

## GRANT SUMMARY SHEET

**Grant** Head Start/ Early Head Start COVID19 21-23

**Department:** METRO ACTION

**Grantor:** U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

**Pass-Through Grantor**

**Total Award this** \$410,823.00

**Cash Match** \$0.00

**Department** Cynthia Croom, Executive Director  
862-8860

**Status** CONTINUATION

**Program Description:**

Child Care Partnership grantees are eligible to receive funding for one-time activities in response to COVID-19. The Consolidated Appropriations Act, 2021, one-time funding will be issued by formula based on Federal funded enrollment as required by the appropriation.

**Plan for continuation of services upon**

This COVID-19 supplement is one-time funding.

### Grants Tracking Form

Part One

Pre-Application <input type="radio"/>		Application <input type="radio"/>		Award Acceptance <input checked="" type="radio"/>		Contract Amendment <input type="radio"/>	
Department	Dept. No.	Contact			Phone	Fax	
METRO ACTION	075	Cynthia Croom, Executive Director			862-8860	880-2388	
<b>Grant Name:</b>	Head Start/ Early Head Start 21-23 (COVID-19 Supplement)						
<b>Grantor:</b>	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES			<b>Other:</b>			
<b>Grant Period From:</b>	04/01/21	(applications only) Anticipated Application Date:					
<b>Grant Period To:</b>	03/31/23	(applications only) Application Deadline:					
<b>Funding Type:</b>	FED DIRECT	<b>Multi-Department Grant</b>		<input type="checkbox"/> <b>If yes, list below.</b>			
<b>Pass-Thru:</b>	Select Pass-Thru --- >	<b>Outside Consultant Project:</b>		<input type="checkbox"/>			
<b>Award Type:</b>	FORMULA	<b>Total Award:</b>		\$410,823.00			
<b>Status:</b>	NEW	<b>Metro Cash Match:</b>		\$0.00			
<b>Metro Category:</b>	Est. Prior.	<b>Metro In-Kind Match:</b>		\$0.00			
<b>CFDA #</b>	93.600	<b>Is Council approval required?</b>		<input checked="" type="checkbox"/>			
<b>Project Description:</b>	Applic. Submitted Electronically?		<input checked="" type="checkbox"/>				
<p>Child Care Partnership grantees are eligible to receive funding for one-time activities in response to COVID-19. The Consolidated Appropriations Act, 2021, one-time funding will be issued by formula based on Federal funded enrollment as required by the appropriation.</p>							
<b>Plan for continuation of service after expiration of grant/Budgetary Impact:</b>							
This COVID-19 supplement is one-time funding.							
<b>How is Match Determined?</b>							
<b>Fixed Amount of \$</b>		or		0.0% <b>% of Grant</b>		<b>Other:</b> <input type="checkbox"/>	
<b>Explanation for "Other" means of determining match:</b>							
<b>For this Metro FY, how much of the required local Metro cash match:</b>							
<b>Is already in department budget?</b>		\$0.00		<b>Fund</b>	<b>Business Unit</b>		
<b>Is not budgeted?</b>				<b>Proposed Source of Match:</b>			
<b>(Indicate Match Amount &amp; Source for Remaining Grant Years in Budget Below)</b>							
<b>Other:</b>							
<b>Number of FTEs the grant will fund:</b>				<b>Actual number of positions added:</b>			
<b>Departmental Indirect Cost Rate</b>		15.71%		<b>Indirect Cost of Grant to Metro:</b>			
				\$55,778			
<b>*Indirect Costs allowed?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No		<b>% Allow.</b>		<b>Ind. Cost Requested from Grantor:</b>			
		15.71%		\$55,778 <b>in budget</b>			
<b>*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)</b>							
<b>Draw down allowable?</b> <input checked="" type="checkbox"/>							
<b>Metro or Community-based Partners:</b>							

Part Two

Grant Budget										
Budget Year	Metro Fiscal Year	Federal Grantor	State Grantor	Other Grantor	Local Match Cash	Match Source (Fund, BU)	Local Match In-Kind	Total Grant Each Year	Indirect Cost to Metro	Ind. Cost Neg. from Grantor
Yr 1	FY21-23	\$410,823.00	\$0.00	\$0.00	\$0.00		\$0.00	\$410,823.00	\$55,778	\$55,778.00
Yr 2	FY__							\$0.00		
Yr 3	FY__							\$0.00		
Yr 4	FY__									
Yr 5	FY__									
<b>Total</b>		<b>\$410,823.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$410,823.00</b>	<b>\$55,778</b>	<b>\$55,778.00</b>
<b>Date Awarded:</b>				04/30/21	<b>Tot. Awarded:</b>		\$410,823.00	<b>Contract#:</b> Grant # 04HE000322-01-00		
<b>(or) Date Denied:</b>					<b>Reason:</b>					
<b>(or) Date Withdrawn:</b>					<b>Reason:</b>					

[trinity.weathersby@nashville.gov](mailto:trinity.weathersby@nashville.gov)

Contact: [vaughn.wilson@nashville.gov](mailto:vaughn.wilson@nashville.gov)

*VW*



Department of Health and Human Services

Administration for Children and Families

Notice of Award

Award# 04HE000322-01-00

FAIN# 04HE000322

Federal Award Date: 04/23/2021

**Recipient Information****1. Recipient Name**

NASHVILLE & DAVIDSON COUNTY,  
METROPOLITAN GOVERNMENT OF  
800 2nd Ave N  
Nashville, TN 37201-1083  
(615) 862-8860

**2. Congressional District of Recipient**

05

**3. Payment System Identifier (ID)**

1620694743A2

**4. Employer Identification Number (EIN)**

620694743

**5. Data Universal Numbering System (DUNS)**

078217668

**6. Recipient's Unique Entity Identifier****7. Project Director or Principal Investigator**

Dr. Cynthia Croom  
Executive Director  
cynthia.croom@nashville.gov  
(615) 862-8860x70103

**8. Authorized Official**

Dr. Lavoneia Steele  
Board Chair  
lavoneiasteele@comcast.net  
(615) 862-8860x70146

**Federal Agency Information**

ACF/OHS Region IV Grants Office

**9. Awarding Agency Contact Information**

Dionne Bounds  
Grants Management Officer  
Dionne.Bounds@acf.hhs.gov  
404-562-2910

**10. Program Official Contact Information**

Ms. Heather L Wanderski  
Program Operations Division Director  
heather.wanderski@acf.hhs.gov  
202-205-5923

**Federal Award Information****11. Award Number**

04HE000322-01-00

**12. Unique Federal Award Identification Number (FAIN)**

04HE000322

**13. Statutory Authority**

42 USC 9801 ET SEQ

**14. Federal Award Project Title**

COVID (P.L. 116-260)

**15. Assistance Listing Number**

93.600

**16. Assistance Listing Program Title**

Head Start

**17. Award Action Type**

New

**18. Is the Award R&D?**

No

**Summary Federal Award Financial Information**

<b>19. Budget Period Start Date</b>	04/01/2021	<b>- End Date</b>	03/31/2023
<b>20. Total Amount of Federal Funds Obligated by this Action</b>			\$410,823.00
20a. Direct Cost Amount			\$355,045.00
20b. Indirect Cost Amount			\$55,778.00
<b>21. Authorized Carryover</b>			\$0.00
<b>22. Offset</b>			\$0.00
<b>23. Total Amount of Federal Funds Obligated this budget period</b>			\$0.00
<b>24. Total Approved Cost Sharing or Matching, where applicable</b>			\$0.00
<b>25. Total Federal and Non-Federal Approved this Budget Period</b>			\$410,823.00
<b>26. Project Period Start Date</b>	04/01/2021	<b>- End Date</b>	03/31/2023
<b>27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period</b>			Not Available

**28. Authorized Treatment of Program Income**

Additional Costs

**29. Grants Management Officer - Signature**

Dionne Bounds  
Grants Management Officer

**30. Remarks**



Department of Health and Human Services

Administration for Children and Families

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Award# 04HE000322-01-00

FAIN# 04HE000322

Federal Award Date: 04/23/2021

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NASHVILLE & DAVIDSON COUNTY,  
METROPOLITAN GOVERNMENT OF  
800 2nd Ave N  
Nashville, TN 37201-1083  
(615) 862-8860

**Congressional District of Recipient**

05

**Payment Account Number and Type**

1620694743A2

**Employer Identification Number (EIN) Data**

620694743

**Universal Numbering System (DUNS)**

078217668

**Recipient's Unique Entity Identifier**

Not Available

**31. Assistance Type**

Project Grant

**32. Type of Award**

Service

**33. Approved Budget**

(Excludes Direct Assistance)

I. Financial Assistance from the Federal Awarding Agency Only

II. Total project costs including grant funds and all other financial participation

<b>a. Salaries and Wages</b>	\$0.00
<b>b. Fringe Benefits</b>	\$0.00
<b>c. Total Personnel Costs</b>	\$0.00
<b>d. Equipment</b>	\$229,164.00
<b>e. Supplies</b>	\$109,770.00
<b>f. Travel</b>	\$0.00
<b>g. Construction</b>	\$0.00
<b>h. Other</b>	\$0.00
<b>i. Contractual</b>	\$16,111.00
<b>j. TOTAL DIRECT COSTS</b>	\$355,045.00
<b>k. INDIRECT COSTS</b>	\$55,778.00
<b>l. TOTAL APPROVED BUDGET</b>	\$410,823.00
<b>m. Federal Share</b>	\$410,823.00
<b>n. Non-Federal Share</b>	\$0.00

**34. Accounting Classification Codes**

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
I-G041100	04HE00032201C5	ACFOHS	41.51	\$410,823.00	75-21-1536





## Department of Health and Human Services

Administration for Children and Families

## Notice of Award

Award# 04HE000322-01-00

FAIN# 04HE000322

Federal Award Date: 04/23/2021

### 35. Terms And Conditions

#### STANDARD TERMS

1. Paid by DHHS Payment Management System (PMS), see attached for payment information. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award.

This includes requirements in Parts I and II (available at <http://www.hhs.gov/grants/grants/policies-regulations/index.html>) of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS. This award is subject to requirements or limitations in any applicable Appropriations Act. This award is subject to the requirements of Section 106 (g) of the trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>

This award is subject to the Federal Financial Accountability and Transparency Act (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements. For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>. This award is subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS). For full text go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>

Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the HHS awarding agency, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner, in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the HHS OIG at the following addresses:

The Administration for Children for Children and Families U.S. Department of Health and Human Services Office of Grants Management ATTN: Grants Management Specialist 330 C Street, SW., Switzer Building Corridor 3200 Washington, DC 20201 AND

U.S. Department of Health and Human Services Office of Inspector General ATTN: Mandatory Grant Disclosures, Intake Coordinator 330 Independence Avenue, SW, Cohen Building Room 5527

Washington, DC 20201 Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or Email: [MandatoryGranteeDisclosures@oig.hhs.gov](mailto:MandatoryGranteeDisclosures@oig.hhs.gov)

Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371

Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 & 376 and 31 U.S.C. 3321).

This award is subject to the requirements as set forth in 45 CFR Part 87. This award is subject to HHS regulations codified at 45 CFR Chapter XIII, Parts 1301, 1302, 1303, 1304 and 1305. Attached are terms and conditions, reporting requirements, and payment instructions. Initial expenditure of funds by the grantee constitutes acceptance of this award.

#### REPORTING REQUIREMENTS

1. **Federal Reporting Requirements for Head Start CRRSA and ARP Grant Awards**



## Department of Health and Human Services

Administration for Children and Families

## Notice of Award

Award# 04HE000322-01-00

FAIN# 04HE000322

Federal Award Date: 04/23/2021

### Federal Financial Report (SF-425):

Federal Financial Reports (SF-425) must be submitted in the Payment Management System (PMS) based on the reporting schedule below:

1. C5 (CRRSA) Annual FFR 4/1/2021 – 3/31/2022: due by 7/30/2022
2. C6 (ARP) Annual FFR 4/1/2021 – 3/31/2022: due by 7/30/2022
3. C5 (CRRSA) Final FFR 4/1/2021 – 3/31/2023: due by 6/29/2023
4. C6 (ARP) Final FFR 4/1/2021 – 3/31/2023: due by 6/29/2023

FFR Grantee User Guide: <https://pms.psc.gov/pms-user-guide/federal-financial-report.html>

For support using the Payment Management System, contact your PMS Liaison Accountant: <https://pms.psc.gov/find-pms-liaison-accountant.html>

### Federal Cash Transaction Report (FFR-FCTR-425):

The Federal Cash Transaction Report (FCTR – Disbursements, lines 10a - 10c), **FFR-FCTR** (Disbursements) must be prepared and certified as follows:

- Disbursements January 1 – March 31: certify by April 30
- Disbursements April 1 – June 30: certify by July 30
- Disbursements July 1 – September 30: certify by October 30
- Disbursements October 1 – December 31: certify by January 30

If the FCTR is not certified 10 days after the due date, funds will be frozen until the report has been submitted.

FCTR Guidance: <https://pms.psc.gov/pms-user-guide/federal-cash-transaction-report.html>

### Performance Progress Report:

This award is subject to performance progress reporting as indicated in 45 CFR 75.342. Additional information will be forthcoming as to the reporting requirements and frequency.

### Tangible Personal Property Report (SF-428):

This award is subject to the submission of a Tangible Personal Property Report SF-428 and SF-428B, and as necessary, SF-428S, at closeout. This report is due on the same date the final SF-425 Federal Financial report is due. Please review the chart in the **Federal Financial Report (SF-425)** section of these reporting requirements for the due date. Completed copies of the SF-428 reports must be uploaded to the specified folders in the Grant Notes section of GrantSolutions.

Downloadable version of SF-428 can be found at <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>.

### Real Property Standard Form (SF-429):

The submission of the SF-429 Attachment A No Property report is not required for CRRSA



**Department of Health and Human Services**

Administration for Children and Families

Notice of Award

Award# 04HE000322-01-00

FAIN# 04HE000322

Federal Award Date: 04/23/2021

**and ARP grant awards where there is no covered real property.**

If funds from this award are used for any purpose requiring a 45 CFR Part 1303 application (purchase, construction, major renovation), submission of applicable SF-429 with supporting documentation is required. A SF-429 Attachment B and/or Attachment C is required upon approval of the 1303 application for purchase, construction, or major renovation.

Grantees with covered real property must submit reports at least annually on the status of real property in which OHS holds a Federal interest. Grantees with real property with federal interest must submit the SF-429 Attachment C along with supporting documentation to request transfer of property and record to the grantee's CH or HP grant program (or, if applicable, the OHS eligible designated new entity that will continue the intended purpose of property) at closeout on the same date as the final SF-425 Federal Financial report is due.

- 1. Annual Real Property Status for 4/1/2021 – 3/31/2022: due as an Attachment to the Annual SF-425 in Payment Management System by 7/30/2022**
- 2. Annual Real Property Status for 4/1/2021 – 3/31/2023: due as the SF-429A in the On-Line Data Collection System by 4/30/2023**
- 3. Transfer of Real Property: due as the SF-429C in the On-Line Data Collection System by 6/29/2023**

## AWARD ATTACHMENTS

NASHVILLE & DAVIDSON COUNTY, METROPOLITAN GOVERNMENT OF 04HE000322-01-00

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1. COVID (P.L. 116-260) Remarks

**30. REMARKS (Continued from previous page)**

This action awards one-time funds under Common Accounting Number (CAN) 1100 for activities pertaining to the prevention, preparation, and/or response to the coronavirus disease (COVID-19). COVID-19 funds can be used for costs incurred from December 27, 2020 in response to the public health emergency.

If applicable, this action approves the purchase of equipment identified on the 'Equipment' object class category.

If applicable, this action approves a non-federal match waiver for the federal funds awarded.


**SIGNATURE PAGE  
FOR  
HEAD START / EARLY HEAD START PROGRAM  
COVID-19 ONE-TIME SUPPLEMENTAL FUNDING**

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

**METROPOLITAN GOVERNMENT OF  
NASHVILLE AND DAVIDSON COUNTY**

  
Cynthia Croom, Ed.D., Executive Director  
Metropolitan Action Commission

5/7/21  
Date

  
LaVoneia C. Steele, Ed.D., Chair  
Metropolitan Action Commission

5/7/21  
Date

**APPROVED AS TO AVAILABILITY OF FUNDS:**

DocuSigned by:

  
Kevin Crumbo, Director  
Department of Finance

5/20/2021  
Date

**APPROVED AS TO RISK AND INSURANCE:**

DocuSigned by:

  
Lora Fox  
Director of Insurance

5/21/2021  
Date

**APPROVED AS TO FORM AND LEGALITY:**

DocuSigned by:

  
Meki Elie  
Metropolitan Attorney

5/21/2021  
Date

**FILED:**

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

\_\_\_\_\_  
Date

## ***One Time COVID 19 Supplemental Funding Plan***

### *Application and Budget Justification Narrative*

Funding Allocation = \$410, 823

Supplemental Grant # 04HET001074

April 9, 2021

The Metropolitan Action Commission (MAC), a Department of the Metropolitan Government of Nashville and Davidson County, Tennessee, serves as the community action agency for Nashville and Davidson County. Its mission is to embody a spirit of hope, help children and youth develop their potential, equip adults and families to achieve their goals, improve social and economic mobility, and advance well-being for people and communities.

The program operates in a center-based model with no delegates or child-care partnerships and serves a total of 1365 in a total of 78 classrooms in seven centers. Head Start serves 1245 children ages 3-5 or school entry eligible, 120 inclusive of 120 Early Head Start children 6 weeks to three years, and 16 expectant mothers.

Metropolitan Action Commission Early Education (Head Start and Early Head Start) program, endeavors to enhance the health and safety in service delivery across its 7 centers and administrative office. MAC continues to engage in on-going program planning related to additional COVID related needs and considered existing resources and additional needs which included PPE, sanitizing supplies, technology enhancements and equipment. A plan was developed for this second one-time funding opportunity with input by content

areas who examined specific areas of need and prepared plans for highest priority needs program wide. We've outlined below the goals and specifications for what we feel will offer a strong and mindful approach to continuing safe service delivery in childcare.

**The Goals:** This pandemic has shown all of us just how important the early learning and childcare sector is, but also the precarious nature of these businesses and the importance of healthy practices to prevent spread of disease. MAC Early Education began with setting a re-opening plan in place while monitoring the metrics in the community and the advice of the Centers for Disease Control, local public health authorities, and Metropolitan Nashville-Davidson County Government. We made the wellbeing of children, parents, and team members our priority. The following are important goals that we've identified:

**1) Childcare Access.** It is essential that families have access to quality childcare so adults can return to work and children can return to the safe learning environments and routines critical to their healthy development. Returning children to care at MAC has occurred in a phased-in approach in August 2020 to limit the number of people first entering facilities and occupying classrooms, and then gradually built over time and is now about 80% on-site and 10% are either hybrid or all virtual as of March 1,



2021. The criteria used to determine who may access childcare first, next and so on was a critical decision that included priority needs such as parents who were working or in school during the day with no other options for child-care, children with IEP's and IFSP's (with diagnosed disabilities), and children deemed to have experienced other conditions. The financial ramifications of these were minimal for the agency as Office of Head Start continued full funding during the height of the pandemic and in the recovery period.

**2) Health and Safety.** A strategy for ensuring health and safety was a priority deemed fundamentally important. In the context of childcare, all persons accessing and working in the centers were urged to be mindful and honest about their health status and concerns. Procedures such as continuous screening at the door became a routine practice for all staff, children, and guests and the number of people accessing the building was limited. Access to support and resources from public health officials has been key in this endeavor. Masks, thermometers, gloves, enhanced cleaning, and sanitizing have become daily requirements. Staff were allowed to telework while in the virtual or hybrid operational phases to resist transmission of the virus. Strict COVID tracking and quarantine guidelines were implemented to manage those with primary or secondary exposure to COVID 19.

### **3) CARES (COVID) Budget Narrative/Methodology and Spending Plan:**

Below is the itemized plan for expending the allocated amount because of the Consolidated Appropriations Act, 2021 for one-time activities in response to COVID-19. It is assigned based on the federal formula in relationship to program's funded enrollment as required by the appropriation.

Each Early Education (Head Start/Early Head Start) content area was asked to provide recommendations that would support the programmatic and health and safety needs in response to COVID response for related supplies, materials, and activities to be considered to prioritize the spending plan. It considered the following categories:

- Mental health services, supports, crisis response, and intervention services
- Coordination, preparedness, and response efforts with state, local, tribal, and territorial public health department, and other relevant agencies.
- Provision of meals and snacks not reimbursed by the US Department of Agriculture (USDA).
- Training and Professional development for staff on infectious disease management.

- Purchasing necessary supplies and contracted services to sanitize and clean facilities and vehicles.
- Other actions that are necessary to maintain and resume operation of the program, such as hiring substitute staff, investing in technology infrastructure, making improvements to air conditioning systems, or other emergency assistance.

Metropolitan Action Commission has determined as its priority areas of focus sanitizing and cleaning resources that will ensure health and safety of children, staff, and families, facilitation of communication and virtual engagement with children and families, technology and equipment for safe transport of children and food items, emergency preparedness that minimizes social contact and promote social distancing, and related training.

**CARES 2 Supplemental (COVID) Funding Plan = \$410, 823**

Category/Item	Rationale/ Justification	Quantity	Unit Cost	Total Cost
<b>Equipment</b>				
Zono Sanitizing station single door for centers with less than 15 classrooms	During COVID pandemic, it is imperative that program ensures cleaning and sanitizing of all materials used by children daily to prevent spread of viruses. Sanitizing stations provide for an efficient and effective solution for sanitizing materials daily.	6	\$23,300 (\$21800 unit + 1500 delivery)	139,800

Zono Sanitizing station double door for centers with 15 or more classrooms	During COVID pandemic, it is imperative that program ensures cleaning and sanitizing of all materials used by children daily to prevent spread of viruses. Sanitizing stations provide for an efficient and effective solution for sanitizing materials daily.	1	24700 (23200.00 + 1500 delivery and setup)	24,700
Food Service Truck	This will provide for safe handling and transport of perishable food items for families receiving virtual services and support community partnership activities	1	\$64,664.00	\$64,664
<b>Supplies</b>				
Portable sinks for classrooms by Monsam or Jani-craft. (Cold and warm water supply with no water line required.	Berry, North, and Richland do not have bathrooms in the classrooms. Portable sinks would minimize the traffic flow in and out of bathrooms, support social distancing, promote handwashing, reduce the spread of germs, and help protect against the spread of illness. This will support communication with families in a variety of languages while supporting social distancing	24 units Berry=6 North= 9 Richland=9 (includes shipping=)	1776 1,632+144 (S&H)	42,624
Translation Earpieces	Preparation is part of our ongoing operations. This will support responsiveness to emergency given protocol that will ensure reasonable social distancing and promote health and safety.	25	\$179.00	\$4,475
Emergency Disaster Kits		48	\$200.00	9,600

AED Machines	Preparation is part of our ongoing operation. This will support emergency preparedness in facilities. This will ensure that each location has at least one unit.	6	\$2,795.00	16,770
AED Training Materials	Training materials for use of AED machine Preparation is part of our ongoing operations. This will support responsiveness to emergency given protocol that will ensure reasonable social distancing.	3	\$180.00	540
Weather Radios (Digital)	Sanitizing solution that will reduce the number of bacteria found on inside of surfaces on public vehicles.	11	\$29.99	\$329.89
Aegis Sanitizing Disinfectant Sprayer and Solution		1 (10 gallon)	\$1,487.50	\$1,487.50
CPR Pocket Masks (Buses)	Face Shields for first aid kits for buses	25	\$15.25	\$381.25
Steam Jet Vehicle Cleaning Service for Buses	Environmentally friendly interior service for cleaning and sanitizing buses	25	\$60.00	\$1,500
Steam Jet Vehicle for food trucks	Environmentally friendly interior service for cleaning and sanitizing food trucks	6	\$40.00	\$240
Steam Jet Vehicles for Diner Buses	Environmentally friendly interior service for cleaning and sanitizing food trucks	4	\$60.00	\$240
Head Set with mic	This will support confidential parent engagement and clarity of reception for parent meetings and other engagement with parents.	3	\$240.00	\$720

CPR Training Books (On-Line and on-site training)	This will support required health and safety training completion given requirement for smaller class sizes in response to COVID pandemic and the number of expired or expiring certifications or recertification to maintain compliance	200	\$17.95	\$3,590
Hearing Screener by Welch-Allyn	This will support capacity to expedite hearing screenings without exposing children to external personal coming into centers during COVID pandemic	5	\$4,150.00	\$20,750
PPE (child and adult masks, face shields, gloves, hand sanitizer, area dividers)	This will replenish supply of personal protective supplies to protect against spread of disease.	350	\$18.64	\$6,523
<b>Contractual</b>				
Traversa Routing Software (Tyler Technology)	Routing Software that creates seating charts that will help with social distancing and contract tracing on buses; support proactive maintenance of vehicles	3-year service contract	\$15,212.49	\$15,212.49
CPR On-Line training	This will support required health and safety training completion given requirement for smaller class sizes in response to COVID pandemic and the number of expired or expiring certifications or recertification to maintain compliance	30	\$29.95	\$899
Indirect Cost	allowable administrative cost			\$55,778
*Note: Any slight differential in totals is due to rounding				<b>\$410,823</b>



### Cost Allocation Plan 2021-22

This is the cost allocation plan used to charge costs that are shared between the programs. The plan below supports the allocation of 75% HS and the 25% EHS for staff time that is shared between the programs. The total funded enrollment for our program is 1,365 students for HS and 120 students for EHS with a total funded enrollment of 1,365. Accordingly,  $1,245/1,365 = 91.2\%$  for HS and  $120/1,365 = 8.79\%$  for EHS. Since, these cost percentages changed less than 1% from previous years due to slight reduction in HS funded enrollment, it was determined that we would round up on the HS Percentages and round down on the EHS percentages based on our calculations below.

Based on Funded Child Enrollment by Months in School

	HS	EHS	Total	HS	EHS	Note:
August	1245	120	1365	0.912088	0.087912088	HS has students for 3 wks in August
September	1245	120	1365	0.912088	0.087912088	
October	1245	120	1365	0.912088	0.087912088	
November	1245	120	1365	0.912088	0.087912088	
December	1245	120	1365	0.912088	0.087912088	
January	1245	120	1365	0.912088	0.087912088	
February	1245	120	1365	0.912088	0.087912088	
March	1245	120	1365	0.912088	0.087912088	
April	1245	120	1365	0.912088	0.087912088	
May	1245	120	1365	0.912088	0.087912088	
June	1245	120	1365	0.912088	0.087912088	
July	1245	120	1365	0.912088	0.087912088	

					Divided by Months	Allocation %
HS	9.75 months @ 92%	889.29%	2.25 months @ 0%	0%	889.29%	$889/12=$ 0.7411
EHS	9.75 months @ 8%	<u>85.71%</u>	2.25 months @100%	<u>225%</u>	310.71%	$311/12=$ <u>0.2589</u>
		<b>975.00%</b>		<b>225%</b>	<b>1200.00%</b>	<b>100%</b>

The Head Start program has children starting the 2<sup>nd</sup> week in August and runs through the end of May which represents 9.75 months. The Early Head Start Program is year round. In the cost allocation calculation above, HS requires 92% of the time during the weeks in session while EHS only requires 8%. When HS is not in session, EHS requires 100% of the time.

Travel is based on the labor distribution of each employee. The shared staff of HS and EHS uses the same logic above to share the cost of 75% HS and 25% EHS.

Costs for supplies and/or events that are shared between both HS and EHS are divided using the funded enrollment for each program (HS – 92% and EHS – 8%).

Costs for Utilities expenses for centers that have both HS and EHS children classrooms are shared using the ratio % based on the number of classrooms at each location.



# The Metropolitan Action Commission HEAD START and EARLY HEAD PROGRAM *2019-20 Annual Report*

Serving Children & Families of Davidson County Across 526 Square Miles





# About our agency...

The Metropolitan Action Commission is the designated community action agency for Nashville and Davidson County charged with eliminating the barriers of poverty with the ultimate goal of moving families out of poverty. Using a two-generation, whole-family approach as well as an integrated service model to build a system of care for families with limited incomes, we serve an average of 20,000 families. The agency is also recognized nationally for its early adaptation of 2Gen/Whole family approach and it's impact on families in moving them out of poverty.

Our Head Start and Early Head Start program is the largest provider of early childhood education for children birth to five in Davidson County. This program promotes school readiness for children from families with low incomes through education, health, social and other comprehensive services. Community Services provides high school equivalency/GED test preparation and college readiness classes and support. The agency also assists families with utility, mortgage and rent payments, prescription costs, utilities and rental deposits for residents, property tax assistance for senior citizens and youth programs through our Summer Food Service Program and our Summer Youth Technology Camp. Our Summer Cooling program provides air conditioning units at no cost to residents with medical conditions during months when the city historically experience extreme heat conditions. The MAC 4 Jobs Program provides workforce development initiatives to increase the earning potential of families within Head Start and Early Head Start programs.

Our agency employs an average of 310 staff at 8 locations throughout the county. We receive funding from The U.S. Department of Health and Human Services, U.S. Department of Agriculture, the State of Tennessee, the City of Nashville and Davidson County and Piedmont Natural Gas. The board is comprised of 16 members (Commissioners) from the communities served by the agency as well as appointed members by the city Mayor.





## Head Start Guiding Principles

School readiness is comprised of many elements that are driven by various factors. In order to address these multiple components of school readiness, an ongoing plan for student success which includes the child, the caregiver, and the parent, as well as a connection to home and school environments must be implemented.

- It is essential to meet individual needs through an environment of trust and acceptance that supports and respects gender, culture, language, ethnicity, and structure.
- Parent engagement is a critical component in a child's development and learning experiences.
- Parents are a child's first and most important teachers.
- An alignment of curriculum, instruction and assessments are necessary to effectively support children.
- All children deserve a safe, healthy and high quality, age appropriate program that fosters an environment of learning which will prepare them for school.

## Early Head Start Guiding Principles

It is important to understand the early experiences of zero to three/infants and toddlers provide the foundation for school succeed. The relationships that infants and toddlers build with warm, responsive and nurturing adults assists their developmental competencies, such as a willingness to learn, developing positive relationships, productively handling stressful situations, and problem solving.

- Social-emotional development raises cognitive development.
- Positive relationships empower learning.
- Relationships open the door to curriculum delivery.
- Children are supported when teachers provide support to parents.



## Our Vision

Breaking the cycle of poverty  
in our community—  
one child, one person,  
one family at a time.

## We will...

Pursue excellence always.  
Deliver high quality only.  
Show accountability consistently.  
Change the culture incrementally.  
Focus on performance urgently.

## Our Core Values

We show compassion.  
We deliver unmatched  
customer service.  
We give the highest quality.  
We achieve through team work.  
We embrace innovation.  
We live integrity.

# Metropolitan Action Commission Head Start/Early Head Start Centers

## (Metro Action Locations)

### **Berry Head Start and Early Head Start Center**

2233 Winford Avenue  
Nashville, TN 37211  
(615) 862-8911

### **Frederick Douglass Head Start and Early Head Start Center**

621 Howerton Street  
Nashville, TN 37206  
(615) 862-8878

### **Dudley Head Start Center**

1203 3<sup>rd</sup> Ave S  
Nashville, TN 37210  
(615) 862-8885

### **Richland Head Start and Early Head Start Center**

5900 Charlotte Pike  
Nashville, TN 37209  
(615) 862-8935

### **North Head Start Center**

1624 5<sup>th</sup> Ave N  
Nashville, TN 37208  
(615) 862-8722

### **Susan Gray Head Start Center**

445 Cotton Lane  
Nashville, TN 37211  
(615) 862-8888

### **Tom Joy Head Start and Early Head Start Center**

1901 Lischey Ave  
Nashville, TN 37207  
(615) 880-1690



## (Partnerships Program)

Metropolitan Nashville Public Schools- Division of Special Education- Extended School Year Program located at our **Susan Gray Head Start Center**  
445 Cotton Lane  
Nashville, TN 37211  
(615) 862-8888





## Actual Budget Revenue 2019-20

(Head Start Grant # 04CH01636)

Program	Federal Grant for Operations (Head Start PA25, Early Head Start PA 22)	Federal Grant for Training (Head Start PA26, Early Head Start PA 20)	Local Cash Match (Non-Federal Share)	In-Kind Match (Non-Federal Share)	Total Revenue/ In-Kind
Head Start	\$12,837,149.00	\$134,767.30	\$2,734,597.51	\$285,900.05	\$15,992,413.86
Early Head Start	\$1,479,396.00	\$33,387.00	\$0	\$677.44	\$1,513,460.44
					<b>\$17,505,874.30</b>

## Actual Budget Expenditures 2019-20

(Head Start Grant 04CH010156)

### Head Start

<b>Personnel</b>	<b>\$9,071,140.51</b>
Fringe Benefits	\$3,284,309.75
Travel	\$18,833.08
Equipment	\$0
Land/Bldg. Improvements	\$415,191.28
Supplies	\$416,974.21
Contractual	\$681,006.79
Other	\$1,366,830.28
Indirect Costs	\$461,946.00
<b>Total Expenditures</b>	<b>\$15,716,231.90</b>

### Early Head Start

<b>Personnel</b>	<b>\$812,960.89</b>
Fringe Benefits	\$322,501.38
Travel	\$8,856.55
Equipment	\$0
Land/Bldg. Improvements	\$0
Supplies	\$61,602.59
Contractual	\$382,369.99
Other	\$21,389.83
Indirect Costs	\$60,000.00
<b>Total Expenditures</b>	<b>\$1,669,681.23</b>

Excess In-Kind (Non-Cash/Cash) \$119,961.17

**Total Expenditures (Head Start and Early Head Start) \$17,505,874.30**



## Projected Budget 2020-2021

Program	Federal Grant for Operations (Head Start PA25, Early Head Start PA 22)	Federal Grant for Training (Head Start PA26, Early Head Start PA 20)	COLA & Quality Improvement	COVID-19 One-time Funding	Startup
Head Start	\$11,605,203.00	\$134,767.00	\$609,194.00	\$1,234,372.00	\$0
Early Head Start	\$2,179,396.00	\$33,387.00	\$73,508.00	\$70,657.00	\$500,00.00

Program	Non-Federal Share Match (Local)	Non-Federal Share (Non-Cash)
Head Start	\$3,395,884.00	\$0
Early Head Start	\$714,237.00	\$125,000.00

Head Start Total Revenue	\$16,979,420.00
<b>Early Head Start Total Revenue</b>	<b>\$3,696,185.00</b>
<b>Grand Total Revenue</b>	<b>\$20,675,605.00</b>

The Metropolitan Government of Nashville and Davidson County participates in an independent audit which monitors internal controls, financial reporting in accordance with Government Auditing Standards by Crosslin Certified Public Accountants. There were no findings reported for these reporting years.

To access all CAFR and Single Audit Reports visit Metro Nashville Government Finance Webpage at [www.nashville.gov/finance/financial-operations.aspx](http://www.nashville.gov/finance/financial-operations.aspx)

## A snapshot of the Early Head Start Program for the 2019-20 School Year

The Metropolitan Action Commission has Early Head Start Classrooms within four of our Head Start/Early Head Start centers (Berry, Douglass, Richland and Tom Joy).



Funded Enrollment	120
Cumulative Enrollment	169
Total Staff	18
Total Number of Classrooms	13
Average Class Size	8
Mental Health Referrals	0
Up-to-date Oral Health Care	91
Children up-to-date on Immunizations	115
Children with IFSP	23
Prenatal Health Care	0
Single Parent Families	0
Two Parent Families	0
Both Parents Employed	0
Parents in Training or School	0
Volunteers	0
Homeless Families Served	6

*The Metropolitan Action Commission Head Start and Early Head Start Program Information Report (PIR) provides comprehensive data on the services, staff, children, and families served by our Early Childhood Education Program.*

*All programs across the nation are also required to provide this data to the Office of Head Start.*



## A snapshot of the Head Start Program for the 2019-2020 School Year

The Metropolitan Action Commission has seven Head Start locations throughout Nashville and Davidson County.

Funded Enrollment	1245
Cumulative Enrollment	1542
Total Budgeted Staff	310
Total Number of Classrooms	72
Transportation Services (Bus)	442
Mental Health Referrals	33
Completed professional dental examination	1484
Unhealthy/Healthy BMI	526
Children with IEP	141
Newly Enrolled Children Behavioral Screening	749
Single Parent Families	1063
Two Parent Families	355
Both Parents Employed	907
Parents in Training or School	235
Volunteers	604
Homeless Families Served	28



*The Metropolitan Action Commission Head Start and Early Head Start Program Information Report (PIR) provides comprehensive data on the services, staff, children, and families served by our Early Childhood Education Program.*

*All programs across the nation are also required to provide this data to the Office of Head Start.*



**For more information regarding the  
Metropolitan Action Commission  
Head Start and Early Head Start Programs  
contact:**

**Belva Weathersby  
Director of Early Education and Youth  
([belva.weathersby@nashville.gov](mailto:belva.weathersby@nashville.gov))  
615-862-8860. Ext 70146**

**or**

**Dr. Cynthia Croom, Executive Director  
([cynthia.croom@nashville.gov](mailto:cynthia.croom@nashville.gov))  
615-862-8860, Ext 70104**

**Metropolitan Action Commission  
800 2<sup>nd</sup> Avenue North  
Nashville, TN 37201  
[Nashville.gov/mac](http://Nashville.gov/mac)**

## Certificate of Indirect Costs

### METROPOLITAN GOVERNMENT OF NASHVILLE/DAVIDSON COUNTY

#### Metro Action Commission (MAC)

#### Fiscal Year July 1, 2020 through June 30, 2021

This is to certify that I have reviewed the indirect cost proposal submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal to establish cost allocation or billing rates for FY 2021 (July 1, 2020 through June 30, 2021) based on actual costs for the fiscal year ending June 30, 2019 (July 1, 2018 through June 30, 2019) are allowable in accordance with the requirements of the Federal/State/Local award(s) to which they apply and 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Unallowable costs have been adjusted for in allocating costs as indicated in the indirect cost rate proposal.

(2) All costs included in this proposal are properly allocable to Federal/State/Local awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Government Unit: Metropolitan Government Nashville Davidson County, TN

Signature: Cynthia Croom

Name of Official: Cynthia Croom, Ed.D.

Title: Executive Director

Date of Execution: 3/16/2020

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**NASHVILLE-DAVIDSON COUNTY, TENNESSEE  
METRO ACTION COMMISSION (MAC) ~ ICRP  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019  
Schedule F - Indirect Cost Rate Proposal**

NASHVILLE (TN) ~ MAC ICRP  
v1  
2019 Version 1.0001  
Level: Detail

Receiving Departments	Central Service Costs	Dept Admin Personnel Costs	Dept Admin Other Costs	Total Indirect Costs	Indirect Cost Rate Base	Indirect Cost Rate
31501-75303100 Fan and Cooling	170	0	0	170	1,735	9.8000%
31502-75302140 Head Start	2,546,281	0	0	2,546,281	14,692,005	17.3300%
31502-75308450 Early Head Start	235,973	0	0	235,973	1,607,266	14.6800%
31503-75303101 LIHEAP	514,096	0	0	514,096	4,696,335	10.9500%
31504-75303201 CSBG Emergency Services	226,453	0	0	226,453	1,376,405	16.4500%
31505-75303300 Summer Food	64,476	0	0	64,476	471,668	13.6700%
31506-75302200 CACFP	139,326	0	0	139,326	1,064,225	13.0900%
31508-75302300 HS B/F & A/F Care	91,013	0	0	91,013	316,817	28.7300%
31512-75704000 Community Srvc Assistance	19,990	0	0	19,990	189,253	10.5600%
31514-75306100 ComSrv PovertySummit(CSPS)	1,557	0	0	1,557	12,688	12.2700%
31519-75308540 Share the Warmth Program	896	0	0	896	9,164	9.7800%
<b>Composite Rate</b>	<b>3,840,231</b>	<b>0</b>	<b>0</b>	<b>3,840,231</b>	<b>24,437,561</b>	<b>15.7145%</b>

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**NASHVILLE-DAVIDSON COUNTY, TENNESSEE  
METRO ACTION COMMISSION (MAC) ~ ICRP  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019  
Schedule E - Summary of Allocation Basis**

NASHVILLE (TN) ~ MAC ICRP  
v1  
2019 Version 1.0001








Department	Allocation Basis	Allocation Source
2 CFR 200 LOCAP Costs		
1.4.1 Employee Support	Number of Full-Time Equivalent (FTE) Employees by Business Unit/Fund	FY 2019 Active Employees Report - Human Resources
1.4.2 Financial Support	Actual Expenditures by Business Unit/Fund	FY 2019 Expenditure Report - Finance-Operations
1.4.3 Benefit Support	Actual Salaries & Wages by Business Unit/Fund	FY 2019 Expenditure Report - Finance-Operations
31500-75701000 MAC Admin & LH Oper		
2.4.1 MAC Admin	Actual Expenditures by Business Unit/Fund	FY 2019 Expenditure Report - Finance-Operations



Innovative Healthcare Solutions, LLC  
 707 Pony Ghost Trails  
 Blue Ridge, GA 30513  
 www.ihsolutionsusa.com

### SALES QUOTE

*We help Head Start Communities fight illness and infectious outbreaks using new technologies which promote a healthy learning environment.*

	<b>ZONO kills 99.9% of bacteria and viruses.</b> It sanitizes** many different surfaces including plastics, cloth, and electronics without the use of harsh liquid chemicals.
	<b>ZONO is the centerpiece of a comprehensive sanitizing program.</b> Sanitizing helps keep children, staff, and their families healthy, present, and performing at their best.
	<b>ZONO is safe.</b> It uses ozone, which sanitizes/disinfects much of the food we eat and water we drink. Numerous safety features exist inside and outside the units, which are safe to operate in work/play areas.
	<b>ZONO benefits your bottom line.</b> It reduces costs of purchasing chemicals and staff time spent applying them. Items last longer without being bathed in harsh chemicals.
	<b>ZONO is quick and easy.</b> Easy to set up, easy to operate. Put items in a rack, roll them into the ZONO and 30 minutes later you can use the item, no rinsing, no wiping and no worry. Sanitizing cycles last only 30 minutes.
	<b>ZONO is environmentally friendly.</b> It uses very small amounts of water and electricity, and reduces the need to bring toxic chemicals into your environment.
	<b>ZONO has exceptional customer service.</b> Your IHS Representative will work with you to plan for optimal placement and operation of your machine. ZONO offers a nationwide service network available to address any issues.

**Simple. Safe. Sustainable.**

INNOVATIVE HEALTHCARE SOLUTIONS, LLC  
 Exclusive Distributor of ZONO Technologies & SecurLinux Identity Management

Jim Axle, National Sales Manager  
 248-505-2317  
[jim@ihsolutionsusa.com](mailto:jim@ihsolutionsusa.com)  
[www.ihsolutionsusa.com](http://www.ihsolutionsusa.com)

\*Staphylococcus Aureus, Methicillin-Resistant Staphylococcus Aureus, Escherichia Coli, Streptococcus Pnerumonia, Streptococcus Pyogenes, Shigella Dysenteriae, Salmonella Enteritidis, Pseudomonas Aeruginosa on non-porous, semi-porous and porous surfaces.  
 \*\*Norovirus on non-porous surfaces





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**"An Authorized  
 Distributor  
 for ZONO Technologies"**

**TO: Belva Weathersby**  
 Director of Head Start  
 Metropolitan Action Commission of Nashville  
 Address  
 Address

**Date: 4/2/2021**  
**Payment Due: Upon Delivery**

**Prices and Terms valid through  
 5/2/2021**

**Quoted by: Jim Axle**

**PHONE** 615-862-8860  
**EMAIL:** [belva.weathersby@nashville.gov](mailto:belva.weathersby@nashville.gov)

Item	Unit Price	Qty	Total Price
ZONO SC1 Single Door Sanitizing Cabinet with Heat (Dimensions: 26 3/8"w x 29 1/8"d x 76 1/8"h) Weight: 153 lbs. Connects to ordinary 120 volt electrical outlet.	\$ 21,800.00	1	\$ 21,800.00
Toy Carts	\$ 525.00	2	Included
Trays	\$ 15.00	14	Included
Mat Carts	\$ 475.00	0	Included
<b>WARRANTY</b>			
<b>Standard Warranty:</b> 3 years following equipment	Included	1	Included
<b>Additional Individual Years of Coverage:</b> \$450 per year.	\$ 450.00		\$ -

*Standard Warranty & ZONO+ Extended Service Plans are provided by the warranty service provider ("Warranty Provider"): ZONO Sanitech, LLC, 147 Technology Parkway Ste.100, Peachtree Corners GA 30092. Phone 404-394-2232; email: service@zonosanitech.com*

<b>DELIVERY:</b> Unit is manufactured to order and available to ship within 6 to 8 weeks.			
<b>White Glove Delivery:</b> Unit is set up in your center. Crate	\$ 1,500.00	1	\$ 1,500.00

<b>SUBTOTAL</b>			<b>\$ 23,300.00</b>
-----------------	--	--	---------------------

<b>TAX</b> Please Send Us Tax Exempt Documentation			
--	--	--	--

**\*\*Note that tax is not applied to quotation but will be added to invoice if applicable.**

<b>Total Price</b>			<b>\$ 23,300.00</b>
--------------------	--	--	---------------------

*Nationwide service network is promptly available. An ozone sensor is required to be changed each year for a cost of approximately \$200. Cost is covered by ZONO for units under warranty.*

**\*\*Note that any orders exceeding 4 units (5 or more) requires a down payment of half (50%) of the quoted total price shown.**



Authorized ZONO Distributor

INNOVATIVE HEALTHCARE SOLUTIONS

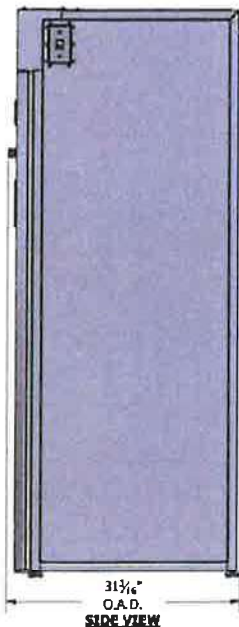
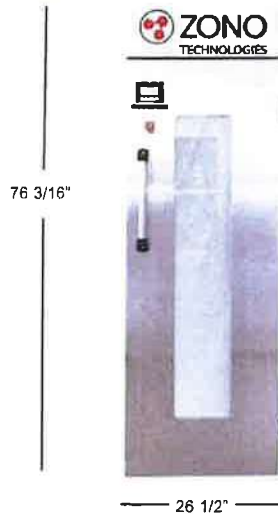
492 Boulder Creek Ave

Fairhope, AL 36532

(251) 401-2064

www.ihsolutionsusa.com

## ZONO SC 1 WH Single Door Machine with Heat



### KILLS 99.99% OF VIRUSES+ & 99.9% BACTERIA\* IN 30 MINUTES

- EFFECTIVE** ZONO Disinfects and sanitizes many different surfaces including plastics, cloth, and electronics without the use of harsh liquid chemicals.
- SIMPLE** ZONO is quick & easy. Easy to set up, easy to operate. Load items into a cart, roll cart into the ZONO & 30 minutes later use the item, no rinsing, no wiping = no worry.
- SAFE** ZONO uses ozone, which disinfects/sanitizes much of the food we eat & water we drink. Numerous safety features exist inside & outside the units, making ZONO safe to operate in work/play areas.
- SUSTAINABLE** ZONO is environmentally friendly. It uses very small amounts of water & electricity and eliminates the need to bring toxic chemicals into your facility.

### VIRUSES & BACTERIA TESTED & CERTIFIED

\*Disinfects: Kills 99.99% of Norovirus on non-porous surfaces.

\*Sanitizes: Kills 99.9% of bacteria. Tested on non-porous and porous surfaces.

- Staphylococcus aureus (Staph)
- Methicillin-Resistant Staphylococcus aureus (MRSA)
- Escherichia Coli (E. coli)
- Streptococcus Pyogenes (S. pyogenes)
- Shigella dysenteriae (Shigella)
- Salmonella Enteritidis (Salmonella)
- Pseudomonas Aeruginosa (P. aeruginosa)

### SPECIFICATIONS

- Temp 140°F critical to kill lice larvae & bedbugs.
- The use of humidity boosts ZONO's efficacy of killing dangerous pathogens.
- Exterior meets ASTM C1055 regulations. Safe to touch during operation.
- Dimensions: 76 3/16" H x 26 1/2" W x 31 3/16" D
- Capacity: 28.4 cu ft
- Weight: 151 lbs.
- Connects to ordinary 120 volt electrical outlet; 1,500 watts; Use as a dedicated 120 volt circuit.
- Proudly Made in the USA.
- Exceeds NIOSH and OSHA safety & health standards.
- Conforms to EPA's FIFRA standards for Pest Control devices.

### EASE OF USE FEATURES

- ERGONOMIC** Ergonomically conscious using rolling carts. Avoiding bend & lift.
- FAST** Sanitizing cycles last only 30 minutes. No delay between cycles.
- POWER** Only requires plug-in electrical outlet.
- OPERATION** Simple touchscreen operating panel.
- GUARANTEED** ZONO comes with a three-year warranty for parts & labor.

### ACCESSORIES

**RR 7** 7-bin Cart

**MC 8** 8-mat Cart












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 Blue Ridge, GA 30513  
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**SALES QUOTE**

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\*Staphylococcus Aureus, Methicillin-Resistant Staphylococcus Aureus, Escherichia Coli, Streptococcus Pnerumonia, Streptococcus Pyogenes, Shigella Dysenteriae, Salmonella Enteritidis, Pseudomonas Aeruginosa on non-porous, semi-porous and porous surfaces. †Norovirus on non-porous surfaces





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**Quoted by: Jim Axle**

**PHONE** 615-862-8860  
**EMAIL:** [belva.weathersby@nashville.gov](mailto:belva.weathersby@nashville.gov)

Item	Unit Price	Qty	Total Price
ZONO SC2 Double Door Sanitizing Cabinet with Heat (Dimensions: 52 3/16" w x 29 1/8" d x 76 1/8" h) Weight: 284 lbs. Connects to ordinary 120 volt electrical outlet.	\$ 23,200.00	1	\$ 23,200.00
Toy Carts	\$ 525.00	3	Included
Trays	\$ 15.00	21	Included
Mat Carts	\$ 475.00	0	Included
<b>WARRANTY</b>			
<b>Standard Warranty:</b> 3 years following equipment	Included	1	Included
<b>Additional Individual Years of Coverage:</b> \$450 per year	\$ 450.00		\$ -

*Standard Warranty & ZONO+ Extended Service Plans are provided by the warranty service provider ("Warranty Provider"): ZONO Sanitech, LLC, 147 Technology Parkway Ste.100, Peachtree Corners GA 30092. Phone 404-394-2232; email: service@zonosanitech.com*

<b>DELIVERY:</b> Unit is manufactured to order and available to ship within 6 to 8 weeks.			
<b>White Glove Delivery:</b> Unit is set up in your center. Crate	\$ 1,500.00	1	\$ 1,500.00

<b>SUBTOTAL</b>	<b>\$ 24,700.00</b>		
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<b>TAX</b> Please Send Us Tax Exempt Documentation			
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**\*\*Note that tax is not applied to quotation but will be added to invoice if applicable.**

<b>Total Price</b>	<b>\$ 24,700.00</b>		
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*Nationwide service network is promptly available. An ozone sensor is required to be changed each year for a cost of approximately \$200. Cost is covered by ZONO for units under warranty.*

**\*\*Note that any orders exceeding 4 units (5 or more) requires a down payment of half (50%) of the quoted total price shown.**



Authorized ZONO Distributor

Innovative Healthcare Solution

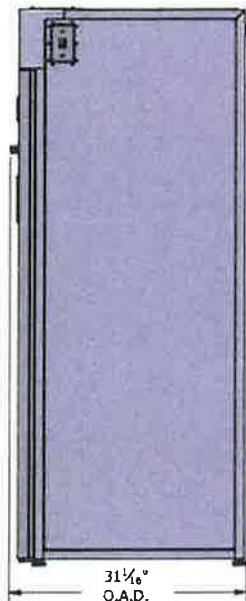
492 Boulder Creek Ave

Fairhope, AL 36532

(251) 401-2064

www.ihsolutionsusa.com

## ZONO SC 2 WH Double Door Machine with Heat



### KILLS 99.99% OF VIRUSES+ & 99.9% OF BACTERIA\* IN 30 MINUTES

- EFFECTIVE** ZONO disinfects and sanitizes many different surfaces including plastics, cloth and electronics without use of harsh liquid chemicals.
- SIMPLE** ZONO is quick & easy. Easy to set up, easy to operate. Load items into a cart, roll cart into the ZONO & 30 minutes later use the item, no rinsing, no wiping = no worry.
- SAFE** ZONO uses ozone, which disinfects/sanitizes much of the food we eat & water we drink. Numerous safety features exist inside & outside the units, making ZONO safe to operate in work/play areas.
- SUSTAINABLE** ZONO is environmentally friendly. It uses very small amounts of water & electricity and eliminates the need to bring toxic chemicals into your facility.

### VIRUSES & BACTERIA TESTED & CERTIFIED

\*Disinfects: Kills 99.99% of Norovirus on non-porous surfaces.

\*Sanitizes: Kills 99.9% of bacteria. Tested on non-porous and porous surfaces.

- Staphylococcus aureus (Staph)
- Methicillin-Resistant Staphylococcus aureus (MRSA)
- Escherichia coli (E. coli)
- Streptococcus pyogenes (S. pyogenes)
- Shigella dysenteriae (Shigella)
- Salmonella enteritidis (Salmonella)
- Pseudomonas aeruginosa (P. aeruginosa)

### SPECIFICATIONS

- Temp 140°F critical to kill lice larvae & bedbugs.
- Use of humidity boosts ZONO's efficacy of killing dangerous pathogens.
- Exterior meets ASTM C1055 regulations. Safe to touch during operation.
- Dimensions: 76 3/16" H x 52 5/8" W x 31 1/16" D
- Capacity: 56.8 cu ft
- Weight: 284 lbs.
- Connects to ordinary 120 volt electrical outlet; 1,500 watts; Use a dedicated 120 volt circuit.
- Proudly Made in the USA.
- Exceeds NIOSH and OSHA safety & health standards.
- Conforms to EPA's FIFRA standards for Pest Control devices.

### EASE OF USE FEATURES

- ERGONOMIC** Ergonomically conscious rolling carts. Avoid bending & lifting.
- FAST** Sanitizing cycles last only 30 minutes. No delay between cycles.
- POWER** Only requires plug-in electrical outlet.
- OPERATION** Simple touchscreen operating panel.
- GUARANTEED** ZONO comes with a three-year warranty for parts & labor.

### ACCESSORIES

- RR 7** 7-bin Cart  
**MC 8** 8-mat Cart



DATE: April, 7<sup>th</sup> 2021

# QUOTE



**For:**  
 Metropolitan Action Commission of  
 Nashville and Davidson County  
 1624 5th Ave  
 Nashville TN 37208

**To:** Kenneth Lett  
 Ford Lincoln Of Franklin  
 1129 Murfreesboro Rd  
 Franklin, TN 37064

SALESPERSON	P. O. NUMBER	DATE SHIPPED	SHIPPED VIA	F.O.B. POINT	TERMS
Gary Sample			Contract Driver	Franklin, TN	TBD
MAKE	MODEL	YEAR	SERIAL NUMBER	ORIGIN	
Delivery Concepts	Series 8 R50H50	2022		Delivery Concepts, Inc, Elkhart, IN	
Ford	F-250XL Super Cab	2022		Ford Lincoln of Franklin	
<p>1 - Delivery Concepts Series 8 H50R50, 50% Refrigerated, 50% Heated Food Transport Unit, Color: White                      Oven Catering Rack Kit - Consisting of rails to hold 28 sheet pans &amp; 14 half size sheet pans OR                      36 - 4" deep hotel pans and 12 half size hotel pans.                      Refrigeration Rack Kit consisting of 1/3 catering rails for 12 sheet pans or 12 hotel pans                      &amp; 3 removable stainless racks, Stainless Lined w/2 kazoo drains &amp; rubber floor mat                      Locking Handle Package                      Backup Alarm                      Cab Air Equipment System (Mount &amp; Drive for 2nd Compressor)                      115 VAC Electric Pre-Heat (20 Amp Service Required)                      Thermo King V-220-20 Refrigeration w/ 115 VAC Electric Stand-by Refrigeration (20 Amp Service Required)</p> <p>Ford F-250XL HD Super Cab, 164"WB Color - White                      6.2 Liter EFI V-8                      Power Steering                      Cab Air Conditioning                      6" Angular Molded Black Step Bars                      Power Equipment Group: Remote Keyless Entry, Power Windows, Power Heated Mirrors</p> <p>Ford DS Code 88MQ31                      Note: Quote is 100% Bid Compliant</p> <p>Authorization: _____ Date: _____</p>					
				Series 8 R50H50 Oven Catering Rails Refrigeration Racking Refrig. Floor Mat HD SS Locking Handles Backup Alarm Compressor Mount & Drive HD Bumper w/OEM BU Sensors TK V-220-20 w/ 115 Stand-by 115 VAC Pre Heat BODY UNIT TOTAL > >	\$16,901.00 \$1,154.00 \$1,494.00 \$349.00 \$296.00 \$128.00 \$1,058.00 \$995.00 \$7,421.00 \$1,161.00 \$30,957.00
				<b>UNIT SUB TOTAL</b> Install OEM B/U Camera Transportation Charge <b>TOTAL</b>	\$30,957.00 \$300.00 \$1,075.00 \$32,332.00
				<b>TOTAL @2 Units:</b>	<b>\$64,664.00</b>

Total price does not include state/local sales tax or license fees unless otherwise specified.



Section 4 PRICING

prices are valid until June 9 2021

Software	Quantity	Price	Extended Price	Discount	This Year Total	Year 2	Year 3
<b>Subtotal: Application Software License Fees</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Software as a Service	Quantity	Price	Extended	Discount	This Year Total	Year 2	Year 3
Traversa Core provided as SaaS for up to 30 vehicles	1	\$3,250.00	\$3,250.00	\$0.00	\$3,250.00	\$3,250.00	\$3,412.50
Traversa Reporting Tool provided as SaaS for up to 30 vehicles	1	inc.	inc.	\$0.00	inc.	inc.	inc.
<b>Subtotal: Application Software Maintenance Fees</b>			<b>\$3,250.00</b>	<b>\$0.00</b>	<b>\$3,250.00</b>	<b>\$3,250.00</b>	<b>\$3,412.50</b>

Services	Quantity	Price	Extended	Discount	This Year Total	Year 2	Year 3
Traversa Core Implementation	1	\$3,190.00	\$3,190.00	\$0.00	\$3,190.00		
Traversa Core Base Training	1	\$1,760.00	\$1,760.00	\$0.00	\$1,760.00		
Map, Source: local GIS	1	inc.	\$0.00	inc.	inc.		
Additional Maps: (none are included with this quote)							
Project Management (hours) (1),(2)	2	\$175.00	\$350.00	\$0.00	\$350.00		
Run building services are not included							
<b>Subtotal: Application Services</b>			<b>\$5,300.00</b>	<b>\$0.00</b>	<b>\$5,300.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>Total One-Time Fees:</b>	<b>\$8,550.00</b>		
<b>Total Recurring Fees **: </b>		<b>\$3,250.00</b>	<b>\$3,412.50</b>

\*\* Subject to annual increase after Year 3

<sup>1</sup> Travel expenses for trainer and/or project manager to visit the user's site are not included and will be billed at actual costs

<sup>2</sup> Training Classes are limited to 5 persons and are delivered in 2 hour increments

## National Safety Council

Company Address 1105 Stevenson Ct # 101E  
ROSELLE, Illinois 60143-3201  
United States

Created Date 1/20/2021  
Expiration Date 3/31/2021  
Quote Number 00000477

Prepared By Ryan Crank  
Email ryan.crank@nsc.org

Contact Name Kenneth Lett

Bill To Name Metropolitan Action Commission Head Start  
Bill To PO Box 198301  
Nashville, Tennessee 37219  
United States

Ship To Name Metropolitan Action Commission Head Start  
Ship To 1624 5th Ave N  
Nashville, Tennessee 37208  
United States

Quote To United States

Additional To United States

Product	List Price	Sales Price	Quantity	Total Price
First Aid CPR AED Adaptive Online	\$29.95	\$29.95	1.00	\$29.95

Subtotal \$29.95

Total Price \$29.95

Tax \$0.00

Grand Total \$29.95

### Quote Acceptance Information

Signature

Name

Title

Date



# MID-SOUTH BUS CENTER

# MID-SOUTH EMERGENCY EQUIPMENT

3512 Bill Smith Drive · Murfreesboro, Tennessee 37129

T: (615) 890.6368

1.800.322.4024

F: (615) 890.6387

ALL CLAIMS AND RETURNED GOODS MUST BE ACCOMPANIED BY THIS INVOICE.  
 RETURNS ON SPECIAL ORDER PARTS SUBJECT TO A 20% RESTOCK FEE.  
 NO RETURNS ON INSTALLED ELECTRICAL PARTS.

**DISCLAIMER OF WARRANTIES**

All warranties on this vehicle are the manufacturer's. The seller, Mid-South Bus Center, Inc., hereby expressly disclaims all warranties either express or implied, including any implied warranty of merchantability or fitness for a particular purpose and Mid-South Bus Center, Inc. neither assumes nor authorizes any other person to assume for it any liability in connection with this vehicle. This disclaimer by the seller, Mid-South Bus Center, Inc., in no way affects the terms of the manufacturer's warranty

DATE ENTERED 06 APR 21	YOUR ORDER NO.	DATE SHIPPED 06 APR 21	INVOICE DATE	INVOICE NUMBER Q27058
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**\*\*QUOTE\*\***

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ACCOUNT NO. 5705

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PAGE 1 OF 1

METRO ACTION COMMISSION  
 PO BOX 196300  
 NASHVILLE, TN 37219-6300

SHIP VIA	SLSM. 10	B/L NO.	TERMS AR CHARGE NON-TAX	F.O.B. POINT MURFREESBORO, TN
QTY	ASSEMBLY	AMC	PL	0
	PART NO.	DESCRIPTION	LIST	NET
	AEGIS/5GAL	ANTI-MICROBIAL SP	1487.50	1,487.50
**** I N V O I C E    Q U O T E -    D O N O T    P A Y    ****				
				1,487.50
				0.00
				0.00
				\$1,487.50
CUSTOMER'S SIGNATURE X				

*Thank  
You  
For  
Your  
Business!*

**Estimate**



Date	Estimate No.
4/8/2021	2021-0251

Bill To
Metro Nashville Head Start Program P.O. Box 196300, Nashville, TN 37219 615-862-8860 70171

Ship To
Shipping To multiple Locations

Terms	Sales Person	Estimate Valid until	Shipping VIA	Color
50% Deposit,50...	Amy	05/08/2021	YRC	

Quantity	Item Code	Description	Price Each	Amount
24	NS-006	NSF Certified Single 6" Deep Basin Hand Washing Portable Sink One 5 Gallon Tank for Fresh Water One 5 Gallon Tank for Waste Water 1 Gallon Water Heater Outside dimensions:18" X 35" X 25" High S/N:	1,632.00	39,168.00
	Shipping	Richland Head Start-5900 Charlotte Ave.Nashville, TN 37209Quantity (9)	1,295.00	1,295.00
	Shipping	Berry Head Start2233 Winford Ave.Nashville, TN 37211Quantity (9)	1,295.00	1,295.00
	Shipping	North Head Start1624 5th Ave. NorthNashville, TN 37208Quantity (6)	850.00	850.00

Here is the estimate you requested. Please call me with

**MONSAM Enterprises,**  
925) 757-3924 - Fax (925) 757-3681  
2685 Pittsburg/Antioch Hwy  
Antioch - CA 94509

<b>Subtotal</b>
<b>Sales Tax (0.0%)</b>
<b>Total</b>

**Estimate**



Date	Estimate No.
4/8/2021	2021-0251

Bill To
Metro Nashville Head Start Program P.O. Box 196300, Nashvile, TN 37219 615-862-8860 70171

Ship To
Shipping To multiple Locations

Terms	Sales Person	Estimate Valid until	Shipping VIA	Color
50% Deposit,50...	Amy	05/08/2021	YRC	

Quantity	Item Code	Description	Price Each	Amount
		Lift gate and inside deliver		

Here is the estimate you requested. Please call me with  
(925) 757-3924

**MONSAM Enterprises,**  
925) 757-3924 - Fax (925) 757-3681  
2685 Pittsburg/Antioch Hwy  
Antioch - CA 94509

<b>Subtotal</b>	\$42,608.00
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$42,608.00



**Estimate**



Date	Estimate No.
4/8/2021	2021-0252

Bill To
Metro Nashville Head Start Program P.O. Box 196300, Nashvile, TN 37219 615-862-8860 70171

Ship To
Shipping To multiple Locations

Terms	Sales Person	Estimate Valid until	Shipping VIA	Color
50% Deposit,50...	Amy	05/08/2021	YRC	

Quantity	Item Code	Description	Price Each	Amount
24	HWS-006	Single 6" Deep Basin Hand Washing Portable Sink One 3 Gallon Tank for Fresh Water One 3 Gallon Tank for Waste Water 1 Gallon Water Heater Gooseneck Faucet Motion Soap Dispenser Tri Fold Towel Holder, Tri Sanitation Holder, Trash Bin Outside dimensions:19.5" X 38" X 25" - backsplash 19" S/N:	1,750.00	42,000.00
	Shipping	Richland Head Start-5900 Charlotte Ave.Nashville, TN 37209Quantity (9)	1,325.00	1,325.00

Here is the estimate you requested. Please call me with

**MONSAM Enterprises,**  
925) 757-3924 - Fax (925) 757-3681  
2685 Pittsburg/Antioch Hwy  
Antioch - CA 94509

<b>Subtotal</b>
<b>Sales Tax (0.0%)</b>
<b>Total</b>

**Estimate**



Date	Estimate No.
4/8/2021	2021-0252

Bill To
Metro Nashville Head Start Program P.O. Box 196300, Nashville, TN 37219 615-862-8860 70171

Ship To
Shipping To multiple Locations

Terms	Sales Person	Estimate Valid until	Shipping VIA	Color
50% Deposit,50...	Amy	05/08/2021	YRC	

Quantity	Item Code	Description	Price Each	Amount
	Shipping	Berry Head Start2233 Winford Ave.Nashville, TN 37211Quantity (9)	1,350.00	1,350.00
	Shipping	North Head Start1624 5th Ave. NorthNashville, TN 37208Quantity (6)	925.00	925.00

Here is the estimate you requested. Please call me with

**MONSAM Enterprises,**  
925) 757-3924 - Fax (925) 757-3681  
2685 Pittsburg/Antioch Hwy  
Antioch - CA 94509

<b>Subtotal</b>	\$45,600.00
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$45,600.00

**Weathersby, Belva (MAC)**

---

**From:** Fondren, Phara (MAC)  
**Sent:** Friday, April 9, 2021 7:33 AM  
**To:** Weathersby, Belva (MAC)  
**Subject:** QUOTES - FW: Portable sink from Monsam - Metro Nashville Head Start Program  
**Attachments:** Estimate 2021-0251 NS-006.pdf; Estimate 2021-0252 - HWS-006.pdf  
**Importance:** High

Good morning,

I asked for quotes for two different sinks, as well as inside delivery to each of the locations - Berry, North and Richland.

This is the first one - NS-006. This one may be more feasible, due to its size.



This is the one quoted in the second attachment. It's larger.

Jonti-craft, the other vendor, also has portable sinks. It's the company from which we are ordering the table dividers for the classrooms. They are comparable in price, but they have not finished the process to become fully registered with Metro.



*Phara Fondren, Ed.D.*  
Assistant Director of Early  
Education  
Metropolitan Action  
Commission  
Clifford Allen Building - 800 2<sup>nd</sup>  
Ave. North, Nashville TN  
37201  
Mailing Address: P.O. Box  
196300, Nashville, TN 37219-  
6300  
615-862-8860, ext. 70171

**From:** amy@portablesink.com <amy@portablesink.com>  
**Sent:** Thursday, April 08, 2021 5:16 PM  
**To:** Fondren, Phara (MAC) <Phara.Fondren@nashville.gov>

Interested in owning shares in this voice technologies startup? Visit our investment offering [HERE](#)



[AMBASSADOR](#) [PILOT](#) [INVESTORS](#) [PRESS](#) [BLOG](#) [SUPPORT](#) [En](#)

## Ambassador Interpreter

Now at **\$179** Compared to ~~\$199~~

Enjoy smooth, seamless conversations without losing important details in translation. Just clip Ambassador to your ear and start chatting.

### What's Included

- ✓ 2 Ambassador units
- ✓ Carrying Bag
- ✓ Dual Micro-USB Charging Cables
- ✓ User Manual

**Black:**

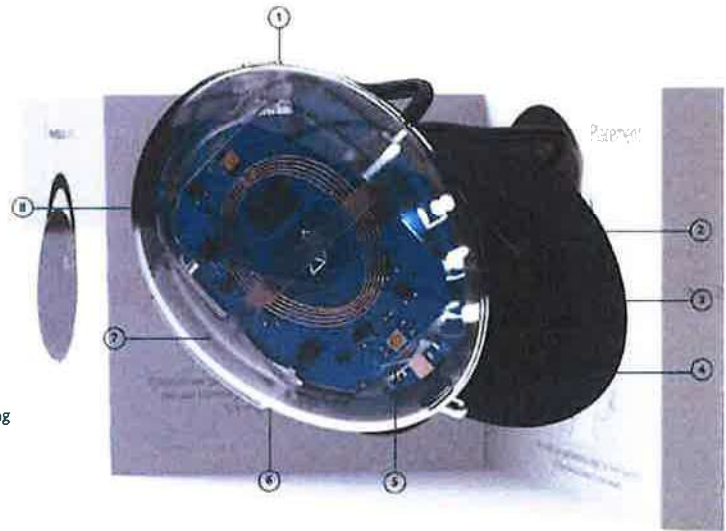
[BUY NOW](#)

 Shipping Fees and Times Calculated in Next Step



## Technical Specifications

- ① Micro USB port for charging
- ② Visual feedback for translation
- ③ Hygienic, over-ear design
- ④ Increased battery capacity (>450mAh)
- ⑤ Click-to-Talk button to control conversation
- ⑥ Volume control
- ⑦ Wider range antenna
- ⑧ New algorithms and mic array for voice capturing



### Large Microphone Array

Two mics work in tandem to capture speech up to 8 feet / 2.5 meters away



### Work in a Group

Up to four Ambassador units can work together, paired to a single smartphone.

**Colors:** Black and Wine Red

**Design:** Light and ergonomic for comfortable wearing

**Over-the-ear form factor** for hygienic sharing and uncompromised antenna strength

**Three translation modes:** Listen / Lecture / Converse

**Translates 20 languages and 42**

**dialects:** English, French, German, Italian, Portuguese, Spanish, Arabic, Greek, Russian, Hindi, Turkish, Polish, Chinese Mandarin, Japanese, Korean, Cantonese, Hebrew, Thai, Vietnamese and Dutch

**Continuous and Click-To-Talk**

translation settings

Compatible with **free iOS and Android**

**app**

**Battery life:** Up to six hours

2 Ambassador units

Carrying Bag

Dual Micro-USB Charging Cables

User Manual

## TRANSPORTATION COVID PLAN

**Assessing the Need for Transportation**

- It is imperative that Advocates ask families about their plan for getting their child to school to assess there is a need for transportation. It should be noted that the number of available seats on each bus have been greatly reduced and should be reserved for families without transportation.
- Encourage families to provide their own transportation to reduce overall transportation capacity challenges.
- Priority should be given to families without access to a private vehicle or those who face other obstacles in transporting their children to school.

**Transportation Services for Children**

- Minimize contact between bus drivers and monitors. If possible, stay at least 6 feet from other people.
- Make available and ensure the use of cloth face coverings and hand hygiene supplies.
- Conduct a health check of all children and staff before they board the vehicle. Do not transport individuals with a fever of 100.4°F (38°C) or above or who show other signs of illness. Do not transport individuals who have been in close contact (within 6 feet) of someone who has tested positive for, or is showing symptoms of, COVID-19.
- Bus drivers and monitors should be masked, and have the option of also having face shields, neither of which should obstruct the driver's vision.
- Bus Riders should board the bus wearing a face mask positioned over the mouth and nose while maintaining physical distancing. They should be issued a mask upon boarding if they do not have one.
- Bus riders should be asked to use hand sanitizer upon boarding.
- Bus riders should be directed to their assigned seat on the bus.
- Train bus monitors to use a non-contact thermometer.
- Position bus riders as far apart as possible, preferably 6 feet apart, with one child per bench seat. If children are coming from the same home, they may sit together. If possible, ensure children sit 6 feet away from the vehicle operator. They should be directed to their assigned seat on the bus.
- To minimize proximate interactions for the bus ride, riders who are first to exit the bus should be the last to board,
- If possible, keep class groups together on bus routes to minimize potential exposure between different groups of children.
- Use visual cues to help children understand the new protocols because children will not understand the need for physical distancing.
- Bus drivers and monitors should avoid touching surfaces often touched by bus passengers, to the extent possible. Staff should use gloves if touching surfaces contaminated by body fluids.



## TRANSPORTATION COVID PLAN

**Clean Vehicles Between Each Use**

- The bus should be cleaned and sanitized before and after each route is driven with approved cleaning solutions. Thoroughly clean and disinfect commonly touched surfaces.
- Staff should ensure there is adequate ventilation when using products to prevent children or themselves from inhaling toxic vapors.
- For hard and non-porous surfaces inside the vehicle (e.g., hard seats, arm rests, door handles, light and air controls, doors, windows), clean with detergent or soap and water if the surfaces are visibly dirty, prior to disinfectant application.
- For seatbelts, and other child safety restraints, programs must employ methods and products that are effective on COVID-19 and safe for use with the restraint system, particularly seatbelt webbing. Chlorine- or ammonia-based solutions may cause deterioration of safety restraint components and cannot be used. For cleaning guidelines, consult the vehicle or restraint system manufacturer.
- For soft or porous surfaces (e.g., fabric seats), remove any visible contamination and clean with appropriate cleaners indicated for use on these surfaces.

- List of meeting attendees with names, position (or other context such as board member, customer), and email.
- 1-2 pager of organization highlights
- Agency board member list
- Annual Report link or something similar (if available)
- Link to agency video (if available)
- Strategic Plan (if available)
- Any other materials you think would be appropriate for her prep packet

Please get the materials to use before May 5th so we can get them to her and she can perhaps review prior to the meeting.

Please forward the materials to me and copy Denise.

If you have questions feel free to email or give me a ring at the number below.

Thanks so much for agreeing to help with this effort.

Jeannie Chaffin  
Jeannie Chaffin, LLC  
573-821-2582  
[chaffin.jeannie@gmail.com](mailto:chaffin.jeannie@gmail.com)