taxes incident to this Grant Contract.
- D.12. Metro Liability. Metro shall have no liability except as specifically provided in this Grant Contract.
- D.13. Independent Contractor. Nothing herein shall in any way be construed or intended to create a partnership or joint venture between the Recipient and Metro or to create the relationship of principal and agent between or among the Recipient and Metro. The Recipient shall not hold itself out in a manner contrary to the terms of this paragraph. Metro shall not become liable for any representation, act, or omission of any other party contrary to the terms of this paragraph.
- D.14. Indemnification and Hold Harmless.
- (a) Recipient shall indemnify, defend, and hold harmless Metro, its officers, agents and employees from any claims, damages, penalties, costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of 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 shall 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) Grantee's duties under this section shall survive the termination or expiration of the grant.
- D.15. Force Majeure. The obligations of the parties to this Grant Contract are subject to prevention by causes beyond the parties' control that could not be avoided by the exercise of due care including, but not limited to, acts of God, riots, wars, strikes, epidemics or any other similar cause.
- D.16. State, Local and Federal Compliance. The Recipient agrees to comply with all applicable federal, state and local laws and regulations in the performance of this Grant Contract.
- D.17. Governing Law and Venue. The validity, construction and effect of this Grant Contract and any and all extensions and/or modifications thereof shall be governed by and construed in accordance with the laws of the State of Tennessee. The venue for legal action concerning this Grant Contract shall be in the courts of Davidson County, Tennessee.
- D.18. Completeness. This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions of the parties' agreement. This Grant Contract supersedes any and all prior understandings, representations, negotiations, and agreements between the parties relating hereto, whether written or oral.
- D.19. Headings. Section headings are for reference purposes only and shall not be construed as part of this Grant Contract.
- D.20. Metro Interest in Equipment. The Recipient shall take legal title to all equipment and to all motor vehicles, hereinafter referred to as "equipment," purchased totally or in part with funds provided

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

The 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 shall request written approval from Metro for any proposed disposition of equipment purchased with Grant funds. All equipment shall be disposed of in such a manner as parties may agree as appropriate and in accordance with any applicable federal, state or local laws or regulations.

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

Shelley Hudson (615) 862-8079

[shelleyhudson@jjs.nashville.org](mailto:shelleyhudson@jjs.nashville.org)

Juvenile Court, P.O. Box 196306 Nashville, Tennessee 37219-6306

**Recipient:**

Kara Johnson ([kjohnson@thefinddesign.org](mailto:kjohnson@thefinddesign.org)) (615) 647-8222 ext 700  
Executive Director  
**The FIND Design**  
2787 Smith Springs Rd  
Nashville, TN 37217

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

- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the Recipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, and entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this grant, loan, or cooperative agreement, the Recipient 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 subcontractors of federally appropriated funds shall certify and disclose accordingly.

Effective Date. This contract shall 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 shall be effective as of the date first written above.

(THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK)

THE METROPOLITAN GOVERNMENT  
OF NASHVILLE AND DAVIDSON  
COUNTY:

APPROVED AS TO AVAILABILITY OF  
FUNDS:

\_\_\_\_\_  
Director of Finance

RECIPIENT: Kara Johnson, Primary

Jeff Shicks, Secondary

By: Kara Johnson

Title: Executive Director

Sworn to and subscribed to before me a Notary  
Public, this 22 day  
of September, 2020

Notary Public

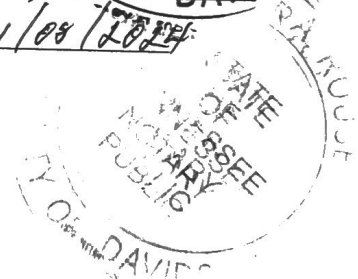
APPROVED AS TO FORM AND  
LEGALITY

Cynthia E. Dross  
Metropolitan Attorney

Walter A. Rouse  
My Commission expires 1/08/2021

FILED IN THE OFFICE OF THE CLERK:

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



# FY 2021 Youth Violence Reduction COVID-19 Relief Project Proposal.”



**In partnership and managed by**

**The F.I.N.D. Design.**

**Leading Organization**

**Jeff Shicks**

**Executive Director**

**Nashville, Youth for Christ**

**(615) 320-7050**

**<http://www.nashvilleyfc.org>**

**[jeff@nashvilleyfc.org](mailto:jeff@nashvilleyfc.org)**

**Primary Point of Contact**

**Kara James-Johnson**

**Executive Director**

**The F.I.N.D. Design**

**615-647-8222**

**[www.thefinddesign.org](http://www.thefinddesign.org)**

**[kjohnson@thefinddesign.org](mailto:kjohnson@thefinddesign.org)**

**Community Partnership Funds Provided by CARES Act Funding  
Youth Violence Reduction COVID-19 Relief Project Application**

Organization/Agency Name	Youth for Christ in partnership with The F.I.N.D. Design	
Primary Contact Name:	Kara James-Johnson	
Primary Contact Phone:	615-647-8222 ext. 700	
Primary Contact email:	Kjohnson@thefinddesign.org	
Prior Year Metro CPF Recipient	Yes / No	Amount: \$40,000
Prior year Metro Direct Appropriation	Yes / No	Amount:
Funding Amount Requested	\$117,000	Amount:\$117,000

**1. Describe below how your agency and client population participating in agency’s youth violence reduction programming has been impacted by the COVID-19 health emergency and precautionary measures.**

**Answer:** The mental health system is overwhelmed as individuals deal with extreme uncertainty, hardships, and seclusion. And while all have been impacted by the COVID-19 in one form or another, girls of color, who were already at a disadvantage, have experienced even greater impact as their educational and social-emotional development continue to be interrupted and their risk of gender-based violence is at an all-time high. Additionally, the disproportionate deaths and illnesses in communities of color have added stressor to youth who were already feeling stress, anxiety, depression. In the month of March alone, the National Distress Helpline saw an 338% increase in calls related to such challenges.

93 % of program participants served by The F.I.N.D. Design (T.F.D) through the F.L.Y. Girl program are girls of color. Girls in the program are suffering greatly from constricted environments that are not safe or healthy and are ill-prepared for learning from home. Additionally, even if program participants are in a safe environment, they are oftentimes forced to be the caregiver in their homes for younger siblings and/or disable guardians which is less likely than their male siblings. This leaves little room to receive support and resources to address social, emotional, physical, and educational and heightened anxieties, panic, sadness, and anger from being away from school and missing key pivotal moments such as prom, senior week festivities, and graduation anxieties, panic, sadness, and anger from being away from school (their safe place) and missing key pivotal moments such as prom, senior week festivities, and graduation. Many experienced a sense of hopelessness which led to negative thoughts and behavioral patterns.

**2. Describe how CARES Act funds will help you meet needs directly resulting from the COVID-19 health emergency and resulting precautionary measures. Use of funds must meet eligible expense criteria as outlined in the Coronavirus Relief Fund Guidance for State, Territorial, Local and Tribal Governments).**

The CARES act funds will help T.F.D. meet needs directly resulting in Covid-19 by providing relief to those individuals impacted by the Coronavirus public health emergency and the expenditures incurred during the time frame from March 1, 2020, through December 30, 2020. These expenses include:

- Care for at-risk or vulnerable populations to mitigate COVID-19 effects and/or enable compliance with COVID-19 public health precautions
- Mental and behavioral health services delivered in response to the COVID-19 public health emergency.

- Reimbursement of unreimbursed expenses incurred by a non-profit due to the COVID19 emergency, including but not limited to increased payroll costs, PPE, or any other measures taken to protect the employees and population served by the non-profit.

**o List and describe below a minimum of three primary goals and objectives of your COVID-19 Relief Project.**

As stated, girls of color are at the highest risk of being disproportionately affected by Covid-19. The goal Covid-19 relief project is to reduce the risk of overall negative behaviors that have been heightened as a result of Covid-19 while increasing protective factors that support healthy youth development as youth transition into adulthood during this time.

**1. Goal 1- To promote healthy development and positive life outcomes for 75 youth despite exposure to significant adversity to include Covid-19.**

**Objective 1.a.-** Improve personal development factors of youth to lessen the harm of the pandemic.

**Objective 1.b. –** Increase youth likelihood of having a healthy transition into adulthood.

**Activity 1:** TFD will recruit, screen, train, and match mentors and youth to receive weekly emotional support and healthy development from nonparental adults.

**Activity 2:** Hire 2nd PTE Youth Development Specialist to assist with facilitation of weekly workshops and case management services.

**Activity 3:** Staff will provide ongoing support to youth and mentor.

**2. Goal 2- To increase positive social connections for 75 youth.**

**Objective 1.a –**To improve relational protective factors of youth to reduce the risk of social isolation because of Covid-19.

**Objective 1.b.** To increase youth engagement and contribution (i.e. school, civic etc.)

**Activity 1:** T.F.D. will implement evidence-based weekly virtual support groups that will encourage youth positive connections.

**Activity 2:** Youth will participate in civic and community engagement.

**Activity 3:** Youth will attend “meet-up session” (virtual or in person physical distance) to ensure social connectedness and reduce social isolation.

**3. Goal 3- To increase access to resources and wraparound services to ensure basic needs are met of youth and their caretakers.**

**Objective 1.a –** Increase youth and family access to resources and positive parenting (i.e. mediation, wraparound services, scholastic tutoring).

**Activity 1:** Staff will provide monthly case management assistance to youth and caretakers that will connect participants with resources that will assist with pandemic stressors.

**3. List and describe below specific activities that you will perform to accomplish each stated goal and objective. Please see the chart below.**



<b>Goal 1- To promote healthy development and positive life outcomes for 75 youth despite exposure to significant adversity to include Covid-19.</b>							
<b>Objective 1.a.- Improve personal protective factors of youth to lessen the harm of the pandemic.</b>							
<b>Objective 1.b. – Increase youth likelihood of having a healthy transition into adulthood.</b>							
<b>ACTIVITIES</b>	<b>OUTPUT</b>	<b>LEAD PERSON (S)</b>	<b>Timeline</b>				
			<b>Q 1</b>	<b>Q 2</b>	<b>Q 3</b>	<b>Q 4</b>	
TFD will recruit, screen, train, and match mentors and youth to receive weekly emotional support and healthy development from nonparental adults.	40 mentors trained. 75 youth recruited	Director of Programs/ Program Coordinator	x	x	x	x	
Hire 2nd PTE Youth Development Specialist	1 PTE Youth Development Specialist	Executive Director of Programs	x	x			
Staff will provide ongoing support to youth and mentor.	1 Monthly check in through the duration of the program. check-in (youth)	Program Coordinator	x	x	x	x	
<b>Goal 2- To increase positive social connections for 75 youth.</b>							
<b>Objective 1.a – To improve relational protective factors of youth to reduce the risk of social isolation caused by Covid-19.</b>							
<b>Objective 1.b. To increase youth engagement and contribution (i.e. school, civic etc.)</b>							
<b>ACTIVITIES</b>	<b>OUTPUT</b>	<b>LEAD PERSON (S)</b>	<b>Timeline</b>				
			<b>Q 1</b>	<b>Q 2</b>	<b>Q 3</b>	<b>Q 4</b>	
T.F.D. will implement evidence-based weekly virtual support groups that will encourage youth positive connections.	70 of 75 (93%) will complete 10 weeks of virtual weekly session.	Director of Program	x		x		
Youth will participate in civic and community engagement.	70 of 75 (93%) will report increased engagement in school, community, or civic engagement.	Director of Programs/ Program Coordinator		x	x	x	
Youth will attend “meet-up sessions” (virtual or in person physical distance) to ensure social connectedness and reduce social isolation.	60 out of 75 (80%) of Youth will attend 7 monthly meetups.	Director of Program			x	x	
<b>Goal 3- To increase access to resources and wraparound services to ensure basic needs are met of youth and their caretakers.</b>							
<b>Objective 1.a – Increase youth and family access to resources and positive parenting (i.e. mediation and wraparound services).</b>							
<b>ACTIVITIES</b>	<b>OUTPUT</b>	<b>LEAD PERSON (S)</b>	<b>Timeline</b>				
			<b>Q 1</b>	<b>Q 2</b>	<b>Q 3</b>	<b>Q 4</b>	
Staff will provide monthly case management assistance to youth and caretakers that will connect participants with resources that will assist with pandemic stressors.	75 caretakers will receive basic need assistance as result of direct assistance or referrals to additional resources.	Director of Programs/ Program Coordinator			x	x	

**4. List and describe below a minimum of three measurable outcomes of your COVID-19 Relief Project that will be achieved as a result of this project. (Measurable outcomes must support goals and objectives).**

**Goal 1- To promote healthy development and positive life outcomes for 75 youth despite exposure to significant adversity to include Covid-19.**

**Objective 1.a.- Improve personal protective factors of youth to lessen the harm of the pandemic.**

70 of 75 (93%) will report having increased personal protective factors in two or more areas a) positive and resilient attitude; b) ethnic identity , sense of purpose, and self-direction.; c) positive mental health and well-being; d) coping and self-regulation skills.

**Objective 1.b. – Increase youth likelihood of having a healthy transition into adulthood.**

70 of 75 (93%) will report having improved educational outcomes in two or more of these areas: a)High Graduation (Diploma); b) On-time promotion; c) decrease in behavioral infractions, d)increase in attendance; e)increase in grades/test scores e)no interaction with juvenile court.

**Goal 2- To increase positive social connections for minority youth.**

**Objective 1.a –To improve relational protective factors of youth to reduce the risk of social isolation caused by Covid-19.**

70 of 75 (93%) will show increased relational and communal protective factors in the areas of improved relationships, positive connectedness, and community engagement.

**Objective 1.b To increase youth engagement and contribution (i.e. school, civic etc.)**

**Goal 3- To increase access to resources and wraparound services to ensure basic needs are met of youth and their caretakers.**

**Objective 1.a – 60 out of 75 (80%) of caretakers will report an increased access to resources and services that provided basic needs and positive parenting.**

**5. Explain below how this COVID-19 Relief Project is achievable. 1) Very briefly describe your agency’s experience in the type of work this project proposes 2) Very briefly describe how your agency has worked with Juvenile Court Youth Violence Reduction efforts. 3) Describe how you will be able to determine that services provided are only for those impacted by the pandemic.**

1) Each organization has a combined 53 years of experience serving youth and families in a multitude of capacities. Since 1944, Youth for Christ (YFC) has had a distinctive history of youth development. During World War II, large youth rallies spread throughout Canada, England, and America. The need to coordinate this movement led to the organization of Youth for Christ. In the 1960s, our City Life program served middle and high students and became the foundation of YFC services and programs. Several new models were developed, including Youth Guidance to reach those institutionalized, Teen Parents to mentor and equip young mothers to know with hope and purpose for them and their babies, and City Life to holistically reach and empower young people in major urban communities. YFC was formed in 1976 to begin servicing the youth of Nashville and surrounding areas. Today we are active in 22 schools, 4 juvenile detention centers, and have 3 City Life project areas in and around Nashville. YFC is a chartered member of Youth for Christ USA, one of over 100 countries with YFC representation. We creatively communicate the message of hope, grace, and love to reach every young person - one at a time.

2). The F.I.N.D. Design through its collaboration with YFC, was a 2019-2020 Youth Violence Reduction Grant recipient. Through this grant, The F.L.Y. Girl program (previously named Downplaying the Drama) was able to serve 85 girls and their family members with emotional support, coaching, and parental support

pre-COVID-19 and currently due to the pandemic. These services specifically provided relief efforts to ease the strains and mental health challenges that adverse childhood experiences have on minority girls. T.F.D. is one of the few programs that partners with Juvenile Court that explicitly addresses the unique set of needs of minority girls. Since 2012 the organization has served over 3000 youth in Middle Tennessee through the F.L.Y. Girl program and other services to include educational workshops, positive parenting initiatives and community outreach initiatives. Program services offered such approaches to include similar services such as emotional support groups that specifically address adverse childhood experiences, coaching to address specific individual's needs that lead to wraparound services, and parental support workshops that provide caretakers with the necessary tools for positive parenting.

Additionally, each organization has partnered with Juvenile Court of Davidson County for a minimum of 4 years in providing educational workshops and training to include anger management and conflict resolution training as part of their restorative justice initiations to reduce youth violence. Currently, through the Juvenile Diversionary Program (DP2), youth are referred to services once they have already interacted with the juvenile court.

**3) Covid-19 initial interviews and specific questionnaires assisted with understanding eligibility (see below for specific tools to verify and measure Covid-19 impact).**

**6. Describe below how your agency will manage the COVID-19 Relief Project. Clarify how you will evaluate your project. This includes completeness of the evaluation plan to include what you will do to judge the success or effectiveness of your project. These may include Process measures (Outputs) that quantify the activities of your initiative and Outcome measures that quantify the effect or results that are attributed to your efforts that determine impact and success.**

This program uses a combination of tools from the program logic model and evaluation plan to collect specific data to measure program outcomes and program evaluation. Such tools include:

- **Coronavirus Scales:**
  - The coronavirus anxiety scale (CAS) is a self-report mental health screener of dysfunctional anxiety associated with the coronavirus crisis. Because a significant number of people experience clinically significant fear and anxiety during an infectious disease outbreak, the CAS was developed to help clinicians and researchers efficiently identify cases of individuals functionally impaired by coronavirus-related anxiety.
  - The Obsession with COVID-19 Scale (OCS) is a self-report mental health screener of persistent and disturbed thinking about COVID-19. Because the COVID-19 crisis affects nearly every aspect of a person's life, the OCS was developed to help clinicians and researchers efficiently identify cases of individuals functionally impaired by their COVID-19 related thinking patterns.
- **Pre-Post Surveys and exit surveys to measure program impact and satisfactions**
  - Youth, mentor, school, parent.
- **Patterns of Adaptive Learning Scale (P.A.L.S) Patterns of Adaptive-Learning Scale-** (i.e. Academic Press, Disruptive Behavior, Self-Presentation of Low Achievement). The Patterns of Adaptive Learning Scales have been developed and refined over time by a group of researchers using goal orientation theory to examine the relation between the learning environment and students' motivation, affect, and behavior.

- **Metro Nashville Public School (MNPS) 9-week report-** Provided in partnership with the school system to provide student specific data that included attendance, grades, test scores, behavior infractions (suspensions, referrals).
- **Charity Tracker-** The F.I.N.D. Design collects and stores this data in Charity Tracker. The data collected includes the following:
  - Weekly session attendance
  - Mentor and Mentee data
  - Individualized coaching and case management services

The program uses an evaluation plan (logic model) that provides specific outputs and activities to measure the success of the program. (Please see question 4 for specific outputs).

**7. Describe below how your agency will monitor the COVID-19 Relief Project. Will your program have organized procedures to monitor the quality of program service delivery? Include the name(s) of the person(s) with monitoring responsibility, and all relevant contact information. Describe how you plan to track the progress of your project initiative, including an operation narrative.**

As stated, The F.I.N.D. Design gathers data using Charity Tracker and compiles this information for monthly, quarterly, and annual reports which allows program staff to assess, monitor and inform program goals and initiatives. Data included: pre and post assessments and surveys, demographics, emotional support hours, individualized coaching hours, number of wraparound services and resources referred, parental support workshops and referrals to wraparound services.

**Fiscal Management:**

T.F.D. has adopted standard operating financial procedures to ensure that all financial transactions are documented thoroughly with appropriate receipts to confirm documentation. Only designated staff are approved for purchasing and monitoring the project and Covid-19 funds.

**50% Kara Johnson**

[kjohanson@thefinddesign.org](mailto:kjohnson@thefinddesign.org); 615-647-8222 ext. 700

Kara will provide program oversight, implementation, and program evaluation. Additional responsibilities include curriculum facilitation, training support, grant administration and fiscal management.

**FT Director of Program: Sharese Chapman**

[schapman@thefinddesign.org](mailto:schapman@thefinddesign.org); 615-647-8222 ext. 701

Sharese will be responsible for working in collaboration with the Executive Director with program planning and implementation, program assessment and ongoing program improvements, administration, and staff support and supervision. Additional responsibilities include curriculum facilitation, grant administration, and financial management.

**8. Describe below your project team’s experience and management plan for the proposal (including fiscal management).**

**PROGRAM OVERSIGHT**

**Executive Director- Kara Johnson (50%)-** Kara studied Psychology at the University of Phoenix and furthered her studies in Nonprofit Leadership at the Center of Nonprofit Management. Kara joined corporate

America for 15 years serving in various senior leadership roles from Program Management to Office of the C.E.O. For the last 6 years, she has served as the Executive Director for The F.I.N.D Design and has worked with Nashville Conflict Resolution Center as a Juvenile Victim Offender Mediator for the juvenile courts and school systems. Among Kara's previous experiences is serving as the Interim Executive Director for General Sessions Music City Community Court, Division VIII which was founded by Judge Rachel Bell. Kara and the financial committee have a combined 20 years in fiscal management. Additional responsibilities will include program oversight, implementation, and program evaluation.

**FT Director of Programs Sharese Chapman-** Sharese graduated from Tennessee State University with a degree in Business Administration. Sharese has over 18 years of Project Management experience working for large organizations such as Asurion Insurance Services and Dell. Sharese has served as Director of Programs for the F.I.N.D Design for the last 5 years. Sharese will be responsible for working in collaboration with the Executive Director with program planning and implementation, program assessment and ongoing program improvements, administration, and staff support and supervision. Additional responsibilities include curriculum facilitation, grant administration, and financial management.

**FT Program Coordinator: Edwina Freeman-** Edwina attended Tennessee State University where she majored in Psychology. Edwina's background is in project management and coordination and facilitation Edwina has served in the capacity of youth development and programming for the past 12 years and has served with organizations such as The Hope Clinic for Women, Room in the Inn, The F.I.N.D. Design, and Young Lives. Edwina will assist the Director of Programs with recruiting, interviewing, screening, and selecting program mentors and participants. Facilitate initial and on-going training for program staff, participants, parents, mentors, and volunteers. Additionally, the Program Coordinator will be responsible for pairing each mentor (coaches) with a mentee and provide them with ongoing support. Other duties include curriculum facilitation, case management services, program assessment and continuous improvement.

**PT Youth Development Specialist- Camille Haygood/Open.** Camille graduated from the University of Kentucky with a Bachelor's in Social Work and has held numerous roles within the non-profit community. Camille currently works as the Youth Development Specialist for The F.I.N.D. Design organization. Camille's previous work includes Life Director for Youth for Christ, Nashville, and case manager for case manager for The Salvation Army Magness-Potter Community Center and Strengthen Kentucky Families Program.

**50%-PT Program Support- Open.** Conduct outreach activities including recruitment, program awareness and presentations.

- Establish and maintain professional partnerships/relationships within local and regional areas
- Provide office support to job developer and field office manager

**9. Describe below your timeline to completion. How will the agency spend the funds by December 30, 2020? Describe below your budget and budget narrative justification in detail for this COVID-19 Relief Project.**

The funds will be used to provide relief to those individuals impacted by the Coronavirus public health emergency and the expenditures that have taken place from March 1, 2020 through present and that will occur up until December 30, 2020. Some expenses will be in the form of reimbursement from March 1, 2020 to present. **Please see question 3 for detailed timelines and attached Budget and Budget detail which includes Budget Narrative.**

**10. 11) Describe below your agency's Youth Violence Reduction Program that will benefit from this COVID-19 Relief grant. Include the following information: A) The length of time/history your agency has provided youth violence reduction programming services. B) The trauma-informed care practices used by the program. C) How you will identify the impact of COVID-19 on your**

**population served and projected number of clients to be served. D) Dosage and duration of program. E) Does your program have written protocol? If yes, briefly describe. F) Are delivery staff trained to deliver program services? If yes, briefly describe. G) Does your organization monitor the quality of program service delivery? If yes, briefly describe. H) Does your organization have organizing procedures to take corrective action for program service delivery? If yes, briefly describe.**

**A) The length of time/history your agency has provided youth violence reduction programming services.** As stated previously, the organization has a combined 53 years of youth services to include youth violence reduction (see question 6). Since inception, over 3000 youth in Middle Tennessee through various youth reducing programs, educational workshops, and community outreach initiatives. The F.I.N.D. Design's curriculum and service has served over 22 schools, 4 juvenile courts and detention centers, community centers, and community outreach services around Nashville.

**B) The trauma-informed care practices used by the program.** T.F.D. trauma-informed practices focus on the Substance Abuse and Mental Health Service Administration's, or SAMHSA, Six Key Principles of a Trauma-Informed Approach: 1) Safety; 2) Trustworthiness And Transparency; 3) Collaboration And Mutuality; 4) Empowerment; 5) Voice and Choice; 6) Culture, Historical. Using these practices ensures that we are empowering our clients while providing healing and restoration from trauma. The program recognizes that each staff member contributes to this process by offering specific reactive services and recognizing and addressing historical trauma.

**C) How you will identify the impact of COVID-19 on your population served and projected number of clients to be served. D) Dosage and duration of program.** The F.L.Y. Girl program uses an initial eligibility interview and assessments to determine an individual's eligibility for program services. During this process, Covid-19 specific questionnaires assist with understanding the impact of Covid-19 to each individual and family (see question #7 for specific tools to measure Covid-19 impact). The total amount of individuals served through this project is 175.

**D) Dosage and duration of program.** The program is 22 weeks long with follow-ups after months one, three, six, and twelve.

**E) Does your program have written protocol? If yes, briefly describe.** Yes, the program currently has a written manual that outlines services that are provided and specifics on program delivery. Staff, volunteers, supporters, and parents are provided with some form of this document so that they understand program expectations and delivery of services.

**F) Are delivery staff trained to deliver program services? If yes, briefly describe.** Yes- Program Staff is provided continuous training throughout the duration of the program. Such training includes: Trauma-Informed training, software training, case management, standard operating procedures/program delivery, curriculum training.

**G) Does your organization monitor the quality of program service delivery? If yes, briefly describe.** Yes. This program uses a combination of tools from the program logic model and evaluation plan to collect specific data to measure the quality of service delivery (see question #7 for specific tools used). The program assesses the project in which a data driven decision-making improvement plan is created. Staff meets weekly to provide continual assessments of risk throughout the program and data analyses which will be proactive in recognizing both positive and negative trends. This allows continuous improvement and opportunities for program and staff development.

**H) Does your organization have organizing procedures to take corrective action for program service delivery? If yes, briefly describe.** Yes. The program has processes centered around root cause analysis if service delivery is not meeting expectations based on data driven decision making. Immediate action takes place to identify, collect, and analyze data while identifying solutions and evaluating the effectiveness of those solutions.

GRANT BUDGET				
Community Partnership Fund Provided by the CARES Act Fund – Youth Violence Reduction Priority				
PROGRAM NAME: F.L.Y. GIRL PROGRAM				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup>	GRANT CONTRACT	GRANTEE PARTICIPATION MATCH	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes <sup>2</sup>	\$63,985.00	\$64,000.00	\$127,985.00
4, 15	Professional Fee, Grant & Award <sup>2</sup>	\$7,500.00	\$13,800.00	\$21,300.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications <sup>2</sup>	\$5,064.50	\$21,750.50	\$26,815.00
11. 12	Travel, Conferences & Meetings <sup>2</sup>	\$0.00	\$500.00	\$500.00
13	Interest <sup>2</sup>	\$0.00	\$0.00	\$0.00
14	Insurance <sup>2</sup>	\$0.00	\$2,000.00	\$2,000.00
16	Specific Assistance To Individuals <sup>2</sup>	\$0.00	\$1,000.00	\$8,500.00
17	Depreciation <sup>2</sup>	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel <sup>2</sup>	\$0.00	\$0.00	\$0.00
20	Capital Purchase <sup>2</sup>	\$0.00	\$0.00	\$0.00
22	Indirect Cost <sup>2</sup>	\$0.00	\$0.00	\$0.00
24	In-Kind Expense <sup>2</sup>	\$0.00	\$0.00	\$0.00
25	<b>GRAND TOTAL</b>	<b>\$76,549.50</b>	<b>\$103,050.50</b>	<b>\$187,100.00</b>

<sup>1</sup> Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: [https://www.tn.gov/content/dam/tn/finance/ocjp/Appendix\\_J\\_Policy\\_03\\_Report.xls](https://www.tn.gov/content/dam/tn/finance/ocjp/Appendix_J_Policy_03_Report.xls))

<sup>2</sup> Applicable detail follows this page if line-item is funded.

**ADDENDUM TO THE  
GRANT CONTRACT  
BETWEEN THE METROPOLITAN GOVERNMENT  
OF NASHVILLE AND DAVIDSON COUNTY  
AND  
The FIND Design**

This Grant Contract by and between the Metropolitan Government of Nashville and Davidson County, a municipal corporation of the State of Tennessee, hereinafter referred to as "Metro," and **The FIND Design**, hereinafter referred to as the "Recipient," is for the mentoring and counseling services provided through The FIND Design's *F.L.Y. Girl* program as further defined in the "SCOPE OF Program" (Attachment 1). The Recipient's evidence of eligibility (See Eligibility Criteria List Supplement) is on file at the Juvenile Court, and the Juvenile Court is managing this grant.

**WITNESSETH**

**WHEREAS**, Metro received funds from the Coronavirus Relief Fund under the CARES Act (CRF) (hereinafter called "CRF"); and,

**WHEREAS**, the Recipient provides *F. L. Y. Girl* program for mentoring, and mental and behavioral health services, to young girls of color who are at risk or are a vulnerable population, experiencing mental health and added stressors due to COVID.

**WHEREAS**, the mental health system is overwhelmed as individuals deal with extreme uncertainty, hardships, and seclusion. And while all have been impacted by the COVID-19 in one form or another, girls of color, who were already at a disadvantage, have experienced even greater impact as their educational and social-emotional development continue to be interrupted and their risk of gender-based violence is at an all-time high. Additionally, the disproportionate deaths and illnesses in communities of color have added stressors to youth who were already feeling stress, anxiety, and depression. In the month of March alone, the National Distress Helpline saw an 338% increase in calls related to such challenges.

Ninety-three percent (93 %) of program participants served by the *Agency's F.L.Y. Girl* program are girls of color. Girls in the program are suffering greatly from constricted environments that are not safe or healthy and are ill-prepared for learning from home. Additionally, even if program participants are in a safe environment, they are oftentimes forced to be the caregiver in their homes for younger siblings and/or disabled guardians; and,



ADDENDUM to the Grant Contract Between the Metropolitan Government of Nashville and Davidson County and The Find Design

**WHEREAS**, the Recipient's Covid-19 relief project is to reduce the risk of overall negative behaviors that have been heightened as a result of Covid-19, while increasing protective factors that support healthy youth development as youth transition into adulthood during this time; and,

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

Goal 1: To promote healthy development and positive life outcomes for 75 youth despite exposure to significant adversity to include Covid-19.

Goal 2: To increase positive social connections for minority youth.

Goal 3: To increase access to resources and wraparound services to ensure basic needs are met of youth and their caretakers; and,

**WHEREAS**, the Juvenile Court and the Recipient propose to utilize \$76,549,50 of the CRF to fund the Recipient to benefit youth who have been impacted by COVID-19 to ensure they receive services. The term of this Grant is retroactive and shall be for the time period of **March 1, 2020** through **December 30, 2020**.

## Eligibility Criteria List Supplement

1. A copy of its corporate charter or other articles, constitution, bylaws, or instruments of organization;
2. Applicants must have a 501(c) (3) designation of exemption from federal taxation from the Internal Revenue Service; or incorporation as a non-profit with registration identification number provided by the Secretary of State as a Charitable Organization or proof of such exemption as allowed);
3. A statement of the nature and extent of the organization's program that serves the residents of the metropolitan government **(For the Youth Violence Reduction Priority, Applicants must be providing programming for at risk youth ages 12 – 19 to reduce youth violence);**
  - a. Youth violence reduction programming must fall in one or more categories:
    - i. Mentoring
    - ii. Service learning
    - iii. Employability skills or educational training (social, academic, vocational)
    - iv. Cognitive behavior aligned intervention programming grounded in a therapeutic philosophy (Positive Youth Development) rather than a control philosophy.
4. The proposed use of the funds to be provided by the metropolitan government;
5. The proposed budget of the organization, indicating all sources of funds and a line-item identification of the proposed expenditure of metropolitan government funds;
6. For organizations with an annual operating budget in excess of fifty thousand dollars receiving a grant or grants in excess of five thousand dollars during any one fiscal year, a copy of the organization's audit for the most recent fiscal year. For purposes of this subsection, "audit" means a formal examination of the organization's accounting records and financial situation in accordance with the generally accepted auditing standards issued by the American Institute of Certified Public Accountants. Organizations that are exempt from submitting an audit from the most recent fiscal year pursuant to this subsection shall comply with the audit requirements of Tennessee Code Annotated Section 7-3-314.
7. Applicants must be in compliance with contract requirements of grant awards from Metro;
8. Applicants must have been in existence for at least one full year by application due date;

**GRANT CONTRACT  
BETWEEN THE METROPOLITAN GOVERNMENT  
OF NASHVILLE AND DAVIDSON COUNTY  
AND  
Meharry Medical College Center for Health Policy**

This Grant Contract issued and entered into pursuant to **RS** by and between the Metropolitan Government of Nashville and Davidson County, a municipal corporation of the State of Tennessee hereinafter referred to as "Metro", and **Meharry Medical College Center for Health Policy** hereinafter referred to as the "Recipient," is for the provision of, as further defined in the "SCOPE OF PROGRAM."

A. SCOPE OF PROGRAM:

A.1. **SCOPE OF PROGRAM:**

A.1. The Recipient will use the funds for the following:

A.2. The Recipient must spend these funds consistent with their proposed use in the Recipient's funding application, hereinafter referred to as the Grant Spending Plan, attached and incorporated herein as **Attachment 1**. 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 is **retroactive** and shall be for a period of nine (9) months, commencing on **March 1, 2020** and ending on **December 30, 2020**. Metro shall have no obligation for services rendered by the Recipient which are not performed within this term.

C. PAYMENT TERMS AND CONDITIONS:

C.1. Maximum Liability. In no event shall the maximum liability of Metro under this Grant Contract exceed **seventy-six thousand and five hundred and forty-nine dollars and fifty cents (\$76,549.50)**. The Grant Spending Plan, attached and incorporated herein as part of **Attachment 1**, shall constitute the maximum amount to be provided to the Recipient by Metro for all of the Recipient's obligations hereunder. The Grant Spending Plan line items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct program costs incurred or to be incurred by the Recipient during the contract term.

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

C.2. Compensation Firm. The maximum liability of Metro is not subject to escalation for any reason. The Grant Spending Plan amount is firm for the duration of the Grant Contract and is not subject to escalation for any reason unless the grant contract is amended.

**Grant contract between the Metropolitan Government of Nashville and Davidson County and (Meharry Medical College Center for Health Policy ), Contract # \_\_\_\_\_ September 30, 2020**

- C.3. Payment Methodology. The Recipient shall be compensated on a reimbursement basis for actual direct program costs based upon the Grant Spending Plan, not to exceed the maximum liability established in Section C.1.

All invoices shall be sent electronically to the attention of Shelley Hudson, Special Projects Program Manager ([shelleyhudson@jjs.nashville.org](mailto:shelleyhudson@jjs.nashville.org)) Said payment shall not exceed the maximum liability of this Grant Contract.

Documentation to serve as proof of delivered services of a kind and type as specified for the Recipient by Juvenile Court Grants Management personnel must accompany submission of invoices in order to be eligible for payment. Generally, invoices for reimbursement will be accepted on a quarterly basis, but Juvenile Court Grant Management personnel will consider written requests for monthly reimbursement and advise Recipient if approved. Final invoices for the contract period must be received by Juvenile Court by **January 8, 2021**. Any invoice not received by the deadline date will not be processed and all remaining grant funds will expire.

- C.4. Annual Expenditure Report. The Recipient must submit a final grant **Annual Expenditure Report**, to be received by the Juvenile Court Grant Management Team, **by January 30, 2021** of the end of the Grant Contract. Said report shall be in form and substance acceptable to Metro and shall be prepared by a Certified Public Accounting Firm or the Chief Financial Officer of the Recipient Organization.
- C.5. Payment of Invoice. The payment of any invoice by Metro shall not prejudice Metro's right to object to the invoice or any matter in relation thereto. Such payment by Metro shall neither be construed as acceptance of any part of the work or service provided nor as an approval of any of the costs included therein.
- C.6. Unallowable Costs. The Recipient's invoice shall be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs. Utilization of Metro funding for services to non-Davidson County residents is unallowable.
- C.7. Deductions. Metro reserves the right to adjust any amounts which are or shall become due and payable to the Recipient by Metro under this or any Contract by deducting any amounts which are or shall 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 shall be subject to amounts and limitations specified in Metro's Travel Regulations and subject to the Grant Spending Plan.
- C.9. Electronic Payment. Metro requires as a condition of this contract that the Recipient shall complete and sign Metro's form authorizing electronic payments to the Recipient. Recipients who have not already submitted the form to Metro 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 (Meharry Medical College Center for Health Policy ), Contract # \_\_\_\_\_ September 30, 2020**

- D.3. Termination for Cause. Should the Recipient fail to properly perform its obligations under this Grant Contract or if the Recipient violates any terms of this Grant Contract, Metro shall have the right to immediately terminate the Grant Contract and the Recipient shall return to Metro any and all grant monies for services or programs under the grant not performed as of the termination date. The Recipient shall also return to Metro any and all funds expended for purposes contrary to the terms of the Grant. Such termination shall not relieve the Recipient of any liability to Metro for damages sustained by virtue of any breach by the Recipient.
- D.4. Subcontracting. The Recipient shall not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of Metro. Notwithstanding any use of approved subcontractors, the Recipient shall be considered the prime Recipient and shall be responsible for all work performed.
- D.5. Conflicts of Interest. The Recipient warrants that no part of the total Grant Amount shall be paid directly or indirectly to an employee or official of Metro as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Recipient in connection with any work contemplated or performed relative to this Grant Contract.
- D.6. Nondiscrimination. The Recipient hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the 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 shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.7. Records. The Recipient shall 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, shall 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 shall be subject to audit at any reasonable time and upon reasonable notice by Metro or its duly appointed representatives. Records shall be maintained in accordance with the standards outlined in the Metro Grants Manual. The financial statements shall be prepared in accordance with generally accepted accounting principles.
- D.8. Monitoring. The Recipient's activities conducted and records maintained pursuant to this Grant Contract shall be subject to monitoring and evaluation by the Juvenile Court Grant Management Team, the Metropolitan Office of Financial Accountability and/or Metro's duly appointed representatives. The Recipient shall make all audit, accounting, or financial records, notes, and other documents pertinent to this grant available for review by the Metropolitan Office of Financial Accountability, Internal Audit or Metro's representatives, upon request, during normal working hours.
- D.9. Reporting. The Recipient must submit an **Interim Program Report**, to be received by the Juvenile Court Grants Management Team by no later than **November 1, 2020**, and a **Final Program Report**, to be received by the Juvenile Court Grants Management Team by no later than **January 8, 2021**. Said reports shall detail the Recipient's progress on each of the core performance measures identified in the grant solicitation and any program specific and/or outcome measures identified in the Recipient's Grant Spending Plan as funded under this Grant Contract.
- D.10. Strict Performance. Failure by Metro to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this agreement shall not be construed as a waiver or relinquishment of any such term, covenant, condition, or provision.

**Grant contract between the Metropolitan Government of Nashville and Davidson County and (Meharry Medical College Center for Health Policy ), Contract # \_\_\_\_\_ September 30, 2020**

No term or condition of this Grant Contract shall be held to be waived, modified, or deleted except by a written amendment by the appropriate parties as indicated on the signature page of this Grant.

- D.11. Insurance. The Recipient agrees to carry adequate public liability and other appropriate forms of insurance, and to pay all applicable taxes incident to this Grant Contract.
- D.12. Metro Liability. Metro shall have no liability except as specifically provided in this Grant Contract.
- D. 13. Independent Contractor. Nothing herein shall in any way be construed or intended to create a partnership or joint venture between the Recipient and Metro or to create the relationship of principal and agent between or among the Recipient and Metro. The Recipient shall not hold itself out in a manner contrary to the terms of this paragraph. Metro shall not become liable for any representation, act, or omission of any other party contrary to the terms of this paragraph.
- D. 14. Indemnification and Hold Harmless.
- (a) Recipient shall indemnify, defend, and hold harmless Metro, its officers, agents and employees from any claims, damages, penalties, costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of 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 shall 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) Grantee's duties under this section shall survive the termination or expiration of the grant.
- D.15. Force Majeure. The obligations of the parties to this Grant Contract are subject to prevention by causes beyond the parties' control that could not be avoided by the exercise of due care including, but not limited to, acts of God, riots, wars, strikes, epidemics or any other similar cause.
- D.16. State, Local and Federal Compliance. The Recipient agrees to comply with all applicable federal, state and local laws and regulations in the performance of this Grant Contract.
- D.17. Governing Law and Venue. The validity, construction and effect of this Grant Contract and any and all extensions and/or modifications thereof shall be governed by and construed in accordance with the laws of the State of Tennessee. The venue for legal action concerning this Grant Contract shall be in the courts of Davidson County, Tennessee.
- D.18. Completeness. This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions of the parties' agreement. This Grant Contract supersedes any and all prior understandings, representations, negotiations, and agreements between the parties relating hereto, whether written or oral.
- D.19. Headings. Section headings are for reference purposes only and shall not be construed as part of this Grant Contract.

**Grant contract between the Metropolitan Government of Nashville and Davidson County and (Meharry Medical College Center for Health Policy ), Contract # \_\_\_\_\_ September 30, 2020**

D.20. Metro Interest in Equipment. The Recipient shall 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" shall be defined as an article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds \$5,000.00.

The 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 shall request written approval from Metro for any proposed disposition of equipment purchased with Grant funds. All equipment shall be disposed of in such a manner as parties may agree as appropriate and in accordance with any applicable federal, state or local laws or regulations.

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

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

D.23. Communications and Contacts. All instructions, notices, consents, demands, or other communications from the Recipient required or contemplated by this Grant Contract shall be in writing and shall 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 inquiries regarding invoices:**

Shelley Hudson (615) 862-8079

[shelleyhudson@jns.nashville.org](mailto:shelleyhudson@jns.nashville.org)

Juvenile Court, P.O. Box 196306 Nashville, Tennessee 37219-6306

**Recipient:**

A. Dexter Samuels, PhD

Senior Vice President for Student Affairs

**Grant contract between the Metropolitan Government of Nashville and Davidson County and (Meharry Medical College Center for Health Policy ), Contract # \_\_\_\_\_ September 30, 2020**

Executive Director, Center for Health Policy  
Meharry Medical College  
Phone: (615) 327-6309  
Email: [dsamuels@mmc.edu](mailto:dsamuels@mmc.edu)  
1005 Dr. D. B. Todd Jr. Blvd.  
Nashville, TN 37208

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

- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the Recipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, and entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this grant, loan, or cooperative agreement, the Recipient 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 subcontractors of federally appropriated funds shall certify and disclose accordingly.

**Effective Date.** This contract shall 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 shall be effective as of the date first written above.

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Grant contract between the Metropolitan Government of Nashville and Davidson County and (Meharry Medical College Center for Health Policy ), Contract # \_\_\_\_\_ September 30, 2020

THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY:

RECIPIENT: A. Dexter Samuels, PhD,

*A. Dexter Samuels*

By: *A. Dexter Samuels*

APPROVED AS TO AVAILABILITY OF FUNDS:

Title: *Senior VP Student Affairs / Executive Director - CTP*

\_\_\_\_\_  
Director of Finance

Sworn to and subscribed to before me, a Notary Public, this 30<sup>th</sup> day of September, 2020

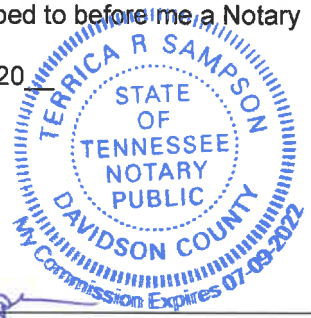
APPROVED AS TO FORM AND LEGALITY

Notary Public

*Cynthia E. Dross*

\_\_\_\_\_  
Metropolitan Attorney

*Jerrica R. Samps*



My Commission expires 07-09-2022

FILED IN THE OFFICE OF THE CLERK:

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

# FY 2021 Youth Violence Reduction COVID-19 Relief Project Proposal

**Primary Point of Contact:**

Mariah L. Williams, J.D.  
Director of Operations and Community Engagement  
Center for Health Policy  
Meharry Medical College  
Phone: (615) 327-5503  
Email: mcole@mmc.edu

**Primary Authors:**

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Senior Research Program Manager  
Center for Health Policy  
Meharry Medical College  
Phone: (615) 327-5889  
Email: sampson@mmc.edu

**Community Partnership Funds Provided by CARES Act Funding  
Youth Violence Reduction COVID-19 Relief Project Application**

Organization/Agency Name	Meharry Medical College/Center for Health Policy	
Primary Contact Name:	Mariah Williams	
Primary Contact Phone:	615-327-5503	
Primary Contact e-mail:	mcole@mmc.edu	
Prior Year Metro CPF Recipient	Yes / No	Amount: \$30,000
Prior year Metro Direct Appropriation	Yes / No	Amount:
Funding Amount Requested		Amount: \$50,000

**1) Describe below how your agency and client population participating in agency’s youth violence reduction programming has been impacted by the COVID-19 health emergency and precautionary measures.**

Meharry Medical College is on the front line of the COVID-19 battlefield. The college operates the three major testing sites in Nashville, serving hundreds of citizens each week. Meharry faculty and staff volunteer to ensure that the testing process is seamless and that individuals in underserved neighborhoods are aware of the free testing and COVID-19 resources. Although experiencing the same challenges as other institutions of higher education, Meharry is committed continuing to serve the community and ongoing college community programs.

Our client population for the Choosing How I Need Life (CHILL) Program, which is our youth violence reduction program, has experienced many obstacles. When school abruptly ended in March 2020 first due to the tornado in middle Tennessee and then permanently due to the pandemic, many students were left without a daily food source or electronic equipment to participate in the online learning being offered by the school district. Even though the district had daily food distribution and offered laptops, many of our clients did not have transportation to access these resources. Additionally, the parents of the students in CHILL began to experience partial or total loss of income, due to being hourly workers at many of the businesses that closed in light of the pandemic. This directly affected their ability to pay bills and buy food.

Precautionary measures taken to continue programming with our clients included converting to a virtual method to deliver the CHILL curriculum to the students. We also distributed snack food items to the students

<p>(that they usually receive at in-person sessions) through coordinating drive-up meetings and food drop-offs by the school's community achieves personnel. These distributions were no contact and participants utilized PPE.</p>	
<p><b>2) Describe how CARES Act funds will help you meet needs directly resulting from the COVID-19 health emergency and resulting precautionary measures. Use of funds must meet eligible expense criteria as outlined in the Coronavirus Relief Fund Guidance for State, Territorial, Local and Tribal Governments).</b></p>	
<p>The CHILL Program proposes "Operation Uplift" to support the students and families in the program. Many, if not all, of the grace periods allotted by various companies (auto, rental, mortgage, utility, childcare) have expired. However, many individuals continue to be without work or have a reduction in work hours. For some, this reduction in work hours is unavoidable because of their job and for others, they must reduce their hours to stay home with their children. In either case, families are still struggling to pay bills and provide day-to-day necessities for their families. Thus, CARES Act funds will be utilized as an economic support for those who have been impacted by the COVID-19 health crisis by providing small grants to help them pay critical bills. In addition, families will also receive care packages that include essential supplies for sanitation to reduce the spread of germs in their home. These economic supports will allow families a source for extra supports as "shelter in place" restrictions begin to ease and the unemployment levels begin to fall. Families will also have an opportunity to request use of technology support in the form of computers or tablets, particularly for parents whose children may have received supplies from the school district but who themselves need these items for job searching or pursuit of higher education.</p>	
<p><b>3) List and describe below a minimum of three primary goals and objectives of your COVID-19 Relief Project.</b></p>	
<ul style="list-style-type: none"> <li>-Provide immediate economic support to CHILL families affected by COVID-19.</li> <li>-Provide care packages to support healthy environments and reduce the spread of germs.</li> <li>-Educate CHILL families on COVID-19 and the resources available to them</li> <li>-Provide an outlet for CHILL families to discuss their concerns about their family livelihood and future.</li> </ul>	
<p><b>4) List and describe below specific activities that you will perform to accomplish each stated goal and objective.</b></p>	
<ul style="list-style-type: none"> <li>-Provide immediate economic support to CHILL families affected by COVID-19.</li> </ul>	

Activity: Families will submit requests to our program for small grant awards to cover bills. Once received, we will review and process the payment directly to the service provider. These grants will be awarded until all funds allocated in that line item are expended.

-Provide care packages to support healthy environments and reduce the spread of germs.

Activity: Supplies in the form of household items and educational necessities will be purchased and care packages created for families in need. These items will include PPE and other health items to keep the family safe. Care packages will be distributed using a drive-by method or delivered to those that lack transportation.

-Educate CHILL families on COVID-19 and the resources available to them

Activity: A list of Davidson County COVID-19 resources will be provided to the families. Families will have an opportunity to e-mail, text or call-in with a list of questions about resources weekly. We will also host live virtual sessions to explain resources and connect families to agencies in the community that provide services.

-Provide an outlet for CHILL families to discuss their concerns about their family livelihood and future.

Activity: We will host monthly family virtual chats for parents to discuss their concerns about the pandemic and their day-to-day obstacles. This will be an open forum for families to share stories and find support among their fellow community members.



**5) List and describe below a minimum of three measurable outcomes of your COVID-19 Relief Project that will be achieved as a result of this project. (Measurable outcomes must support goals and objectives).**

-Outcome 1: Increase the number of families that receive financial support to pay bills that will help them save their residence, maintain utilities and maintain child care. The more individuals that can continue to stay in their homes, work and pay bills, the more people contributing to our local economy. Additionally, the economic relief will provide the families with more confidence and motivation during these times. We will measure outcome by the number of small grants awarded.

-Outcome 2: Increase the number of families that have disease prevention supplies and materials at their homes. The care packages provide a sense of home environment security for the families. Many do not have

the proper cleaning agents or PPE to go out shopping for groceries, attend doctor's appointments or interact with organizations to pick-up much-needed resources. Providing these items will help slow the spread of the disease and help families to continue to practice safe interactions within and outside the home. We will measure outcome by the number of care packages distributed.

-Outcome 3: Families have high levels of anxiety and uncertainty. There are many resources, outside of our program, that we hope to connect participants to in Davidson County. Through virtual information sessions, we can connect these families with other organizations, while also providing lists and references to other resources. We will measure this outcome by the number of participants that attend the sessions.

Outcome 4: The social emotional health of the families is just as important as physical health. Through virtual forums, families can express their feelings about the new normal of daily life. These forums will serve as an outlet. We will measure this outcome by the number of participants that attend.

**6) Explain below how this COVID-19 Relief Project is achievable. 1) Very briefly describe your agency's experience in the type of work this project proposes 2) Very briefly describe how your agency has worked with Juvenile Court Youth Violence Reduction efforts. 3) Describe how you will be able to determine that services provided are only for those impacted by the pandemic.**

1. Meharry Medical College is a global academic health sciences center advancing health equity through innovative research, transformative education, exceptional and compassionate health services, and policy-influencing thought leadership. True to its legacy, Meharry empowers diverse populations to improve the well-being of humankind. Founded in 1876, Meharry is particularly well known for its uniquely nurturing, highly effective educational programs; emerging preeminence in health disparities research; culturally sensitive, evidence-based health services and significant contribution to the diversity of the nation's health professions workforce. Meharry has a long history of providing services to the community and economic support for those in low-income and minority neighborhoods. The participants in the CHILL program are members of these communities. During the first year of the program, participants received VISA gift cards and

grocery gift cards. They utilized the gift cards to pay bills, purchase gas to travel to work, pay for college applications and purchase food. This economic boost allowed for participants to reach some of their goals. The College's Accounts Payable department is also very experienced in paying bills directly to service providers, once all information about the account is received. Thus, the college already has a process in place to support this aspect of the project. Additionally, we have provided different types of care packages for CHILL students and their families in the past.

2. For the past two years, the CHILL Program has operated with funding from the CPF Juvenile Youth Violence reduction priority. We have worked with students at McKissack Middle School and Whites Creek High School. These students receive mentoring, conflict management educational tools, academic support, and community support. The CHILL Program has also become a partner in the JJC Diversion Partners Program. These opportunities have led us to work with students who have lost their way. With a bit of confidence building and the right conflict resolution tools, these students are exceling and aspiring to be contributing members to our community.
3. Many of our current CHILL participants have already expressed the impact of the pandemic on their families. In order to assess how a family has been impacted, we will work with the community achieves coordinator (CAC) at each school. In previous years, the CAC's have helped us to identify students with the greatest needs for our program. Identifiers such as families that receive free or reduced lunch and state services, such as SNAP will also aid in identifying at-risk families. Additionally, we will develop an assessment tool that gathers information pertaining to family needs in light of the current pandemic This tool will help us to determine who has been impacted by the pandemic.

**7) Describe below how your agency will manage the COVID-19 Relief Project. Clarify how you will evaluate your project. This includes completeness of the evaluation plan to include what you will do to judge the success or effectiveness of your project. These may include Process measures (Outputs) *that* quantify the activities of your initiative and Outcome measures *that* quantify the effect or results that are attributed to your efforts that determine impact and success.**

Our relief project, Operation Uplift, will be managed by the CHILL Program Director. The Program Director will work directly with the schools and CACs to distribute information about the relief project to the families of students in our CHILL Program, as well as families of new students that may enter the program this year. The Program Director will be fully engaged in speaking with these families, disseminating the assessment tool, and helping to determine needs. The Director will also manage each family's electronic file.

We will evaluate our project in two ways. First, we will evaluate the effectiveness of our project through surveying and interviewing the parents before and after they receive our services. The survey will include the impact of receiving care packages, access to other community resources and access to the family forums.

Results from these surveys will demonstrate if we have truly made an economic difference in the lives of the families.

We will also evaluate our project by measuring the number of individuals we are able to help stay in their homes or pay other bills. This information is important when helping to sustain communities and create consistency for the students in the CHILL Program.

**8) Describe below how your agency will monitor the COVID-19 Relief Project. Will your program have organized procedures to monitor the quality of program service delivery? Include the name(s) of the person(s) with monitoring responsibility, and all relevant contact information. Describe how you plan to track the progress of your project initiative, including an operations narrative.**

The proposed program will be monitored through surveys. Not only will survey's be used to determine the specific needs of families and to monitor outcomes based on programmatic goals, survey's will also be used to determine participant satisfaction based on service delivery. Because of the short timeframe of the program, it is critical that program participants have an opportunity to submit feedback and program staff have an opportunity to respond quickly. For that reason, a feedback survey will be disseminated in all communication emails so that families have an avenue to submit complaints or positive feedback in real time and not just at the end of the grant period. Terrica Arnold ([sampson@mmc.edu](mailto:sampson@mmc.edu); 615-327-5889), the CHILL Program



Director, will monitor satisfaction feedback weekly so that necessary responses can be made. Survey results will be included in the final report.

**9) Describe below your project team’s experience and management plan for the proposal (including fiscal management).**

The Center for Health Policy has served underserved and at-risk populations for over 10 years. Our programming has included supporting individuals and families at or below the poverty line, those without access to proper health care or education, people facing homelessness, and a myriad of other social and economic issues.

The Senior Vice President for Student Affairs and Executive Director of the Center for Health Policy will oversee all aspects of the project. The day-to-day operations of the project will be managed by the CHILL Program Director. The Center for Health Policy Director of Program Management will also assist with reporting, operations, and fiscal processes. The Meharry Grants Management Office will oversee the accounting and reporting and assist the Meharry Accounts Payable Department with processing all expenditures of the grant program.

**10) Describe below your timeline to completion. How will the agency spend the funds by December 30, 2020? Describe below your budget and budget narrative justification in detail for this COVID-19 Relief Project.**

**Timeline to Completion**

October 2020: Assess and Enroll CHILL Families in the relief project. Gather all information for bill pay and begin payments for eligible families. Host monthly virtual community resource meeting. Host monthly virtual family forum.

November 2020: Continue bill pay. Distribute care packages. Host monthly virtual community resource meeting. Host monthly virtual family forum.

December 2020: Continue bill pay. Continue distribution of care packages. Host monthly virtual community resource meeting. Host monthly virtual family forum. Submit final report.

**Budget\* and Budget Narrative**

**Budget\***

See budget CPF Budget Form

**Budget Narrative**

Salaries, Benefits and Taxes: \$15,000

Program Director: \$15,000

The Program Director will oversee the day-to-day needs of the program. This individual will be responsible for coordinating with the school representatives, interacting with families in the program, ordering all necessary supplies, creating the pre and post-test, and coordinating all virtual, drive-by and drop-off activities. The Project Director will also address all needs and concerns, as they arise. The Program Director will be paid \$12,000 salary + \$3,000 fringe benefits.

Specific Assistance to Individuals: \$25,000

Support to Families Bill Pay : \$25,000

CHILL Program families will have the opportunity to submit a bill for payment under our relief project. The bill will be paid directly to the service provider. Bills include rent, mortgage, utilities and childcare. Families may be eligible for payment of more than one bill, depending on how many apply.

Supplies \$10,000

Care Packages: \$3,000

Supplies in the form of household items and educational necessities will be purchased and care packages created for families in need. These items will include PPE and other health items to keep the family safe. Care packages will be distributed using a drive-by method or delivered to those that lack transportation.

Electronics: \$7,000

Laptops and printers will be purchased for the technical needs of the program director and families. The program director will house participant information on a laptop for confidentiality purposes. Additionally, families will use laptops and mobile printers if needed to apply for other resources or print important documents for work, school, or their bills from their service providers.

Total: \$50,000

**11) Describe below your agency's Youth Violence Reduction Program that will benefit from this COVID-19 Relief grant. Include the following information: A) The length of time/history your agency has provided youth violence reduction programming services. B) The trauma-informed care practices used by the program. C) How you will identify the impact of COVID-19 on your population served and projected number of clients to be served. D) Dosage and duration of program. E) Does your program have written protocol? If yes, briefly describe. F) Are delivery staff trained to deliver program services? If yes, briefly describe. G) Does your organization monitor the quality of program service delivery? If yes, briefly describe. H) Does your organization have organizing procedures to take corrective action for program service delivery? If yes, briefly describe.**

Choosing How I Lead Life (CHILL) began in 2018. CHILL is a collaborative public health approach to address youth violence and rooted in educating students for best outcomes utilizing a prevention intervention curriculum, Aggressors, Victims, and Bystanders: Thinking and Acting to Prevent Violence (AVB). AVB uses social competencies and conflict resolution skills through a peer-to-peer learning model to avert community

and gun violence. The AVB curriculum, along with presentations from guest speakers and mentorship, are the primary components of the CHILL Program. Over the course of the academic year, students participate in weekly sessions with mentors, school counselor and Center for Health Policy (CHP) staff. Trained AVB instructors lead the AVB sessions. These instructors not only lead the students but also certify other leaders within the school to teach the curriculum, which embeds the program more structurally into the school system. CHP staff, the school instructors and mentors have attended Adverse Childhood Experiences (ACEs) trainings and Social Emotional Learning (SEL) seminars to practice the best trauma-informed procedures for the program participants.

In order to assess the impact of COVID-19 on our participants, we will work with the school's community achieves coordinator, who assists with identifying at-risk youth for the program, as well as provide information on the family background. The community achieves coordinator has a unique relationship with the families in their school and is often privy to their financial hardships. Using this background information, free/reduced lunch status, proof of past due bills and personal interviews with the families, we will determine the impact.

The CHILL program started as a 10-month program held during the academic year. It has become a year-round program, as we enroll participants through the JJC Diversion Partners Program. With the addition of virtual sessions, the participants can have access to the program material every month. Our Program Director and school staff who have been trained in the AVB, ACEs, and SEL lead these sessions.

CHP staff monitors the quality of the program through monthly surveys of the participants, as well as feedback from school personnel. If a need is not being met or programming is not satisfactory, we adjust to accommodate the needs of the students. Additionally, the CHILL students and school personnel give feedback on the mentors and guest presenters. All feedback is taken into consideration to improve the program.

Procedures used for corrective action include identifying the problem, discussing possible solutions with the Program Director and CHP staff, and then adjusting programming for improvement.

GRANT BUDGET				
<b>Community Partnership Fund – Youth Violence Reduction</b>				
The Grant Budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN: <b>03/01/2020</b> END: <b>12/31/2020</b>				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup>	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1. 2	Salaries, Benefits & Taxes	\$27,607		\$27,607
4, 15	Professional Fee, Grant & Award <sup>2</sup>			
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	\$13,942.50		\$13,942.50
11. 12	Travel, Conferences & Meetings			
13	Interest <sup>2</sup>			
14	Insurance			
16	Specific Assistance To Individuals	\$35,000.00		\$35,000.00
17	Depreciation <sup>2</sup>			
18	Other Non-Personnel <sup>2</sup>			
20	Capital Purchase <sup>2</sup>			
22	Indirect Cost <b>(Not allowable for this solicitation)</b>			
24	In-Kind Expense			
25	<b>GRAND TOTAL</b>	<b>\$76,549.50</b>		<b>\$76,549.50</b>

<sup>1</sup> Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Sub-recipients of Federal and State Grant Monies, Appendix A.*

<sup>2</sup> Applicable detail follows this page if line-item is funded.

## **Budget Narrative**

Salaries, Benefits and Taxes: \$27,607.00

Program Director: \$27,607.00

The Program Director will oversee the day-to-day needs of the program. This individual will be responsible for coordinating with the school representatives, interacting with families in the program, ordering all necessary supplies, creating the pre and post-test, and coordinating all virtual, drive-by and drop-off activities. The Project Director will also address all needs and concerns, as they arise. The Program Director will commit 33% effort amounting to \$21,879. Fringe benefits are calculated at 26.18% and total \$5,728.00.

Supplies \$13,942.50

Care Packages: \$6,942.50

Supplies in the form of household items and educational necessities will be purchased and care packages created for families in need. These items will include PPE and other health items to keep the family safe. Care packages will be distributed using a drive-by method or delivered to those that lack transportation.

Electronics: \$7,000.00

Laptops and printers will be purchased for the technical needs of the program director and families. The program director will house participant information on a laptop for confidentiality purposes. Additionally, families will use laptops and mobile printers if needed to apply for other resources or print important documents for work, school, or their bills from their service providers.

Specific Assistance to Individuals: \$35,000.00

Support to Families Bill Pay: \$35,000.00

CHILL Program families will have the opportunity to submit a bill for payment under our relief project. The bill will be paid directly to the service provider. Bills include rent, mortgage, utilities and childcare. Families may be eligible for payment of more than one bill, depending on funding levels.

Total: \$76,549.50

**ADDENDUM TO THE  
GRANT CONTRACT  
BETWEEN THE METROPOLITAN GOVERNMENT  
OF NASHVILLE AND DAVIDSON COUNTY  
AND  
Meharry Medical College Center for Health Policy**

This Grant Contract by and between the Metropolitan Government of Nashville and Davidson County, a municipal corporation of the State of Tennessee, hereinafter referred to as "Metro," and **Meharry Medical College Center for Health Policy**, hereinafter referred to as the "Recipient," is for "Operation Uplift" to support mentoring and counseling services provided through the Agency's Choosing How I Need Life (*CHILL*) program as further defined in the "SCOPE OF PROGRAM" (Attachment 1). The Recipient's evidence of eligibility criteria (See Eligibility Criteria List Supplement) is on file at the Juvenile Court, and the Juvenile Court is managing this grant.

**WITNESSETH**

**WHEREAS**, Metro received funds from the Coronavirus Relief Fund under the CARES Act (CRF) (hereinafter called "CRF"); and,

**WHEREAS**, the Recipient provides "Operation Uplift" COVID relief services in the form of supplies, economic relief, and mental health resources to support the *Choosing How I Need Life (CHILL)* program for youth and families; and,

**WHEREAS**, the Recipient's client population for the *CHILL* Youth Violence Reduction Program has experienced many obstacles. When school abruptly ended in March 2020 first due to the tornado in middle Tennessee and then permanently due to the pandemic, many students were left without a daily food source or electronic equipment to participate in the online learning being offered by the school district. Even though the district had daily food distribution and offered laptops, many of our clients did not have transportation to access these resources. Additionally, the parents of the students in *CHILL* began to experience partial or total loss of income, due to being hourly workers at many of the businesses that closed in light of the pandemic. This directly affected their ability to pay bills and buy food.

Precautionary measures taken to continue programming with clients included converting to a virtual method to deliver the *CHILL* curriculum to the students. The Recipient also distributed snack food items to the students that they usually receive at in-person sessions) through coordinating drive-up meetings and food drop-offs by the school's community achieves personnel. These distributions were no contact and participants utilized PPE; and,

ADDENDUM to the Grant Contract Between the Metropolitan Government of Nashville and Davidson County and Meharry Medical College Center for Health Policy

**WHEREAS**, the Recipient's *CHILL* Program proposes "Operation Uplift" to support the students and families in the program. Many, if not all, of the grace periods allotted by various companies (auto, rental, mortgage, utility, childcare) have expired. However, many individuals continue to be without work or have a reduction in work hours. For some, this reduction in work hours is unavoidable because of their job and for others, they must reduce their hours to stay home with their children. In either case, families are still struggling to pay bills and provide day-to-day necessities for their families. Thus, CARES Act funds will be utilized as an economic support for those who have been impacted by the COVID-19 health crisis by providing small grants to help them pay critical bills. In addition, families will also receive care packages that include essential supplies for sanitation to reduce the spread of germs in their home. These economic supports will allow families a source for extra supports as "shelter in place" restrictions begin to ease, and the unemployment levels begin to fall. Families will also have an opportunity to request use of technology support in the form of computers or tablets, particularly for parents whose children may have received supplies from the school district but who themselves need these items for job searching or pursuit of higher education; and,

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

1. Provide immediate economic support to *CHILL* families affected by COVID-19;
2. Provide care packages to support healthy environments and reduce the spread of germs;
3. Educate *CHILL* families on COVID-19 and the resources available to them; and,
4. Provide an outlet for *CHILL* families to discuss their concerns about their family livelihood and future; and,

**WHEREAS**, the Juvenile Court and Meharry Medical College Center for Health Policy propose to utilize \$76, 549, 50 of the CRF to fund the Recipient to benefit the youth and their families who have been impacted by COVID-19. The term of this Grant is retroactive and shall be for the time period of **March 1, 2020** through **December 30, 2020**.

## Eligibility Criteria List Supplement

1. A copy of its corporate charter or other articles, constitution, bylaws, or instruments of organization;
2. Applicants must have a 501(c) (3) designation of exemption from federal taxation from the Internal Revenue Service; or incorporation as a non-profit with registration identification number provided by the Secretary of State as a Charitable Organization or proof of such exemption as allowed);
3. A statement of the nature and extent of the organization's program that serves the residents of the metropolitan government **(For the Youth Violence Reduction Priority, Applicants must be providing programming for at risk youth ages 12– 19 to reduce youth violence);**
  - a. Youth violence reduction programming must fall in one or more categories:
    - i. Mentoring
    - ii. Service learning
    - iii. Employability skills or educational training (social, academic, vocational)
    - iv. Cognitive behavior aligned intervention programming grounded in a therapeutic philosophy (Positive Youth Development) rather than a control philosophy.
4. The proposed use of the funds to be provided by the metropolitan government;
5. The proposed budget of the organization, indicating all sources of funds and a line-item identification of the proposed expenditure of metropolitan government funds;
6. For organizations with an annual operating budget in excess of fifty thousand dollars receiving a grant or grants in excess of five thousand dollars during any one fiscal year, a copy of the organization's audit for the most recent fiscal year. For purposes of this subsection, "audit" means a formal examination of the organization's accounting records and financial situation in accordance with the generally accepted auditing standards issued by the American Institute of Certified Public Accountants. Organizations that are exempt from submitting an audit from the most recent fiscal year pursuant to this subsection shall comply with the audit requirements of Tennessee Code Annotated Section 7-3-314.
7. Applicants must be in compliance with contract requirements of grant awards from Metro;
8. Applicants must have been in existence for at least one full year by application due date;



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

This Grant Contract issued and entered into pursuant to **RS** by and between the Metropolitan Government of Nashville and Davidson County, a municipal corporation of the State of Tennessee hereinafter referred to as "Metro", and STARS hereinafter referred to as the "Recipient," is for the provision of, as further defined in the "SCOPE OF PROGRAM."

A. SCOPE OF PROGRAM:

A.1. **SCOPE OF PROGRAM:**

- A.1. The Recipient will use the funds for the following:
- A.2. The Recipient must spend these funds consistent with their proposed use in the Recipient's funding application, hereinafter referred to as the Grant Spending Plan, attached and incorporated herein as **Attachment 1**. 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 is **retroactive** and shall be for a period of nine (9) months, commencing on **March 1, 2020** and ending on **December 30, 2020**. Metro shall have no obligation for services rendered by the Recipient which are not performed within this term.

C. PAYMENT TERMS AND CONDITIONS:

- C.1. Maximum Liability. In no event shall the maximum liability of Metro under this Grant Contract exceed **thirty-six thousand dollars and nine hundred and one dollar (\$36,901.00)**. The Grant Spending Plan, attached and incorporated herein as part of **Attachment 1**, shall constitute the maximum amount to be provided to the Recipient by Metro for all of the Recipient's obligations hereunder. The Grant Spending Plan line items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct program costs incurred or to be incurred by the Recipient during the contract term.

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

- C.2. Compensation Firm. The maximum liability of Metro is not subject to escalation for any reason. The Grant Spending Plan amount is firm for the duration of the Grant Contract and is not subject to escalation for any reason unless the grant contract is amended.

**Grant contract between the Metropolitan Government of Nashville and Davidson County and (STARS), Contract # \_\_\_\_\_ September 17, 2020**

- C.3. Payment Methodology. The Recipient shall be compensated on a reimbursement basis for actual direct program costs based upon the Grant Spending Plan, not to exceed the maximum liability established in Section C.1.

All invoices shall be sent electronically to the attention of Shelley Hudson, Special Projects Program Manager ([shelleyhudson@jjs.nashville.org](mailto:shelleyhudson@jjs.nashville.org)) Said payment shall not exceed the maximum liability of this Grant Contract.

Documentation to serve as proof of delivered services of a kind and type as specified for the Recipient by Juvenile Court Grants Management personnel must accompany submission of invoices in order to be eligible for payment. Generally, invoices for reimbursement will be accepted on a quarterly basis, but Juvenile Court Grant Management personnel will consider written requests for monthly reimbursement and advise Recipient if approved. Final invoices for the contract period must be received by Juvenile Court by **January 8, 2021**. Any invoice not received by the deadline date will not be processed and all remaining grant funds will expire.

- C.4. Annual Expenditure Report. The Recipient must submit a final grant **Annual Expenditure Report**, to be received by the Juvenile Court Grant Management Team, **by January 30, 2021**. Said report shall be in form and substance acceptable to Metro and shall be prepared by a Certified Public Accounting Firm or the Chief Financial Officer of the Recipient Organization.
- C.5. Payment of Invoice. The payment of any invoice by Metro shall not prejudice Metro's right to object to the invoice or any matter in relation thereto. Such payment by Metro shall neither be construed as acceptance of any part of the work or service provided nor as an approval of any of the costs included therein.
- C.6. Unallowable Costs. The Recipient's invoice shall be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs. Utilization of Metro funding for services to non-Davidson County residents is unallowable.
- C.7. Deductions. Metro reserves the right to adjust any amounts which are or shall become due and payable to the Recipient by Metro under this or any Contract by deducting any amounts which are or shall 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 shall be subject to amounts and limitations specified in Metro's Travel Regulations and subject to the Grant Spending Plan.
- C.9. Electronic Payment. Metro requires as a condition of this contract that the Recipient shall complete and sign Metro's form authorizing electronic payments to the Recipient. Recipients who have not already submitted the form to Metro 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 (STARS), Contract # \_\_\_\_\_ September 17, 2020**

- D.3. Termination for Cause. Should the Recipient fail to properly perform its obligations under this Grant Contract or if the Recipient violates any terms of this Grant Contract, Metro shall have the right to immediately terminate the Grant Contract and the Recipient shall return to Metro any and all grant monies for services or programs under the grant not performed as of the termination date. The Recipient shall also return to Metro any and all funds expended for purposes contrary to the terms of the Grant. Such termination shall not relieve the Recipient of any liability to Metro for damages sustained by virtue of any breach by the Recipient.
- D.4. Subcontracting. The Recipient shall not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of Metro. Notwithstanding any use of approved subcontractors, the Recipient shall be considered the prime Recipient and shall be responsible for all work performed.
- D.5. Conflicts of Interest. The Recipient warrants that no part of the total Grant Amount shall be paid directly or indirectly to an employee or official of Metro as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Recipient in connection with any work contemplated or performed relative to this Grant Contract.
- D.6. Nondiscrimination. The Recipient hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the 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 shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.7. Records. The Recipient shall 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, shall 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 shall be subject to audit at any reasonable time and upon reasonable notice by Metro or its duly appointed representatives. Records shall be maintained in accordance with the standards outlined in the Metro Grants Manual. The financial statements shall be prepared in accordance with generally accepted accounting principles.
- D.8. Monitoring. The Recipient's activities conducted and records maintained pursuant to this Grant Contract shall be subject to monitoring and evaluation by the Juvenile Court Grant Management Team, the Metropolitan Office of Financial Accountability and/or Metro's duly appointed representatives. The Recipient shall make all audit, accounting, or financial records, notes, and other documents pertinent to this grant available for review by the Metropolitan Office of Financial Accountability, Internal Audit or Metro's representatives, upon request, during normal working hours.
- D.9. Reporting. The Recipient must submit an **Interim Program Report**, to be received by the Juvenile Court Grants Management Team by no later than **November 1, 2020**, and a **Final Program Report**, to be received by the Juvenile Court Grants Management Team by no later than **January 8, 2021**. Said reports shall detail the Recipient's progress on each of the core performance measures identified in the grant solicitation and any program specific and/or outcome measures identified in the Recipient's Grant Spending Plan as funded under this Grant Contract.
- D.10. Strict Performance. Failure by Metro to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this agreement shall not be construed as a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Grant Contract shall be held to be waived, modified, or deleted except

**Grant contract between the Metropolitan Government of Nashville and Davidson County and (STARS), Contract # \_\_\_\_\_ September 17, 2020**

by a written amendment by the appropriate parties as indicated on the signature page of this Grant.

- D.11. Insurance. The Recipient agrees to carry adequate public liability and other appropriate forms of insurance, and to pay all applicable taxes incident to this Grant Contract.
- D.12. Metro Liability. Metro shall have no liability except as specifically provided in this Grant Contract.
- D. 13. Independent Contractor. Nothing herein shall in any way be construed or intended to create a partnership or joint venture between the Recipient and Metro or to create the relationship of principal and agent between or among the Recipient and Metro. The Recipient shall not hold itself out in a manner contrary to the terms of this paragraph. Metro shall not become liable for any representation, act, or omission of any other party contrary to the terms of this paragraph.
- D. 14. Indemnification and Hold Harmless.
- (a) Recipient shall indemnify, defend, and hold harmless Metro, its officers, agents and employees from any claims, damages, penalties, costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of 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 shall 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) Grantee's duties under this section shall survive the termination or expiration of the grant.
- D.15. Force Majeure. The obligations of the parties to this Grant Contract are subject to prevention by causes beyond the parties' control that could not be avoided by the exercise of due care including, but not limited to, acts of God, riots, wars, strikes, epidemics or any other similar cause.
- D.16. State, Local and Federal Compliance. The Recipient agrees to comply with all applicable federal, state and local laws and regulations in the performance of this Grant Contract.
- D.17. Governing Law and Venue. The validity, construction and effect of this Grant Contract and any and all extensions and/or modifications thereof shall be governed by and construed in accordance with the laws of the State of Tennessee. The venue for legal action concerning this Grant Contract shall be in the courts of Davidson County, Tennessee.
- D.18. Completeness. This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions of the parties' agreement. This Grant Contract supersedes any and all prior understandings, representations, negotiations, and agreements between the parties relating hereto, whether written or oral.
- D.19. Headings. Section headings are for reference purposes only and shall not be construed as part of this Grant Contract.
- D.20. Metro Interest in Equipment. The Recipient shall take legal title to all equipment and to all motor vehicles, hereinafter referred to as "equipment," purchased totally or in part with funds provided

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

The 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 shall request written approval from Metro for any proposed disposition of equipment purchased with Grant funds. All equipment shall be disposed of in such a manner as parties may agree as appropriate and in accordance with any applicable federal, state or local laws or regulations.

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

Shelley Hudson (615) 862-8079

[shelleyhudson@jis.nashville.org](mailto:shelleyhudson@jis.nashville.org)

Juvenile Court, P.O. Box 196306 Nashville, Tennessee 37219-6306

**Recipient:**

Roger DinWiddie ([prdinwiddie@starsnashville.org](mailto:prdinwiddie@starsnashville.org)) (615) 983-6821

CEO

**STARS**

1704 Charlotte Ave, Suite 200

Nashville, TN 37203

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

- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the Recipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, and entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this grant, loan, or cooperative agreement, the Recipient 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 subcontractors of federally appropriated funds shall certify and disclose accordingly.

Effective Date. This contract shall 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 shall be effective as of the date first written above.

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Grant contract between the Metropolitan Government of Nashville and Davidson County and (STARS), Contract # \_\_\_\_\_ September 17, 2020

THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY:

RECIPIENT: STARS  
By: [Signature]  
Title: CEO

APPROVED AS TO AVAILABILITY OF FUNDS:

\_\_\_\_\_  
Director of Finance

Sworn to and subscribed to before me a Notary Public, this 17<sup>th</sup> day of September, 2020



APPROVED AS TO FORM AND LEGALITY

[Signature]  
Metropolitan Attorney

Notary Public  
[Signature]

My Commission expires May 3, 2021

FILED IN THE OFFICE OF THE CLERK:

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

## Community Partnership Funds Provided by CARES Act Funding Youth Violence Reduction COVID-19 Relief Project Application

Organization/Agency Name	STARS Nashville
Primary Contact Name:	Rodger Dinwiddie
Primary Contact Phone:	615-983-6821
Primary Contact e-mail:	prdinwiddie@starsnashville.org
Prior Year Metro CPF Recipient	Yes Amount: \$35,000
Prior year Metro Direct Appropriation	No Amount:
Funding Amount Requested	Amount: \$36,901

**1) Describe below how your agency and client population participating in agency's youth violence reduction programming has been impacted by the COVID-19 health emergency and precautionary measures.**

Our agency was able to immediately transition services to telehealth support platforms when the pandemic shut down schools and juvenile drug court in March 2020. We are able to meet with our clients and their families virtually, as well as continue receiving referrals for assessment and case management from Juvenile Court. Although we have not provided in-person small group and individual counseling sessions, we do have in-person presence at the Davidson Juvenile Court on a weekly basis. Case management has been done virtually and we are in the final stages to shift our documentation protocols to a cloud-based EMR system (Theranest). We have been able to resume our in-person presence at Juvenile Court and Juvenile Drug Court, as well as serving on Referee Calhoun's clinical support team. Since the COVID-19 health emergency impacted our community, our clients have self-reported an increase in mental health issues, such as anxiety, depression, and a lack of feeling connected. Young people living in Davidson County want to feel connected to community and their peers; with MNPS operating in virtual mode, it has never been more critical to provide equitable and accessible treatment and mental health services to our deserving youth and their families. Due to MNPS remaining remote until early January 2021, it is critical for STARS to provide our staff access to a cloud-based data management system allowing us to study trends in how our clients are experiencing mental health stress due to the pandemic. These data will be invaluable to how we both access our client and how we deliver service. We will contract with an outside vendor to create a customized system using FileMakerPro.

**2) Describe how CARES Act funds will help you meet needs directly resulting from the COVID-19 health emergency and resulting precautionary measures. Use of funds must meet eligible expense criteria as outlined in the Coronavirus Relief Fund Guidance for State, Territorial, Local and Tribal Governments).**

CARES Act funds will support our school- and community-based treatment and mental health counseling services by equipping our clinical and school-based staff in Davidson County with upgraded technology and zoom accounts, as well as the customization of FileMakerPro to support our data collection. Until it is deemed safe to offer person-to-person services in Davidson County, our staff need to have access to reliable, efficient technology to ensure our documentation processes can be moved to a cloud-based platform. Since March, it has become very clear that moving services to support remote implementation is essential for staying connected with our clients and their families. Our Youth Overcoming Drug Abuse (YODA) clinical staff, as well as our school-based Student Assistance Program (SAP) counselors, will work with youth and families living in COVID-19 "hot" spots by creating a continuum of coordinated care for both Juvenile Court clients and MNPS students struggling with mental health stressors related to the pandemic.



**3) List and describe below a minimum of three primary goals and objectives of your COVID-19 Relief Project.**

STARS will provide direct services for substance abusing youth as part of a comprehensive and coordinated community system of services, in order to prevent delinquency or escalation of delinquency of youth already involved in the juvenile justice system.

1. Students with limited to no-access to mental health therapeutic services have access;
2. Support the recovery, health and well-being of the person or family served;
3. Reduce symptoms or needs and build resilience;
4. Restore and/or improve functioning;
5. Connect children and families with mental health resources;
6. Provide school- and community-based case management; and
7. Continue to provide evidence-based mental health treatment services for adolescent with substance-misuse and co-occurring mental health disorders.

**4) List and describe below specific activities that you will perform to accomplish each stated goal and objective.**

**Activities:** Youth identified as at-risk for substance abuse, dependency or delinquency will be assessed by an SAP Counselor to determine an appropriate level of intervention. YODA staff will establish communication with a family member or probation officer so that services can begin. The program is designed to divert youthful offenders from jail and out-of home placement by working in tandem with the Juvenile Court. Clinical treatment services will utilize non-confrontational supportive therapies such as Motivational Interviewing (MI), Cognitive Behavioral Therapy (CBT) and curriculums specifically for co-occurring adolescent populations such as Hazelden’s Adolescent Co-occurring Disorders Series, while also incorporating “Stages of Change” interventions. Each youth will participate with the therapist in the development of an individualized treatment plan with measurable goals. Participants complete a minimum of six 2-hour sessions to be eligible for successful discharge. Aftercare planning includes peer-led recovery support meetings that give opportunities for long-term engagement with YODA, effective peer role models, and promote long-term recovery. Provide clinical assessment to youth at highest risk for substance misuse and mental health disorders to determine what level of intervention and support is needed on a case-by-case basis. From there, connect each client to the appropriate STARS service or, if needed, outside supports. STARS provides three distinct levels of services. These levels of service are: universal prevention, selective prevention and indicated prevention services (including intensive outpatient treatment services for adolescents with substance use and co-occurring disorders). Universal Prevention Strategies address the entire population with messages and programs aimed at preventing or delaying high risk behaviors such as substance abuse, violence, pregnancy and bullying. Selective Prevention Strategies target subsets of the total population that are deemed to be at risk for substance abuse by virtue of their membership in a particular population segment, for example children of adult alcoholics, drop outs or students who are failing academically. Indicated Prevention Strategies are designed to prevent the onset of full substance abuse in students showing early danger signs such as failing grades and consumption of alcohol and other drugs. The mission of Indicated Prevention Strategies is to identify these individuals and to provide them with special programs (small groups and individual counseling), including intensive outpatient treatment services.

**5) List and describe below a minimum of three measurable outcomes of your COVID-19 Relief Project that will be achieved as a result of this project. (Measurable outcomes must support goals and objectives).**

1. 85% of students who participate in STARS SAP services will report they made positive changes in their life after receiving STARS services.
2. 67% of patients who meet diagnostic criteria for substance abuse will complete treatment services at YODA's IOP program as a result of assessment and brief intervention.

3. 60% of patients in treatment will report, after 60 days, change as evidenced by at least two indicators including: disengagement from gang activity, increased drug refusal activity, increased scholastic activity, increased participation in sober social activities or participation in self-help groups.

**6) Explain below how this COVID-19 Relief Project is achievable. 1) Very briefly describe your agency's experience in the type of work this project proposes 2) Very briefly describe how your agency has worked with Juvenile Court Youth Violence Reduction efforts. 3) Describe how you will be able to determine that services provided are only for those impacted by the pandemic.**

1. Founded in 1984, STARS started at one school site with a vision to help students refrain from alcohol and drug use. Today, STARS is a leader in mental-health, school-based Student Assistance Program (SAP) services, covering seven Tennessee counties in more than 60 school and community sites. STARS is recognized by SAMHSA's National Registry of Evidence Based Programs and Practice as one of three evidence-based practices to address intervention services for youth ages 6 to 17. Our services have proven and lasting results including: strengthening students' resistance, refusal, and decision-making skills related to alcohol, drugs, sexual activity, and violence; increasing school attachment; increasing positive orientation to the future; and promoting student involvement in their community. STARS services have produced consistent outcomes including increased: school attendance and grades, youth attachment to school/community, individual resilience, reduced suspensions, expulsions, bullying, violence, delinquency and alcohol and other drug use (Kanu, Hepler, & Labi, 2015). STARS is licensed by the Tennessee Department of Mental Health as an alcohol and drug non-residential rehabilitation treatment center, License# L00000001126. Under this license, STARS provides treatment for adolescents with a primary or secondary alcohol or other drug abuse or dependency diagnosis or co-occurring substance use and psychiatric diagnosis. In 2010, STARS designed the Youth Overcoming Drug Abuse (YODA) program specifically to meet treatment service gaps for adolescents. YODA is licensed by the Tennessee Department of Mental Health and Substance Abuse Services for adolescents with substance use and co-occurring disorders. The program is a valued member of the Juvenile Drug Court interdisciplinary team and completes over 90% of the court ordered assessments requested by Davidson County Juvenile Probation Officers. YODA is embedded in the Juvenile Justice Center, courtrooms and detention center.
2. STARS has a long history working with the Davidson Juvenile Court. Our staff provide clinical assessment, serve on Referee Calhoun's clinical support team, and staff Juvenile Drug Court. Along with this, STARS provides office space for Davidson County probation officers who work with the youth and families we mutually serve.
3. All persons served have been impacted by the pandemic. Schools operating in a virtual mode, as well as the limited number of clients allowed in Juvenile Court at one time, have put a strain on access to mental health supports. Along with these, many of the families we serve have suffered job losses, fragile housing situations, and major disruptions to childcare. STARS will be able to help these families strengthen resources to build protective factors so needed to minimize substance misuse, child abuse, and domestic violence.

**7) Describe below how your agency will manage the COVID-19 Relief Project. Clarify how you will evaluate your project. This includes completeness of the evaluation plan to include what you will do to judge the success or effectiveness of your project. These may include Process measures (Outputs) that quantify the activities of your initiative and Outcome measures that quantify the effect or results that are attributed to your efforts that determine impact and success.**

As the only NREPP/SAMHSA recognized evidence-based prevention program in the Southeast, STARS has a proven history in data collection to measure program effectiveness and rates of changes in behavior. We use evidence-based measurements for assessment as well as pre- and post- tests, intake and an exit forms, and work with an outside evaluator to ensure our programs are making a difference. Youth actively using drugs or alcohol are provided

on-site or virtual assessment at our intensive outpatient treatment facility and at 60 days and after six months with the Teen Addiction Severity Index tools along with a questionnaire derived from the GPRA. Clients who participate in group or greater than two individual counseling sessions complete a student post service form. According to student reports: 93% reported they felt positive about their future; 84% reported they felt connected to school; 88% reported a change in attitude regarding risky behavior after participating in the STARS program; 98% of students reported they understood the dangers of alcohol, tobacco, and other drug use; 89% of students reported they know how to handle and resist peer pressure; and 98% of students said they'd recommend STARS to a friend who needed help. Of those served through our treatment program (YODA), 100% of clients have an increase in scholastic activity, pro-social behaviors, behavior regulation, or drug refusal skills while engaged in our Intensive Outpatient Program; 95% of young men's and women's group maintained scholastic activities; 78% are engaged in the Intensive Outpatient Program for 4 weeks; and 58% graduate from the program.

**8) Describe below how your agency will monitor the COVID-19 Relief Project. Will your program have organized procedures to monitor the quality of program service delivery? Include the name(s) of the person(s) with monitoring responsibility, and all relevant contact information. Describe how you plan to track the progress of your project initiative, including an operations narrative.**

STARS has a proven history in monitoring our procedures to ensure the quality of service delivery. Sandy Schmah, COO, and Kay Higgs, Director of Prevention Services, provide leadership and oversight for our evaluation, data collection, and reporting procedures. Specific to this request, we will track the progress and impact of our services through evidence-based data collection protocols. For our YODA services, patients who meet diagnostic criteria for substance abuse will complete treatment services at YODA's IOP program as a result of assessment and brief intervention. After 60 days of service, 60% of clients will report positive change by at least two indicators including: disengagement from gang activity, increased drug refusal activity, increased scholastic activity, increased participation in sober social activities or participation in self-help groups. At the six-month interview, 50% of clients will report two or more indicators of abstinence from substance abuse: involvement with a peer support group or mentor, disengagement from the criminal justice system, reported negative drug screens by probation officers, increased employment or scholastic activities, and improved school/job attendance, no suspensions or criminal charges, increased community service activities. For our school-based services, An Intake Form on each student records the referral source, reason for referral, the student's demographic risk & protective factors is completed; staff complete an Exit Form for each student served, recording number and types of services received, the referrals made & outcomes of the student services. Students complete a Student Post Service Form, designed using the Centers for Disease Control & Prevention (CDC) Youth Risk Behavior Survey (YRBS) 2013 High School Survey & National Survey on Drug Use and Health (NSDUH), a self-report on their perceptions of risk & protective factors, changes in attitude and behavior regarding risky behaviors & knowledge gained. Studies support the validity of self-report data stating most youths & young adults reported their recent drug use accurately in self-reports. Students' self-reported paper-based surveys provide the data our staff enter using the optimal mark reader (OMR) software and scanning capabilities. Data are then exported and analyzed using SPSS statistical software. Once the data is exported to SPSS, syntax or coding is developed to appropriately summarize surveys of students demonstrating positive improvement are calculated.

**9) Describe below your project team's experience and management plan for the proposal (including fiscal management).**

**James Bush**, LPC-MHSP, is the Program Director of YODA (Youth Overcoming Drug Abuse). Whether facilitating groups or training peers, he has and continues to serve the mental health community of the Middle Tennessee region and beyond. For years, his efforts have been concentrated on the growing adolescent population within the Greater Nashville area and surrounding counties, which has led to service through community events, partnerships, and media publication.

**Lauren Pearl Dickson**, LCSW, Director of Clinical Services, is a licensed mental health professional, who will provide regular, clinical supervision. Ms. Dickson earned a Masters in Social Work from Hunter College School of Social Work in New York. She joined STARS in 2014 as a Student Assistance Program Counselor. She became a Clinical Supervisor in 2016, was promoted to Clinical Director in 2018, and promoted to Director of Clinical Services in 2020.

**Rodger Dinwiddie**, M.Ed., CEO, has served in this role since 1986. Prior to joining STARS, he served as the Executive Director of another nonprofit organization working with the juvenile court for five years and was a classroom teacher in the Metropolitan Nashville Public Schools for 7 years. Rodger is an Olweus Technical Assistance Consultant for the Olweus Bullying Prevention Program and Safe Dates Program, and he serves as the Tennessee State Olweus Coordinator in partnership with the Tennessee Department of Education and Clemson University. He currently provides consultation in the areas of best practices in bullying prevention and intervention, school climate improvement, bullying in the workplace, improving workplace relationships and culture, substance misuse, as well as the development of social emotional competencies. Rodger is also a national trainer for the Hazelden/Betty Ford Center. He is a Past-President of the International Bullying Prevention Association and former president of the National Student Assistance Association.

**Kay Higgs**, M.Ed., Director of Prevention Services, holds numerous certifications and enjoys facilitating Workshops and Professional Developments. Kay facilitates workshops in Healthy Dating Relationships, Bullying Prevention Best Practices and Restorative Practices. Kay is a Trainer of Trainers in Restorative Practices from the International Institute for Restorative Practices and a Certified Olweus Trainer.

**Sandy Schmahl**, Chief Operating Officer, will provide management support. Ms. Schmahl has a Bachelor's of Social Work for Middle Tennessee State University and Masters of Science in Non-Profit Management from Argosy University, with 18 years of experience. Sandy is also a Restorative Practice Trainer.

**Cynthia Whetstone**, Chief Financial Officer since 1998, provides budget oversight and reporting. Cynthia holds a B.S. in both Accounting and Business Administration. She has worked in accounting since 1986 and holds a CPA license. In 2017, she was awarded the SunTrust CFO of the Year by the Center of Nonprofit Management (CNM).

**10) Describe below your timeline to completion. How will the agency spend the funds by December 30, 2020? Describe below your budget and budget narrative justification in detail for this COVID-19 Relief Project.**

STARS is requesting funds to expand and support Mental Health Counseling Services in Davidson County to help address increased mental health needs of students and faculty related to COVID-19. Specifically, the funds will provide for salaries (\$9,086) and benefits @19.5% (\$1,758) for a .7 FTE to increase services currently provided by two part-time YODA staff. The expanded services will be provided from September 2020 – December 2020. Plus provide salaries and benefits for three training instructors to provide COVID-19 specific Social-Emotional Learning Support to MNPS Faculty and Students. The additional training support was provided by Eric Johnson, Lauren Dickson and Rodger Dinwiddie in June 2020. Additional salaries and benefits are included for Project Evaluation and Oversight to be provided by Sandy Schmahl and Kay Higgs. Additional funds will be used for contracted IT support (\$1,250) and the purchase of 10 laptops (\$6,390) and Office 365 (\$300), telehealth services fees (\$225), and the purchase of FileMaker Pro (\$3,512) to enable staff to provide remote tele-health services in Davidson County. Expenditures for computers and related support will be made in October 2020. Funds will also be used to support tele-health services and to ensure confidentiality through zoom membership and EMR tele-health services for a total cost of \$225. We will also contract with an outside vendor to customize a data collection management system using FileMakerPro (11,880). These funds will be spent from June 2020- December 2020. The remainder of the request will be used to purchase medical and protective supplies such as face masks, sanitizer, disinfectant, no-touch thermometers, protective shields and protective HVAC filters (\$2,500). These funds will be used for expenditures from April 2020 – December 2020. Total budget requested is \$36,901. All funds will be spent from March 2020 – December 2020.

11) Describe below your agency's Youth Violence Reduction Program that will benefit from this COVID-19 Relief grant. Include the following information: A) The length of time/history your agency has provided youth violence reduction programming services. B) The trauma-informed care practices used by the program. C) How you will identify the impact of COVID-19 on your population served and projected number of clients to be served. D) Dosage and duration of program. E) Does your program have written protocol? If yes, briefly describe. F) Are delivery staff trained to deliver program services? If yes, briefly describe. G) Does your organization monitor the quality of program service delivery? If yes, briefly describe. H) Does your organization have organizing procedures to take corrective action for program service delivery? If yes, briefly describe.

- A. Since 1984, STARS has provided prevention and intervention services for youth living in Davidson County.
- B. All of our services are grounded in evidence-based, trauma informed practices. Our staff participate in regular professional development trainings to ensure compliance.
- C. STARS will identify the impact of COVID-19 on the population served during the pre-test of our assessment process. We will serve over 2,500 children and youth living in Davidson County through our continuum of care.
- D. Our school-based services are available during the academic year (August-May). Our YODA services are available year-round and in partnership with Juvenile Court.
- E. Yes. STARS was recently achieved a 3-year accreditation from the Commission on Accredited Rehabilitation Facilities (CARF). This distinction is the highest rating an agency can receive and recognizes the value, clinical importance and overall endorsement of our school-based mental health and behavioral health counseling services. YODA and our school-based mental health services were reviewed extensively in order to receive this level of certification. Site visits, client and as well as stakeholder interviews were conducted in order to validate each area of our services to clients. STARS leadership and staff conducted three years of intense auditing of each aspect of our program practices and policies to ensure we were providing the highest quality of treatment and therapeutic services. Our YODA program and enhanced mental health services now carry the CARF certification approval.
- F. Our staff are licensed professionals trained to provide intensive outpatient services for adolescents with substance abuse and co-occurring disorders. Our leadership team is dedicated to the ongoing professional development of all staff and provides on-site clinical supervision. YODA Clinician have been trained in Adverse Childhood Experiences, Trauma Informed Care, Compassionate Care, Verbal De-Escalation Techniques, Cognitive Behavioral Therapy, Motivational Interviewing Skills, Suicide Awareness, along with a myriad of other trainings that strengthen their ability to serve the clients
- G. STARS has a robust compliance program which monitors all procedures implemented to provide quality program service delivery. Our team meets monthly to review and monitor all programs and their stated outcomes to ensure all goals are being met and/or on pace for being achieved.
- H. Should there be a need to take corrective action, our Compliance Officer would work with the Compliance committee to investigate and amend any infractions found.

ATTACHMENT

GRANT BUDGET – STARS NASHVILLE				
Community Partnership Fund Provided by the CARES Act Fund – Youth Violence Reduction Priority				
The Grant Budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period:				
BEGIN: <b>March 1, 2020</b> END: <b>12/30/2020</b>				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup>	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1. 2	Salaries, Benefits & Taxes	\$10,844		\$10,844
4, 15	Professional Fee, Grant & Award <sup>2</sup>	\$13,130		\$13,130
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	\$12,927		\$12,927
11. 12	Travel, Conferences & Meetings			
13	Interest <sup>2</sup>			
14	Insurance			
16	Specific Assistance To Individuals			
17	Depreciation <sup>2</sup>			
18	Other Non-Personnel <sup>2</sup>			
20	Capital Purchase <sup>2</sup>			
22	Indirect Cost (Not allowable for this solicitation)			
24	In-Kind Expense			
25	<b>GRAND TOTAL</b>	<b>\$36,901</b>		<b>\$36,901</b>

<sup>1</sup> Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Sub-recipients of Federal and State Grant Monies, Appendix A.*

<sup>2</sup> Applicable detail follows this page if line-item is funded.

# STARS

## Budget Justification

### Juvenile Court CARES Act Fund-Youth Violence Reduction Priority

<b>Salaries</b> -Related to providing expanded Mental & Behavioral Health Services in response to COVID-19 for = to .7 FTE Mental Health Counselor and Therapist @ 28 hours per week for 18.5 weeks @ \$22.60 per hour ( <b>\$8,195</b> ). The .7 FTE will be split to one counselor at a .5 FTE and one counselor at a .2 FTE. Project evaluation and oversight completed by Sandy Schmahl and Kay Higgs at 11 and 12 hours, respectively (23 hours total) over the project period at an average hourly rate of \$38.85 = <b>\$891</b> . ( $\$8,195 + \$891 = \$9,086$ )	<b>\$ 9,086</b>
<b>Benefits @ 19.35%</b> - Includes FICA Taxes-(7.65%), Medical, Life, LTD & Workers Compensation Insurance (8.7%), 401K match contribution-(3%). ( $\$9,086 * 19.35\% = \$1,758$ )	<b>\$ 1,758</b>
<b>TOTAL PERSONNEL COSTS</b>	<b>\$ 10,844</b>

**Contract IT services** with Computer World to assist with set-up and loading appropriate software on 10 new laptops at \$100 per laptop. Laptops are needed for tele-health services. Currently 12 Therapists are providing service in MNPS Schools and Juvenile Court and only two currently have laptops. ( $\$125 * 10 \text{ laptops} = \$1,250$ )

**\$1,250**

Contract with Workflow Solutions to create a customized system in order for our staff to access a cloud-based data management system allowing STARS to study trends in how our clients are experiencing mental health stress due to the pandemic.

**\$ 11,880**

<b>TOTAL CONTRACTED IT SERVICES</b>	<b>\$ 13,130</b>
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#### Supplies:

**Medical and Protective supplies** including masks, sanitizer, disinfectant, no-touch thermometers, protective shield and other protective equipment. Budget is based on \$125 of expense per each counselor providing service in Davidson County ( $12 * \$125 = \$1,500$ ). Plus an additional protective supplies, HVAC filters and other additional expenses incurred for protective gear = \$1,000. ( $\$1,500 + \$1,000 = \$2,500$ )

**\$ 2,500**

**Laptops** including case, keyboard, and mouse, which enable staff to work remotely and provide tele-health services via zoom. 10 laptops at an average cost of \$639 per laptop including related peripherals. This will allow each counselor working with Davidson County Juvenile Court and Metro Nashville Public Schools to have their own laptop. ( $10 * \$639 = \$6,390$ )

**\$ 6,390**

Office 365 licenses for laptops to enable staff to provide tele-health services. \$25 per each therapist for 12 therapist. ( $\$25 * 12 = \$300$ ) \$ 300

Purchase FileMaker Pro license for staff to access customized database. \$ 3,512

Tele-Health Service Fees - Zoom memberships at \$15 per month per membership for 5 months ( $5 * \$15 = \$75$ ). Plus EMR tele health fee @ \$9.99 per user per month for 5 months for 3 YODA staff to ensure services are compliant with HIPAA requirements. ( $\$9.99 * 5 * 3 = \$150$ ) ( $\$75 + \$150 = \$225$ ) \$ 225

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**Total Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications** \$ 12,927

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**TOTAL PROJECT BUDGET** \$ 36,901

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**ADDENDUM TO THE  
GRANT CONTRACT  
BETWEEN THE METROPOLITAN GOVERNMENT  
OF NASHVILLE AND DAVIDSON COUNTY  
AND  
STARS Nashville, INC.**

This Grant Contract by and between the Metropolitan Government of Nashville and Davidson County, a municipal corporation of the State of Tennessee, hereinafter referred to as "Metro," and **STARS Nashville, INC.**, hereinafter referred to as the "Recipient," is for mental health and alcohol and drug counseling services as further defined in the "SCOPE OF PROGRAM" (Attachment 1). The Recipient's evidence of eligibility (See Eligibility Criteria List Supplement) is on file at the Juvenile Court, and the Juvenile Court is managing this grant.

**WITNESSETH**

**WHEREAS**, Metro received funds from the Coronavirus Relief Fund under the CARES Act (CRF) (hereinafter called "CRF"); and,

**WHEREAS**, the Recipient provides mental health support services to Metro Nashville Public Schools (MNPS) youth experiencing mental health and alcohol and drug use/abuse, including telehealth support case management services for youth attending Recovery Court, a program managed by Juvenile Court; and,

**WHEREAS**, Nashville youth have self-reported an increase in mental health issues, such as anxiety, depression, and a lack of feeling connected due to COVID. Young people living in Davidson County want to feel connected to community and their peers; with Metro Nashville Public School (MNPS) operating in virtual mode, it has never been more critical to provide equitable and accessible treatment and mental health services to our deserving youth and their families; and,

**WHEREAS**, the CARES Act funds will support Davidson County school-and community-based treatment and mental health counseling services by equipping the Recipient's clinical and school-based staff in Davidson County with upgraded technology and zoom accounts. Until it is deemed safe to offer person-to-person services in Davidson County, the Recipient needs to have access to reliable, efficient technology to ensure our documentation processes can be moved to a cloud-based platform. The Recipient's Youth Overcoming Drug Abuse (YODA) program clinical staff, as well as the Recipient's school-based Student Assistance Program (SAP) counselors, will work with youth and families living in COVID-19 "hot" spots by creating a continuum of coordinated care for

ADDENDUM to the Grant Contract Between the Metropolitan Government of Nashville and Davidson County and STARS, Nashville, INC.

both Juvenile Court clients and MNPS students struggling with mental health stressors related to the pandemic; and,

**WHEREAS**, Recipient's mental health and alcohol and drug services are essential to ensure Davidson County youth are able to receive a continuum of coordinated direct care services for substance abusing youth as part of a comprehensive and coordinated community system of services, in order to prevent delinquency or escalation of delinquency of youth already involved in the juvenile justice system.

Specifically,

1. Students with limited to no-access to mental health therapeutic services have access;
2. Support the recovery, health and well-being of the person or family served;
3. Reduce symptoms or needs and build resilience;
4. Restore and/or improve functioning;
5. Connect children and families with mental health resources;
6. Provide school- and community-based case management; and,
7. Continue to provide evidence-based mental health treatment services for adolescent with substance-misuse and co-occurring mental health disorders; and,

**WHEREAS**, the Juvenile Court and *STARS* propose to utilize \$36,901.00, of the CRF to fund the Recipient to benefit youth who have been impacted by COVID-19 to ensure they receive services. The term of this Grant is retroactive and shall be for the time period of **March 1, 2020** through **December 30, 2020**.

## Eligibility Criteria List Supplement

1. A copy of its corporate charter or other articles, constitution, bylaws, or instruments of organization;
2. Applicants must have a 501(c) (3) designation of exemption from federal taxation from the Internal Revenue Service; or incorporation as a non-profit with registration identification number provided by the Secretary of State as a Charitable Organization or proof of such exemption as allowed);
3. A statement of the nature and extent of the organization's program that serves the residents of the metropolitan government **(For the Youth Violence Reduction Priority, Applicants must be providing programming for at risk youth ages 12 – 19 to reduce youth violence);**
  - a. Youth violence reduction programming must fall in one or more categories:
    - i. Mentoring
    - ii. Service learning
    - iii. Employability skills or educational training (social, academic, vocational)
    - iv. Cognitive behavior aligned intervention programming grounded in a therapeutic philosophy (Positive Youth Development) rather than a control philosophy.
4. The proposed use of the funds to be provided by the metropolitan government;
5. The proposed budget of the organization, indicating all sources of funds and a line-item identification of the proposed expenditure of metropolitan government funds;
6. For organizations with an annual operating budget in excess of fifty thousand dollars receiving a grant or grants in excess of five thousand dollars during any one fiscal year, a copy of the organization's audit for the most recent fiscal year. For purposes of this subsection, "audit" means a formal examination of the organization's accounting records and financial situation in accordance with the generally accepted auditing standards issued by the American Institute of Certified Public Accountants. Organizations that are exempt from submitting an audit from the most recent fiscal year pursuant to this subsection shall comply with the audit requirements of Tennessee Code Annotated Section 7-3-314.
7. Applicants must be in compliance with contract requirements of grant awards from Metro;
8. Applicants must have been in existence for at least one full year by application due date;