

**Grant contract between the Metropolitan Government of Nashville and Davidson County and Elmington Elevates, Contract # \_\_\_\_\_ July 1, 2024 – June 30, 2025**

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

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

**A. SCOPE OF PROGRAM:**

**A.1. Schedule and Content**

NAZA-funded programs will align with the Metro Schools calendar and be available to youth Monday through Thursday during the fall semester (October 1 to December 13, 2024) and spring semester (January 8 to May 9, 2025), on days when MNPS is in session. Programs should run at least for 24 weeks. *NAZA-funded programs may choose to offer longer programs.*

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

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

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

A typical program day should focus to creatively combine:

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

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

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

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

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

**Requirements for Programming**

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

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

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

Recipient will receive space approval from school administration for programming.

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

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

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

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

- 5) CB **Meals/Snacks:** Recipient is required to provide healthy, prepackaged snack or meal options to youth every day of programming.
- 6) CB **Experiential Activities:** Recipient is encouraged to engage external enrichment providers at least twice per semester to increase the diversity of appealing programming options for youth. Enrichment providers are individuals and organizations that offer enriching activities within the afterschool context. For example, they might include teaching artists, mentors, health educators, yoga and martial arts teachers, spoken word literacy teachers, or career exploration and life skills experts.
- 7) CB **System-Wide Meetings & Events:** Recipient is responsible for hosting at least 2 free, youth-led events during the 2024-2025 school year that 1) incorporate and highlight growth practices from Nashville's Vision for Holistic Youth Development and 2) that are open to the public to attend during the year, such as a fall and/or spring showcase, an open house, a visual or performing arts piece, a poetry reading or spoken word event, etc.
- 8) CB **Branding:** Recipient agrees to recognize NAZA as a funder by, displaying NAZA signs in program spaces, indicating NAZA is a funder on their website and adding NAZA's logo on their website, supporting NAZA through social media outlets, etc.
- 9) CB **Communication with NAZA:** Recipient will respond to requests from NAZA in a timely manner and provide requested documentation by the associated deadline. All staff changes must be communicated to the NAZA Operations Manager within 24 hours. *This includes staff leaving their positions: staff no longer with the program must be removed from the Salesforce platform by the NAZA Operations Manager in order to comply with FERPA guidelines.*

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

- 10) CB **Adding Staff to Data Management System:** Program staff without Salesforce authorization, such as site assistance, coordinators, etc. should have a contact page and included in the staff listing of NAZA's Data Management System, Salesforce.
- 11) CB **Partner Meetings:** Key staff and program directors from each NAZA-funded program site are expected to participate in the NAZA learning community by attending **Partner Meetings** four times during the school year. Meeting dates will be shared before the start of the school year.
- 12) CB **Professional Development:**

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

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

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

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

**Program Directors and Site Managers strongly recommended trainings:**

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

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

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

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

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

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





13) 

**Evaluation Tools:**

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

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

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

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

**Operational Policies:**

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

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

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

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In summary, the Recipient will commit to the following:

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

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

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

**B. GRANT CONTRACT TERM:**

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

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

**C. PAYMENT TERMS AND CONDITIONS:**

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C.1. **Maximum Liability.** In no event will Metro's maximum liability under this Grant Contract exceed the prorated award of \$11,616 (10 slots for afterschool, 0 slots for summer). The Grant Budget will constitute the maximum amount to be provided to the Recipient by Metro for all of the Recipient's obligations hereunder. The Grant Budget line items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Recipient.

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

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

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

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

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

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

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

The third and final invoice of up to 10% of the total awarded amount will be processed upon the receipt of the final report. ~~The third and final invoice will be processed upon the receipt of the final report. The final invoice will equal the total actual spending for the contract year and cannot exceed the approved awarded amount. No invoice for 2024-2025 school year will be processed after July 10, 2025.~~

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

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

Recipient must send all invoices to:

Nashville After Zone Alliance  
615 Church St,  
Nashville, TN 37219  
or emailed to [Teriz.Fahmy@nashville.gov](mailto:Teriz.Fahmy@nashville.gov)

C.4. **Reporting**



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

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

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

**Program Report**

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

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

- C.5. **Payment of Invoice.** The payment of any invoice by Metro will not prejudice Metro's right to object to the invoice or any other related matter. Any payment by Metro will neither be construed as acceptance of any part of the work or service provided nor as an approval of any of the costs included therein.
- C.6. **Unallowable Costs.** The Recipient's invoice may be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs. Utilization of Metro funding for services to non-Davidson County residents is not allowed.
- C.7. **Deductions.** Metro reserves the right to adjust any amounts which are or become due and payable to the Recipient by Metro under this or any Contract by deducting any amounts which are or become due and payable to Metro by the Recipient under this or any Contract.
- C.8. **Travel Compensation.** Payment to the Recipient for travel, meals, or lodging is subject to amounts and limitations specified in Metro's Travel Regulations and subject to the Grant Budget.
- C.9. **Electronic Payment.** Metro requires as a condition of this contract that the Recipient have on file with Metro a completed and signed "ACH Form for Electronic Payment". If Recipient has not previously submitted the form to Metro or if Recipient's information has changed, Recipient will have thirty (30) days to complete, sign, and return the form. Thereafter, all payments to the Recipient, under this or any other contract the Recipient has with Metro, must be made electronically.

**D. STANDARD TERMS AND CONDITIONS:**

- D.1. **Required Approvals.** Metro is not bound by this Grant Contract until it is approved by the appropriate Metro representatives as indicated on the signature page of this Grant.
- D.2. **Modification and Amendment.** This Grant Contract may be modified only by a written amendment that has been approved in accordance with all Metro procedures and by appropriate legislation of the Metropolitan Council.
- D.3. **Termination for Cause.** Metro shall have the right to terminate this Grant Contract immediately if Metro determines that Recipient, its employees or principals have engaged in conduct or violated

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

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

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

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

**D.14.1 Proof of Insurance**

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

**D.14.2 General Liability Insurance**

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

**D.14.3 Automobile Liability Insurance**

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

**D.14.4 Worker's Compensation Insurance**

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

**D.14.5 Sexual Molestation and Abuse Insurance**

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

**D.14.6 Such insurance shall:**

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

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

**Grant contract between the Metropolitan Government of Nashville and Davidson County and  
Elmington Elevates, Contract # \_\_\_\_\_ July 1, 2024 – June 30, 2025**

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

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

**D.14.7**

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

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

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

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

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

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

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

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

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

**Grant contract between the Metropolitan Government of Nashville and Davidson County and  
Elmington Elevates, Contract # \_\_\_\_\_ July 1, 2024 – June 30, 2025**

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

**D.17. Indemnification and Hold Harmless.**

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

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

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

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

**D.18. Force Majeure.** "Force Majeure Event" means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the party. Except as provided in this Section, any failure or delay by a party in the performance of its obligations under this Grant Contract arising from a Force Majeure Event is not a breach under this Grant Contract. The non-performing party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the party continues to use diligent, good faith efforts to resume performance without delay. Recipient will promptly notify Metro within forty-eight (48) hours of any delay caused by a Force Majeure Event and will describe in reasonable detail the nature of the Force Majeure Event.

**D.19. State, Local and Federal Compliance.** The Recipient agrees to comply with all applicable federal, state and local laws and regulations in the performance of this Grant Contract. Metro shall have the right to terminate this Grant Contract at any time for failure of Recipient to comply with applicable federal, state or local laws in connection with the performance of services under this Grant Contract.

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

**D.21. Completeness.** This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions of the parties' agreement. This Grant Contract supersedes any and all prior understandings, representations, negotiations, and agreements between the parties relating hereto, whether written or oral.

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

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

**Grant contract between the Metropolitan Government of Nashville and Davidson County and  
Elmington Elevates, Contract # \_\_\_\_\_ July 1, 2024 – June 30, 2025**

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

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

- D.24. **Assignment—Consent Required.** The provisions of this contract will inure to the benefit of and will be binding upon the respective successors and assignees of the parties hereto. Except for the rights of money due to Recipient under this contract, neither this contract nor any of the rights and obligations of Recipient hereunder may be assigned or transferred in whole or in part without the prior written consent of Metro. Any such assignment or transfer will not release Recipient from its obligations hereunder. Notice of assignment of any rights to money due to Recipient under this Contract must be sent to the attention of the Metro Department of Finance.
- D.25. **Gratuities and Kickbacks.** It will be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparations of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore. It will be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or a person associated therewith, as an inducement for the award of a subcontract or order. Breach of the provisions of this paragraph is, in addition to a breach of this contract, a breach of ethical standards which may result in civil or criminal sanction and/or debarment or suspension from participation in Metropolitan Government contracts.
- D.26. **Communications and Contacts.** All instructions, notices, consents, demands, or other communications from the Recipient required or contemplated by this Grant Contract must be in writing and must be made by facsimile transmission, or by first class mail, addressed to the respective party at the appropriate facsimile number or address as set forth below or to such other party, facsimile number, or address as may be hereafter specified by written notice.

**Metro**

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

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

**Recipient**

**Grant contract between the Metropolitan Government of Nashville and Davidson County and  
Elmington Elevates, Contract # \_\_\_\_\_ July 1, 2024 – June 30, 2025**

*Crystal Blaylock, Executive Director*  
Elmington Elevates  
1030 16th Ave South Suite 500  
Nashville, TN 37122  
615-490-6700

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

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

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

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

**Grant contract between the Metropolitan Government of Nashville and Davidson County and  
Elmington Elevates, Contract # \_\_\_\_\_ July 1, 2024 – June 30, 2025**

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

**Annexes**

The following annexes constitute part of this contract:

Annex 1 – Metro Invoice Template

Annex 5 – Partner Data-Sharing Sub-Agreement

Annex 2 – Expenditure Report Template

Annex 6 – Performance Indicators

Annex 3 – Budget

Annex 7 – Enrollment forms

Annex 4 – Minimum Standards for NAZA funding

Annex 8 – Program site/s

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**Grant contract between the Metropolitan Government of Nashville and Davidson County and  
Elmington Elevates, Contract # \_\_\_\_\_ July 1, 2024 – June 30, 2025**

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

APPROVED AS TO AVAILABILITY OF FUNDS:

Signed by:  
Kevin Crumbo/mjw  
62377A2A8742460...  
Director of Finance

APPROVED AS TO RISK AND INSURANCE:

DocuSigned by:  
Balagun Cobb  
688649F12FB741C...  
Director of Insurance

APPROVED AS TO FORM AND LEGALITY:

DocuSigned by:  
Tessa Ortiz-Marsh  
039A4FE6888C4C0...  
Metropolitan Attorney

FILED IN THE OFFICE OF THE CLERK:

Metropolitan Clerk

NASHVILLE PUBLIC LIBRARY

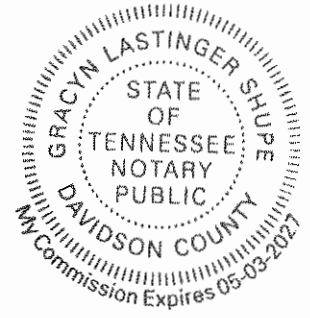
DocuSigned by:  
Terri Luke 9/5/2024  
EF43BF3F5F6848F...  
Interim Library Director

RECIPIENT: Elmington Elevates

By (Signature): Crystal Blylock  
Crystal Blylock  
Authorized Officer Name: Executive Director  
Title:

Sworn to and subscribed to before me a Notary Public,  
this 3 day of September, 2024

Notary Public [Signature]




My Commission expires 5-3-2027

**Metropolitan Government of Nashville and Davidson County/Nashville Public Library/ NAZA  
Funds For FY 2025 Program**

<b>ORGANIZATION NAME</b>	Elmington Elevates	<b>CONTRACT # (Office Use):</b>	
<b>PROGRAM NAME</b>	ElevateU	<b>START DATE:</b>	10/1/2024
<b>ADDRESS</b>	118 16th Ave South Suite 200	<b>END DATE:</b>	6/20/2025
<b>CITY, STATE &amp; ZIP</b>	Nashville, TN 37203	<b>CONTACT PERSON</b>	Crystal Blaylock
<b>FEDERAL ID # (EIN)</b>	82-0970571	<b>CONTACT TELEPHONE</b>	(562)477-2439

COST CATEGORIES	TOTAL BUDGET REQUEST	BUDGET EXPLANATION/DETAILS	OTHER FUNDING Funding amount from other sources invested in serving the same number of slots requested from NAZA	Grantor name
<b>After-School Programs</b>		<b>After-school program starts 09/03/2024   Per slot rate for afterschool is \$1,355</b>		
Salaries and Wages	11,616.00	Staff #1: \$18/hr x 414 hrs = \$7,452 Staff #2: \$18/hr x 231.3 hours = \$4,164 Total Budget Allocation: \$11,616		
Benefits and Taxes	0.00			
<b>Total Personnel Expenses</b>	<b>11,616.00</b>			
Office Supplies	0.00	Estimated unit number and unit cost or % of total cost charged to this grant	Other organization costs for serving youth are covered through additional grants, corporate sponsorships, and individual donations received.	
Communications	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		Pinnacle Financial
Postage and Shipping	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		Predators Foundation
Occupancy	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		Ferguson Supply
Equipment Rental and Maintenance	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		HD Supply
Printing and Publications	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		Chadwell Supply
Travel/Conferences & Meetings	0.00	Milage, parking and other travel unit cost and unit number		Dollar General Literacy Foundation
Insurance	0.00	Unit cost or % of total cost charged to this grant		
Direct youth costs (learning supplies, learning software, programs, games, food, etc.)	0.00	Per youth average cost or cost per purchase type		
Transportation	0.00	Daily rate, number of days separated by afterschool and summer (if applicable)		
Field Trips	0.00	Per youth average cost or cost per trip and estimated number of youth participating		
partners	0.00	Any contracted services, including external enhancement partners- cost per contract or per		
Other Non-Personnel	0.00	Anything else that is part of programming cost but is not listed		
<b>Indirect Cost</b>	<b>0.00</b>	<b>Partners can choose to budget either separate line items above or request an indirect cost of up to 20% of their total budget. The Indirect cost requests must be accompanied by agency's cost allocation plan that will be acceptable for NAZA in line with Metro Grants Manual.</b>		
<b>Total Non-personnel</b>	<b>0.00</b>			
<b>Afterschool Total</b>	<b>11,616.00</b>			

<b>RECIPIENT</b>	Crystal Blaylock, Elmington Elevates
<b>AUTHORIZED SIGNATURE:</b>	
<b>TITLE</b>	Executive Director
<b>DATE</b>	9/3/2024

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

Response ID: [19621](#)

Submitted Date: 2024-09-03 16:02:05

Completion Time: 40 sec.

Name of Organization

**Elmington Elevates**

Days of Week of Afterschool Program

**5 days per week**

Afterschool site plan

**School Site**

Are you conducting summer programming?

**No**

Afterschool Program Name

**ElevateU**

Name of School Site Location

**Carter-Lawrence Engineering Magnet School**

Address of School Program Site

**1118 12th Ave South Nashville, TN 37203**

School Partnership Level

**Renewing Partnership**

Number of youths targeted for site

**60**

Type of transportation needed?

**No Bus Needed**



**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

DEPARTMENT OF FINANCE  
700 2<sup>ND</sup> AVENUE SOUTH, SUITE 201  
NASHVILLE, TENNESSEE 37210

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

Recipient Name

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

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

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

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

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

Crystal Blaylock  
 Signature of Authorized Representative  
 Name: Crystal Blaylock  
 Title: Executive Director  
 Agency Name: Elmington Elevates  
 Date: 3/19/2024

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**



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

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

Recipient Name:

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

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

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

Crystal Blaylock

Signature of Authorized Representative

Name: Crystal Blaylock

Title: Executive Director

Agency Name: Elmington Elevates

Date: 3/19/2024

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

DEPARTMENT OF THE TREASURY

Date: DEC 18 2017

ELMINGTON ELEVATES INC  
118 16TH AVE S STE 200  
NASHVILLE, TN 37203-3135

*Bri*

Employer Identification Number:  
82-0970571  
DLN:  
17053166324017  
Contact Person:  
MS. TRUSTY ID# 31657  
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:  
March 28, 2017  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Received

DEC 21 2017

Elmington Property Management

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.

ELMINGTON ELEVATES INC

We sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

*Stephen A. Martin*

Director, Exempt Organizations  
Rulings and Agreements



**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

Elmington Elevates, Inc.  
STE 200  
118 16TH AVE S  
NASHVILLE, TN 37203-3135

March 27, 2017

### Filing Acknowledgment

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

<b>SOS Control # :</b>	<b>000896017</b>	Formation Locale:	TENNESSEE
Filing Type:	Nonprofit Corporation - Domestic	Date Formed:	03/27/2017
Filing Date:	03/27/2017 3:19 PM	Fiscal Year Close:	12
Status:	Active	Annual Report Due:	04/01/2018
Duration Term:	Perpetual	Image # :	B0337-6238
Public/Mutual Benefit:	Public		
Business County:	DAVIDSON COUNTY		

#### Document Receipt

Receipt # : 003250715	Filing Fee:	\$100.00
Payment-Check/MO - BAKER, DONELSON, BEARMAN, CALDWELL & BERKOWITZ, NASHVILI		\$20.00
Payment-Check/MO - BAKER, DONELSON, BEARMAN, CALDWELL & BERKOWITZ, NASHVILI		\$80.00

**Registered Agent Address:**  
KELLY L. WORMAN  
STE 2711  
611 COMMERCE ST  
NASHVILLE, TN 37203-3742

**Principal Address:**  
STE 200  
118 16TH AVE S  
NASHVILLE, TN 37203-3135

Congratulations on the successful filing of your **Charter** for **Elmington Elevates, Inc.** 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

Processed By: Alex Maxfield



**FILED**

**CHARTER  
OF  
ELMINGTON ELEVATES, INC.**

The undersigned natural person, having capacity to contract and acting as the incorporator of a corporation under the Tennessee Nonprofit Corporation Act, adopts the following Charter for such corporation:

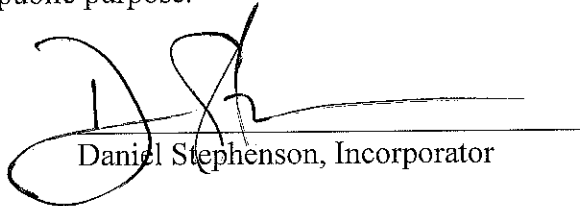
1. The name of the corporation is Elmington Elevates, Inc.
2. The corporation is a public benefit corporation.
3. The corporation is not a religious corporation.
4. The complete address of the corporation's initial registered office is:  
  
611 Commerce Street, Suite 2711  
Nashville, Tennessee 37203  
Davidson County
5. The name of the initial registered agent at the above address is Kelly L. Worman.
6. The complete address of the corporation's principal office is:  
  
118 16th Avenue South  
Suite 200  
Nashville, Tennessee 37203  
Davidson County
7. The corporation is not for profit.
8. The name and complete address of the incorporator is:  
  
Daniel Stephenson  
211 Commerce Street, Suite 800  
Nashville, Tennessee 37201
9. The corporation will not have members.
10. The corporation shall be permitted to indemnify and hold harmless the directors and officers of the corporation to the fullest extent permitted by Tennessee law as specified in the Bylaws of the corporation. If the Tennessee Nonprofit Corporation Act is amended or other Tennessee law is enacted to permit further elimination or limitation of the personal liability of directors, then the liability of directors of the corporation shall be eliminated or limited to the fullest extent permitted by the

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Tennessee Nonprofit Corporation Act as so amended or by such other Tennessee law as so enacted.

11. This corporation is organized exclusively for charitable, educational, religious or scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code").
12. To the extent required by Section 501(c)(3) of the Code: (i) no part of the net earnings of the corporation may inure to the benefit of any individual except as reasonable compensation for services actually rendered by such individual or as payments and distributions in furtherance of the purposes set forth herein; (ii) no substantial part of the activities of the corporation shall be carrying on propaganda or otherwise attempting to influence legislation (except as permitted by Section 501(h) of the Code); and (iii) the corporation shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of (or in opposition to) any candidate for public office. Notwithstanding any other provision of this Charter, the corporation shall not carry on any endeavors or activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501(c)(3) of the Code, or by a corporation, contributions to which are deductible under Section 170(c)(2) of the Code.
13. Upon dissolution of this corporation, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, i.e. charitable, educational, religious or scientific, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose.

DATED: March 23, 2017

  
Daniel Stephenson, Incorporator

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03/27/2017 3:19 PM Received by Tennessee Secretary of State via Harrow

Details

X

# ELMINGTON ELEVATES, INC.

118 16TH AVE SOUTH, SUITE 200 NASHVILLE TN 37203

CRYSTAL BLAYLOCK  
(615) 490-6700

<http://elmingtonelevates.org>

Status: Active

CO Number: CO29261

Registration Date: 06/13/2017

Renewal Date: 06/30/2024

## Purpose

Elmington Elevates supports undeserved and under-privileged communities in the states that we serve. We work to engage partners in the community to donate goods, funds, and support to elevate the quality of life for these community members.

Financials (12) ▼

Officers (8) ▼

Charity Events (0) ▼



### Hargett

Tre Hargett was elected by the Tennessee General Assembly to serve as Tennessee's 37th secretary of state in 2009 and re-elected in 2013, 2017, and 2021. Secretary Hargett is the chief executive officer of the Department of State with oversight of more than 300 employees. He also serves on 16 boards and commissions, on two of which he is the presiding member. The services and oversight found in the Secretary of State's office reach every department and agency in state government.



The Tennessee Secretary of State has oversight of the Department of State. The Secretary of State is one of three Constitutional Officers elected by the General Assembly, in joint session. The Secretary of State is elected to a four-year term. The constitution mandates that it is the secretary's duty to keep a register of the official acts and proceedings of the governor, and, when required, to "lay same, all papers, minutes and vouchers relative thereto, before the General Assembly."

Details



# ELMINGTON ELEVATES, INC.

118 16TH AVE SOUTH, SUITE 200 NASHVILLE TN  
37203

CRYSTAL BLAYLOCK

(615) 490-6700

<http://elmingtonelevates.org>

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Financials (12) ▼

Officers (8) ▼

Charity Events (0) ▼

***ELMINGTON ELEVATES, INC.***

**FINANCIAL STATEMENTS &  
INDEPENDENT ACCOUNTANT'S  
COMPILATION REPORT**

**DECEMBER 31, 2023**

**ELMINGTON ELEVATES, INC.**

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MULLINS CLEMMONS & MAYES, PLLC

CERTIFIED PUBLIC ACCOUNTANTS

**INDEPENDENT ACCOUNTANT'S COMPILATION REPORT**

To the Board of Directors of  
Elmington Elevates, Inc.:

Management is responsible for the accompanying financial statements of Elmington Elevates, Inc. (a nonprofit organization), which comprise the statement of financial position as of December 31, 2023, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any assurance on these financial statements.

*Mullins Clemmons + Mayes, PLLC*

Brentwood, Tennessee  
August 28, 2024

**ELMINGTON ELEVATES, INC**

**STATEMENT OF FINANCIAL POSITION  
DECEMBER 31, 2023**

<u>ASSETS</u>	<u>2023</u>
CURRENT ASSETS:	
Cash and cash equivalents	\$ 6,443
Contributions receivable	12,597
Prepaid insurance	<u>3,732</u>
Total current assets	<u>22,772</u>
 TOTAL ASSETS	 <u>\$ 22,772</u>
 <u>LIABILITIES AND NET ASSETS</u>	
CURRENT LIABILITIES:	
Accounts payable	\$ 7,073
Total current liabilities	<u>7,073</u>
 NET ASSETS:	
Without donor restrictions	15,699
With donor restrictions	<u>-</u>
Total net assets	<u>15,699</u>
 TOTAL LIABILITIES AND NET ASSETS	 <u>\$ 22,772</u>

**SEE ACCOUNTANT'S COMPILATION REPORT**

**The accompanying notes are an integral part of the financial statements.**



**ELMINGTON ELEVATES, INC****STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2023**

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
<b>SUPPORT AND REVENUES:</b>			
Contributions	\$ 210,074	\$ 19,839	\$ 229,913
In-kind donations	10,274	-	10,274
Net assets released from restrictions	19,839	(19,839)	-
Total support, revenues and reclassifications	<u>240,187</u>	<u>-</u>	<u>240,187</u>
<b>EXPENSES:</b>			
Program services	202,904	-	202,904
General and administrative	34,321	-	34,321
Development and fundraising	67,618	-	67,618
Total expenses	<u>304,843</u>	<u>-</u>	<u>304,843</u>
NET CHANGE IN NET ASSETS	(64,656)	-	(64,656)
NET ASSETS, BEGINNING	<u>80,355</u>	<u>-</u>	<u>80,355</u>
NET ASSETS, ENDING	<u>\$ 15,699</u>	<u>\$ -</u>	<u>\$ 15,699</u>

**SEE ACCOUNTANT'S COMPILATION REPORT****The accompanying notes are an integral part of the financial statements.**

**ELMINGTON ELEVATES, INC****STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED DECEMBER 31, 2023**

	<u>Program Services</u>	<u>Supporting Services</u>		<u>Total Expenses</u>
	<u>Program Projects</u>	<u>Management and General</u>	<u>Development and Fundraising</u>	
Salaries	\$ 129,760	\$ 18,720	\$ 28,080	\$ 176,560
Employee benefits	4,644	240	360	5,244
Payroll taxes	10,074	1,439	2,159	13,672
Total personnel costs	<u>144,478</u>	<u>20,399</u>	<u>30,599</u>	<u>195,476</u>
Legal and professional	-	6,815	-	6,815
Administrative expenses	-	6,496	-	6,496
Fundraising	-	-	8,946	8,946
Insurance	4,428	492	-	4,920
Marketing	890	-	594	1,484
Travel	6,217	-	-	6,217
Event expenses	<u>46,891</u>	<u>119</u>	<u>27,479</u>	<u>74,489</u>
Total expenses before depreciation and other expenses	202,904	34,321	67,618	304,843
Depreciation	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenses	<u>\$ 202,904</u>	<u>\$ 34,321</u>	<u>\$ 67,618</u>	<u>\$ 304,843</u>

**SEE ACCOUNTANT'S COMPILATION REPORT****The accompanying notes are an integral part of the financial statements.**

**ELMINGTON ELEVATES, INC****STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED DECEMBER 31, 2023**

	<u>2023</u>
CASH FLOWS FROM OPERATING ACTIVITIES:	
Net change in net assets	\$ (64,656)
Adjustments to reconcile net change in net assets to net cash provided by operating activities:	
Net changes in other operating assets and liabilities:	
Contributions receivable	(6,640)
Prepaid insurance	(3,732)
Accounts payable and accrued liabilities	6,036
Net cash provided by operating activities	<u>(68,992)</u>
CASH FLOWS FROM INVESTING ACTIVITIES:	<u>-</u>
CASH FLOWS FROM FINANCING ACTIVITIES:	<u>-</u>
NET CHANGE IN CASH AND CASH EQUIVALENTS	(68,992)
CASH AND CASH EQUIVALENTS, BEGINNING	<u>75,435</u>
CASH AND CASH EQUIVALENTS, ENDING	<u>\$ 6,443</u>

**SEE ACCOUNTANT'S COMPILATION REPORT****The accompanying notes are an integral part of the financial statements.**

**ELMINGTON ELEVATES, INC.**

**NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2023**

**NOTE 1 – THE ENTITY**

Elmington Elevates, Inc. (the "Organization") was incorporated under the Tennessee Nonprofit Corporation Act in March of 2017. The Organization, a religious corporation, is qualified as a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code. The purpose of the Organization, as stated in its mission statement, is to invite individuals and corporate partners to donate funds and volunteer their time through current initiatives. Which include a school supply drive, toy drive and an after care school care program. The Organization is located in Nashville, Tennessee.

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Accounting Periods** - All references to 2023 in these financial statements refer to the year ended December 31, 2023, unless otherwise noted.

**Basis of Accounting** - The Organization uses the accrual basis of accounting; therefore, revenue is recognized when earned and expenses are recognized when incurred. Gifts are considered available for unrestricted use unless specifically restricted by the donor.

**Financial Statement Presentation**

The financial statements of the Organization have been prepared in accordance with U.S. generally accepted accounting principles ("US GAAP"). The Organization is required to report information regarding its financial position and activities according to the following net asset classifications:

**Net assets without donor restrictions** – Net assets not subject to any donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. These net assets may be used at the discretion of the Organization's management and the Board of Directors.

**Net assets with donor restrictions** – Net assets whose use by the Organization is subject to donor-imposed restrictions. Some donor restrictions are temporary in nature; those restrictions will be fulfilled by actions of the Organization pursuant to those restrictions or by the passage of time. Other donor restrictions may be perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity. As of December 31, 2023, the Organization had no perpetual restrictions on net assets.

Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statement of activities as net assets released from restrictions.

**Cash and Cash Equivalents** - Cash and cash equivalents consist of cash on hand, cash in various bank accounts, and all highly liquid investments with an original maturity of three months or less. The Organization may, at times, maintain bank accounts whose balances exceed federally insured limits. However, the Organization has not experienced any losses in such accounts, and believes it is not exposed to any significant credit risk related to cash and cash equivalents.

**SEE INDEPENDENT ACCOUNTANT'S COMPILATION REPORT**

**ELMINGTON ELEVATES, INC.**

**NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
DECEMBER 31, 2023**

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Income Taxes** - As mentioned in Note 1, the Organization is a tax-exempt organization; accordingly, no provision for income taxes is included in the accompanying financial statements.

The Organization files an annual information return (Form 990) with the U.S. government. At December 31, 2023, the Organization is no longer subject to U.S. tax examinations of these information returns by tax authorities for years before December 31, 2020.

**Advertising Costs** - Advertising costs, which also include marketing and development, are expensed as incurred. Advertising costs were \$1,484 for the year ended December 31, 2023.

**Estimates** - The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**Functional Allocation of Expenses** - The costs of program and supporting services activities have been summarized on a functional basis in the statement of activities. The statements of functional expenses present the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the programs and supporting services benefited. See Note 6 for further details related to functional expenses.

**Events Occurring after Reporting Date** – Management has evaluated events and transactions that occurred through August 28, 2024, which is the date that the financial statements were available to be issued, for possible recognition or disclosure in the financial statements.

**NOTE 3 – AVAILABILITY AND LIQUIDITY**

The Organization receives significant contributions with donor restrictions to be used in accordance with the associated purpose restrictions. In addition, the Organization receives support without donor restrictions.

The Organization considers contributions without donor restrictions and contributions with donor restrictions for use in current programs which are ongoing, major, and central to its annual operations to be available to meet cash needs for general expenditures. General expenditures include administrative and general expenses, fundraising expenses and building supplies expected to be paid in the subsequent year. Annual operations are defined as activities occurring during the Organization's fiscal year.

The Organization manages its cash available to meet general expenditures following two guiding principles:

- Operating within a prudent range of financial soundness and stability,
- Maintaining adequate liquid assets

**SEE INDEPENDENT ACCOUNTANT'S COMPILATION REPORT**

**ELMINGTON ELEVATES, INC.**

**NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
DECEMBER 31, 2023**

**NOTE 3 – AVAILABILITY AND LIQUIDITY**

The following presents financial assets available for general expenditures within one year at December 31, 2023:

	<u>2023</u>
Financial assets at year end:	
Cash and cash equivalents	\$ 6,443
Contributions receivable	<u>12,597</u>
Total financial assets	<u>19,040</u>
Less amounts not available to be used within one year:	
Net assets with donor restrictions	<u>-</u>
Financial assets not available to be used within one year	<u>-</u>
Financial assets available to meet general expenditures within one year	<u>\$ 19,040</u>

**NOTE 4 – NET ASSETS**

Donor restricted net assets consist entirely of contributions for adoption assistance. Once the donor restricted contributions are used for adoption assistance, they are reported as net assets released from restrictions in the statements of activities. Net assets released from restrictions totaled \$19,839 for the year ending December 31, 2023.

**NOTE 5 – EMPLOYEE BENEFIT PLAN**

The Organization maintains a SIMPLE IRA plan (the Plan) for the benefit of its employees. Eligible employees may voluntarily contribute from their earnings to the Plan, up to the maximum contribution allowed by the IRS. Employer contributions are equal to 5% of eligible wages. The Organization’s contributions to the plan for the year ending December 31, 2023 was \$2,340.

**NOTE 6 - FUNCTIONALIZED EXPENSES**

The financial statements report certain categories of expenses which are attributable to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis which is consistently applied. The expenses which are allocated include occupancy, which is allocated on a square footage basis, as well as salaries, benefits and payroll taxes, postage and printing, administrative expenses, processing fees, automobile, dining, gifts, insurance, marketing, information technology, travel and depreciation, which are allocated on the basis of estimated time and effort.

**SEE INDEPENDENT ACCOUNTANT’S COMPILATION REPORT**

**ELMINGTON ELEVATES, INC.**

**NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
DECEMBER 31, 2023**

**NOTE 7 – COMMITMENTS AND CONTINGENCIES**

Grant expenditures are subject to review and audit by the grantors in the normal course of operations. Any reviews and audits could result in disallowance of expenditures, and therefore, a return of grant funds to the grantor. Management believes that no unallowable expenditures have been incurred under any of its grants. Accordingly, no provision has been made for any potential return of funds to any of its grantors.

**SEE INDEPENDENT ACCOUNTANT'S COMPILATION REPORT**

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

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

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

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

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

RECIPIENT'S AUTHORIZED SIGNATURE

\_\_\_\_\_  
Name Title Date



## Metro Government of Nashville/Nashville Public Library

### NAZA Funds for FY 2025

#### EXPENDITURE REPORT

<b>NAME</b>		<b>CONTRACT #:</b>	
<b>ADDRESS</b>		<b>START DATE:</b>	
<b>CITY, STATE &amp; ZIP</b>		<b>END DATE:</b>	
<b>FEDERAL ID #</b>		<b>CONTACT PERSON</b>	
		<b>CONTACT TELEPHONE</b>	____ - ____ - ____

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

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

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

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



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

**Minimum Organizational Standards**

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

**Minimum Operational and Safety Standards**

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



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

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

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

**Minimum Content and Quality Standards**

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

**Minimum Professional Development Standards**

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



**Minimum Financial Standards**

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



**MNPS/NAZA MOU ATTACHMENT B:**

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

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

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

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

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

**NAZA responsibilities**

To enable access to MNPS student data NAZA:

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

Data sent data sent from NAZA to MNPS

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



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

### **MNPS Responsibilities**

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

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

### **Elements sent from MNPS to NAZA**

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

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

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



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

### **Partner Responsibilities**

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



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

**Mandatory training**

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

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

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Nashville Public Library/NAZA authorized staff Date

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Signature of NAZA-funded or affiliated program staff Date

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Acknowledged by School Principal Date



**5. PERFORMANCE MEASURES**

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

**Organizational-level performance indicators**

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

**Youth-Level Outcomes**

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



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

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

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

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

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

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

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

These afterschool opportunities are funded by NAZA



Primary Doctor: \_\_\_\_\_ Doctor Phone: \_\_\_\_\_

Health Insurance Company Name: \_\_\_\_\_ Policy #: \_\_\_\_\_

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

**D. Transportation** -----

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

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

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

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

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

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

**METROPOLITAN NASHVILLE PUBLIC SCHOOLS**  
**2023-2024 NAZA TRANSPORTATION PERMISSION SLIP**

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

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

Student First Name \_\_\_\_\_ Last \_\_\_\_\_ ID# \_\_\_\_\_

Student's Address \_\_\_\_\_ Zipcode \_\_\_\_\_

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

Parent/Guardian's Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Emergency Phone \_\_\_\_\_

**SCHOOL STUDENT IS TRANSPORTED FROM:** \_\_\_\_\_ Middle School

**Program:** (X) NAZA Academic and Other Enrichment

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

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

Parent/Guardians Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

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

**Child’s Name:** \_\_\_\_\_

**UNIFIED PARENT CONSENT FORM**

**Student Record Release Permission**

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

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

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

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

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

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

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

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

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

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

---

Signature Custodial Parent/Guardian

Date

---

Signature of NAZA-funded or affiliated program staff

Date

## Summer 2025 Program Enrollment

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

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

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

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

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





Health Insurance Company Name: \_\_\_\_\_ Policy #: \_\_\_\_\_

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

**Child's Name:** \_\_\_\_\_

### GENERAL PERMISSIONS

#### Student Record Release Permission

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

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

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

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

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

#### Additional Permissions

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

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

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

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

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

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

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Signature Custodial Parent/Guardian

Date

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Signature of Program Staff with NAZA-Funded Program Name

Date