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## GRANT SUMMARY SHEET

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**Grant Name:** Martha O'Bryan MOU for TAEM 24

**Department:** METRO ACTION

**Grantor:** MARTHA O' BRYAN CENTER

**Pass-Through Grantor  
(If applicable):** TENN. DEPT. OF HUMAN SVCES.

**Total Award this Action:** \$160,000.00

**Cash Match Amount** \$0.00

**Department Contact:** Marvin Cox, Family and Community Services Director  
862-8860

**Status:** NEW

**Program Description:**

Memorandum of Understanding between the Martha O'Bryan Center (MOBC) and the Metropolitan Action Commission(MAC)to establish respective roles within the Tennessee Alliance for Economic Mobility (TAEM), Tennessee Opportunity Pilot Initiative Implement Grantfrom the Tennessee Department of Human Services for which MOBC is the lead agency. The MOU outlines the responsibility of MAC to providetwo (2) family-centered coaches and capacity-building activities for which MAC will receive \$160,000 per year.

**Plan for continuation of services upon grant expiration:**

N/A

### Grants Tracking Form

Part One

<b>Pre-Application</b> <input type="radio"/>		<b>Application</b> <input type="radio"/>		<b>Award Acceptance</b> <input checked="" type="radio"/>		<b>Contract Amendment</b> <input type="radio"/>	
Department	Dept. No.	Contact			Phone	Fax	
METRO ACTION	75	Marvin Cox, Family and Community Services Director			862-8860	70120	
<b>Grant Name:</b>		Martha O'Bryan MOU for TAEM 24					
<b>Grantor:</b>		MARTHA O' BRYAN CENTER	<b>Other:</b>		Martha O'Bryan		
<b>Grant Period From:</b>		11/01/23	<small>(applications only)</small> <b>Anticipated Application Date:</b>				
<b>Grant Period To:</b>		10/31/24	<small>(applications only)</small> <b>Application Deadline:</b>				
<b>Funding Type:</b>		OTHER	<b>Multi-Department Grant</b>		<input type="checkbox"/> <b>If yes, list below.</b>		
<b>Pass-Thru:</b>		TENN. DEPT. OF HUMAN SVCS.	<b>Outside Consultant Project:</b>		<input type="checkbox"/>		
<b>Award Type:</b>		OTHER	<b>Total Award:</b>		\$160,000.00		
<b>Status:</b>		NEW	<b>Metro Cash Match:</b>		\$0.00		
<b>Metro Category:</b>		New Initiative	<b>Metro In-Kind Match:</b>		\$0.00		
<b>CFDA #</b>		N/A	<b>Is Council approval required?</b>		<input type="checkbox"/>		
<b>Project Description:</b>		Memorandum of Understanding between the Martha O'Bryan Center (MOBC) and the Metropolitan Action Commission (MAC) to establish respective roles within the Tennessee Alliance for Economic Mobility (TAEM), Tennessee Opportunity Pilot Initiative Implement Grant from the Tennessee Department of Human Services for which MOBC is the lead agency. The MOU outlines the responsibility of MAC to provide two (2) family-centered coaches and capacity-building activities for which MAC will receive \$160,000 per year.					
<b>Plan for continuation of service after expiration of grant/Budgetary impact:</b>							
N/A							
<b>How is Match Determined?</b>							
<b>Fixed Amount of \$</b>		\$0.00	or	<b>% of Grant</b>		<b>Other:</b> <input type="checkbox"/>	
<b>Explanation for "Other" means of determining match:</b>							
<b>For this Metro FY, how much of the required local Metro cash match:</b>							
<b>Is already in department budget?</b>					<b>Fund</b>	<b>Business Unit</b>	
<b>Is not budgeted?</b>					<b>Proposed Source of Match:</b>		
<b>(Indicate Match Amount &amp; Source for Remaining Grant Years in Budget Below)</b>							
<b>Other:</b>							
<b>Number of FTEs the grant will fund:</b>		2.00	<b>Actual number of positions added:</b>		0.00		
<b>Departmental Indirect Cost Rate</b>		14.86%	<b>Indirect Cost of Grant to Metro:</b>		\$20,699.98		
<b>*Indirect Costs allowed?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No		<b>% Allow.</b>	14.86%	<b>Ind. Cost Requested from Grantor:</b>		\$20,699.98 <b>in budget</b>	
<b>*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)</b>							
<b>Draw down allowable?</b> <input type="checkbox"/>							
<b>Metro or Community-based Partners:</b>							

Part Two

Grant Budget

Budget Year	Metro Fiscal Year	Federal Grantor	State Grantor	Other Grantor	Local Match Cash	Match Source (Fund, BU)	Local Match In-Kind	Total Grant Each Year	Indirect Cost to Metro	Ind. Cost Neg. from Grantor
Yr 1	FY23	\$0.00	\$0.00	\$160,000.00	\$0.00		\$0.00	\$0.00	\$20,699.98	\$20,699.98
Yr 2	FY__									
Yr 3	FY__									
Yr 4	FY__									
Yr 5	FY__									
<b>Total</b>		\$0.00	\$0.00	\$160,000.00	\$0.00		\$0.00	\$0.00	\$20,699.98	\$20,699.98
<b>Date Awarded:</b>		12/04/23		<b>Tot. Awarded:</b>		\$160,000.00	<b>Contract#:</b>			
<b>(or) Date Denied:</b>				<b>Reason:</b>						
<b>(or) Date Withdrawn:</b>				<b>Reason:</b>						

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



**Collaboration Agreement  
between  
Martha O'Bryan Center  
and  
Collaborative Agency Metro Action Commission  
2023-2024**

This Collaboration Agreement constitutes an agreement between Martha O'Bryan Center (MOBC), Coordinating Agency, and the Metropolitan Government of Nashville and Davidson County, acting by and through the Metro Action Commission, hereafter referred to as Collaborative Agency. The purpose of this agreement is to formalize the relationship and clarify expectations between the parties. Martha O'Bryan Center is the backbone agency for the Tennessee Alliance for Economic Mobility (TAEM) and will serve as the coordinating agency for the collaborative's Tennessee Opportunity Pilot Initiative Implementation Grant from the Tennessee Department of Human Services.

**Definitions:** For the Purposes of the Collaboration Agreement, the Coordinating Agency is described as the agency serving as the fiscal agent, coordinating all Collaborative Agencies, and providing oversight to this grant as a whole. The Collaborative Agency is described as the agency participating in the Pilot Grant's allowable activities including, but not limited to, direct services, capacity building, continuous quality improvement, collaboration and communication, MOU and grant compliance, and cooperating with an evaluator as part of the grant. Our ChanceTN is a pilot initiative of the TN Alliance for Economic Mobility that endeavors to support families in moving beyond the benefits cliff.

**Scope:** All direct services described as part of this Agreement will be considered a part of MOBC's Tennessee Opportunity Pilot Grant and must be provided to eligible Nashville/Davidson County families. Eligible families must meet all the eligibility criteria as defined on the Our ChanceTN website under the "Eligibility" tab.

**Purpose of Memorandum:** The purpose of this Agreement is to establish each Collaborative Agency's role within the Tennessee Opportunity Pilot Initiative Implementation Grant, in terms of direct services, capacity building, continuous quality improvement, collaborative activities, MOU and grant compliance, and cooperating with an evaluator as part of the grant.

**Commitment to Direct Services:** The Collaborative Agency shall commit to the following activities:

- Employ two Family-Centered Coaches who will spend 100% of their time on Our ChanceTN and will:
  - Enroll and maintain enrollment of 50 families in the family-centered coaching and wrap-around support components of TAEM, partner with families to assess their self-sufficiency and complete other assessments, work with caregivers to establish an action plan based on family-defined goals, and support families in meeting any initial needs; Coaches enter assessments, action plans, and case notes in the shared database.
  - Meet with caregivers at a frequency (every 2, 4 or 6 weeks) that makes sense based on their lived experiences and goals (utilizing a tiered system) and provide warm hand-offs to community wrap-around supports (for example: County Resource Navigators, Employment and Education Specialists, or other specialists); Coaches enter case notes in the shared database.
  - Administer assessments to families on a quarterly and biannual basis; Coaches enter assessments, and case notes in the shared database.
  - Coordinate wrap-around support on an ongoing basis.

- Attempt to convene care coordination meetings with families on a quarterly basis.
  - Host events and/or encourage caregivers to self-organize gatherings.
- Supervise Collaborative Agency's Our ChanceTN staff and implement all requirements for Collaborative Agency's Our ChanceTN supervisors (found in Attachment C)

See Attachment A to view the Family-Centered Coach job description and see Attachment C to review the requirements for Our ChanceTN Supervisors

All Collaborative Agency's Our ChanceTN staff must: 1) Check Basecamp once daily; 2) Enter assessments, action plans, and case notes in the shared database within 48 business hours as applicable by role; 3) Attend all required trainings before meeting with Caregivers and 4) Complete an Exit Checklist provided by the Coordinating Agency prior to their last day of employment.

**Commitment to Capacity Building:** Coordinating Agency agrees to coordinate capacity building supports across the collaborative and employ personnel who will be responsible for training Collaborative Agency on family-centered coaching and other elements of the model, provide technical assistance to Collaborative Agency to ensure that Collaborative Agency implements the model with fidelity, and build capacity around how to continue to strengthen the impact of the model whether related to family-centered coaching, care coordination, wrap-around supports, financial counseling, education strategies, employment strategies, or distribution of transitional benefits. The Coordinating Agency will publish and continuously update a monthly capacity building learning series calendar and coordinate the learning series. Coordinating Agency will draw upon assets within the collaborative and beyond the collaborative when planning the learning series. The Collaborative Agency will engage in capacity building by attending the training session(s), engaging in technical assistance as needed, and attending learning series sessions based on their interests. Collaborative Agency will:

- Cultivate and integrate a caregiver-centered culture where the focus is on guiding and supporting the Caregiver's outcomes to achieve their goals and dreams for the future.
- Provide private space available for staff to meet with caregivers. Decorate space with décor that is strengths-based.
- Attend trauma-informed trainings (All Our ChanceTN staff and Supervisors)
- Attend family-centered coaching training, whether the 4-hour training or 3-day training (all caregiver facing staff)

**Commitment to Continuous Quality Improvement:** Coordinating Agency agrees to build and maintain a shared data system, coordinate efforts associated with the collaborative's shared data system and employ personnel who will be responsible for training Collaborative Agency on data collection and storage, provide technical assistance to Collaborative Agency to ensure data quality, and build capacity around using data to continuously improve the quality of Collaborative Agency Services. The Collaborative Agency agrees to participate in data collection and storage activities by: (1) attending training sessions led by Coordinating Agency personnel and following up with TAEM Data Team for questions (2) collecting client data and assessment data, entering the data into the shared data system within 48 business hours and maintaining electronic files in accordance with the guidance provided in the training. (3) responding to requests from Coordinating Agency personnel related to ensuring data quality; and (4) engaging in capacity building offerings related to using data to continuously improve the quality of Collaborative Agency services (a minimum of four meetings). Additionally, the Collaborative Agency commits to work toward achieving TAEM performance indicators. Subject to the provisions of the Tennessee Public Records Act, the Collaborative Agency will not publish or communicate collaborative data without prior approval of the Coordinating Agency. Nothing in this section shall prohibit Collaborative Agency from disclosing information that is classified as a public record under the

Tennessee Public Records Act. The provisions of this section are not intended to cover any information which is classified as a public record under the Tennessee Public Records Act.

**Commitment to Collaborate and Communicate:** Coordinating Agency agrees to coordinate regular Collaborative Agency meetings (monthly), establish a mechanism for continuous communication, and communicate with Collaborative Agency on an ongoing basis. The Collaborative Agency agrees to engage in monthly meetings and communicate regularly. Coordinating Agency agrees to train Collaborative Agency on the mechanism for communication across the collaborative and their role in executing the collaborative’s Social Marketing and Strategic Communications Plan. The Collaborative Agency agrees to attend the training and execute the Social Marketing and Strategic Communications Plan. Collaborative Agency agrees to utilize the Our ChanceTN name in all communications and exclusively use marketing materials provided by the Coordinating Agency. Any alternative materials must be approved by the Coordinating Agency.

**Commitment to Collaborative Agreement and Grant Compliance:** Coordinating Agency agrees to train Collaborative Agency on the contents of this Agreement including the guidance from the State of Tennessee related to appropriate documentation of expenses, allowable costs, invoicing, payment, and other terms and conditions required by the state. Coordinating Agency agrees to coordinate collaborative activities associated with the Agreement and grant compliance, publish, and continuously update an annual calendar, and communicate relevant activities in a timely fashion to Collaborative Agency Collaborative Agency. The Collaborative Agency agrees to engage in activities as defined in this Agreement (see Attachment B for an overview of 2023-2024 Family-Centered Coaching Collaborative Agency activities) and to follow the guidance from the State of Tennessee related to appropriate documentation of expenses, allowable costs, invoicing, payment, and other terms and conditions required by the state. If needed, the Collaborative Agency agrees to provide requested documentation and engage in communication for audit purposes.

**Prohibited Activities**

- The Collaborative Agency may not require that caregivers enroll in Our ChanceTN in order to receive another service at the Collaborative Agency.
- The Collaborative Agency Our ChanceTN staff may not engage in religious instruction/and or engage in any form of religious proselytizing with caregivers enrolled in Our ChanceTN.

**Commitment to Cooperate with an Evaluator:** The Collaborative Agency will work with Tennessee’s selected evaluator to ensure that its shared measurement framework and data collection and storage efforts are consistent with the state’s plans to conduct a rigorous evaluation on the collaborative’s model. The Collaborative Agency will ensure that activities (e.g., preparing for meetings with evaluators, meetings with evaluators, completing documents) required by the evaluator are completed as requested.

**COLLABORATIVE AGENCY COLLABORATIVE AGREEMENT TERM**

**Collaborative Agency Collaborative Agreement Term:** This Agreement shall go into effect November 1, 2023, or the date this Agreement is approved by all required parties and filed in the Metropolitan Clerk’s Office, whichever date last occurs (the “Effective Date”) and endure through October 31, 2024. Notwithstanding the foregoing, the terms of this Agreement shall govern any services or activities performed under this Agreement from November 1, 2023, through October 31, 2024.

**Amendment Options:** This agreement may be amended as needed within a year if the Collaborative Agency and Coordinating Agency renegotiate the number of families to be served (as outlined in the Commitment to Direct Services section) or if the expectations or requirements from the State of Tennessee change. In the case of the former, the Coordinating Agency will request that the Collaborative

Agency submit an action plan related to how they will recruit additional families (whether they will be serving fewer families than originally planned or more families than originally planned).

**Renewal Options:** This agreement may be renewed annually for up to one additional year so long as the Collaborative Agency properly performs its obligations under this Agreement in a timely and proper manner and does not violate any terms of this Agreement. In no event shall the term of this Agreement exceed sixty (60) months from the Effective Date.

## **PAYMENT TERMS AND CONDITIONS**

**Payment:** During this Agreement, the Collaborative Agency may invoice MOBC for up to \$ 55,000 for each Family-Centered Coach per year (this amount includes all salary, benefits, and taxes associated with the position) as well as additional costs associated with providing the aforementioned direct services to eligible enrolled families. No other expenses may be deemed allowable.

The total amount billed to MOBC, Coordinating Agency, may not exceed \$ 160,000.

- Metro Action Commission may be reimbursed up to \$55,000 annually for each Family-Centered Coach they employ. This amount includes all salary, benefits, and taxes associated with the position. Metro Action Commission is approved to employ two Family-Centered Coaches. The total annual allowable reimbursement for Family-Centered Coaching personnel is \$ 110,000.
- Additional costs not to exceed \$50,000 for costs associated with capacity building and other agreed upon activities as reflected in this Agreement. These costs should reflect allowable costs (e.g., salaries benefits and taxes, telephone, postage & shipping, occupancy, equipment rental & maintenance, printing & publications, travel, specific assistance to individuals, other non-personnel, marketing, indirect cost, events, etc. (Collaborative Agency must fill out the "Template for Additional Dollars" and submit it with the Agreement). Family Centered Coach(s) and other personnel related to collaborative activities may be reimbursed at the state approved rate.
- Collaborative Agency is allowed to make a budget line-item revision by an amount up to twenty (20%) of the line-item amount, provided that any increase is off-set by an equal reduction of other line-item amounts.

**Payment of Invoice:** The payment of the invoice by the Coordinating Agency shall not prejudice the Coordinating Agency's right to object to or question any invoice or matter in relation thereto. Such payment by MOBC shall neither be construed as acceptance of any part of the work or service provided nor as an approval of any of the costs invoiced therein.

**Invoice Submission:** The Collaborative Agency shall submit invoices and supporting documentation within fifteen (15) days after the end of the calendar month in which the costs were incurred, or services were rendered by the Collaborative Agency. If invoices are not submitted by the 15<sup>th</sup> of the month, the Collaborative Agency must notify the TAEM Finance Team ([taemaccountspayable@marthaobryan.org](mailto:taemaccountspayable@marthaobryan.org)). Invoices received by the 15<sup>th</sup> will be processed within 30 days and mailed shortly thereafter. Any expenditure submitted more than 30 days after the month where costs were incurred may not be reimbursed. The Collaborative Agency agrees to submit invoices and supporting documentation with all invoice submissions (e.g., T-Shirt Receipt Form, Food Receipt Form, Nashville Diaper Connection forms, etc.) If a correction(s) to the submitted invoice is required, the Collaborative Agency must resubmit the invoice within 48 business hours.

**Subcontracting:** The Collaborative Agency shall not assign this Agreement or enter into a subcontract for any of the services performed under this Agreement without obtaining prior written approval from the Coordinating Agency.

**Termination for Cause:** If the Collaborative Agency fails to properly perform its obligations under this Agreement in a timely or proper manner, or if the Collaborative Agency violates any terms of this Agreement, Coordinating Agency or TDHS shall have the right to immediately terminate the Agreement and withhold payments in excess of fair compensation for completed services. Notwithstanding the above, the Collaborative Agency shall not be relieved of the liability to Coordinating Agency or TDHS for damages sustained by virtue of any breach of this Agreement by the Collaborative Agency.

## STANDARD TERMS AND CONDITIONS

1. **Conflicts of Interest.** The Collaborative Agency warrants that no part of the funds provided by the Coordinating Agency hereunder shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Collaborative Agency in connection with any work contemplated or performed relative to this Agreement.

The Collaborative Agency acknowledges, understands, and agrees that this Agreement shall be null and void if the Collaborative Agency is, or within the past six months has been, an employee of the State of Tennessee or if the Grantee is an entity in which a controlling interest is held by an individual who is, or within the past six months has been, an employee of the State of Tennessee.

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

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

3. **Nondiscrimination.** The Collaborative Agency agrees that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Contract or in the employment practices of the Collaborative Agency on the

grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal, Tennessee State constitutional, or statutory law. The Collaborative Agency shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

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

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

The sign shall be on the form prescribed by the Comptroller of the Treasury. The Grantor State Agency shall obtain copies of the sign from the Comptroller of the Treasury, and upon request from the Coordinating Agency, provide the Coordinating Agency with any necessary signs for the Collaborative Agency.

5. **Public Notice.** All notices, informational pamphlets, press releases, research reports, signs, and similar public notices prepared and released by the Collaborative Agency in relation to this Contract shall include the statement, "This project is funded under a Grant Contract with the State of Tennessee." All notices by the Collaborative Agency in relation to this Contract shall first be submitted to the Coordinating Agency so that the Coordinating Agency may obtain approval from the State.
6. **Records.** The Collaborative Agency and any approved subcontractor shall maintain documentation for all charges under this Agreement. The books, records, and documents of the Collaborative Agency and any approved subcontractor, insofar as they relate to work performed or money received under this Contract, shall be maintained for a period of five (5) full years from the date of the final payment until December 31, 2037 and shall be subject to audit at any reasonable time and upon reasonable notice by the Grantor State Agency, the Comptroller of the Treasury, or their duly appointed representatives.

The records shall be maintained in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification, Public Company Accounting Oversight Board (PCAOB) Accounting Standards Codification, or Governmental Accounting Standards Board (GASB) Accounting Standards Codification, as applicable, and any related AICPA Industry Audit and Accounting guides.

In addition, documentation of grant applications, budgets, reports, awards, and expenditures will be maintained in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Audit Requirements, and Cost Principles for Federal Awards*.

The Collaborative Agency shall also comply with any recordkeeping and reporting requirements prescribed by the Tennessee Comptroller of the Treasury.



The Collaborative Agency shall establish a system of internal controls that utilizes the COSO Internal Control - Integrated Framework model as the basic foundation for the internal control system. The Collaborative Agency shall incorporate any additional Comptroller of the Treasury directives into its internal control system.

Any other required records or reports which are not contemplated in the above standards shall follow the format designated by the head of the Grantor State Agency, the Central Procurement Office, or the Commissioner of Finance and Administration of the State of Tennessee.

7. **Assistance Services.** The Coordinating Agency and the Collaborative Agency shall not provide "assistance" as defined in 45 C.F.R. § 260.31 as part of this Contract. The Collaborative Agency shall not provide services or payment for medical services except for mental health counseling or addiction recovery services or pre- pregnancy family planning services, as allowed by 42 U.S.C. §608(a)(6), for this Contract.
8. **Duplication of Services.** The Coordinating Agency shall work with the Collaborative Agency to remove duplication of processes and verify that services are not duplicated across programs.
9. **Third Party Requests. Corrective Action Plan.** If the Coordinating Agency fails to comply with any requirement established in the Coordinating Agency's Grant Contract, the State may direct the Coordinating Agency, in writing, to create a corrective action plan. No later than ten (10) days after the State's notice of deficiency, the Coordinating Agency shall submit to the State the corrective action plan detailing the cause for the performance failure, a strategy by which to prevent a similar performance failure in the future, and such other info as the State may require. Upon the State's approval of the corrective action plan, the Coordinating Agency shall implement it.
10. **TANF Representations.** Each of the following documents is included as a part of the Coordinating Agency's Grant Contract and is incorporated by reference. In the event of a discrepancy or ambiguity, these items shall govern in the order of precedence shown below:
  - a. Any amendment to the Coordinating Agency's Contract, with the latter in time controlling over any earlier amendments.
  - b. The Coordinating Agency's Grant Contract with any attachments or exhibits (excluding the items listed at subsections c through f. below).
  - c. the Coordinating Agency's Grant Budget, attached in the Coordinating Agency's Grant Contract hereto as Attachment A.
  - d. any other attachments.
  - e. any additional performance standards referred to in Section A.22 of the Coordinating Agency's Grant Contract.
  - f. the Coordinating Agency's proposal, if any, which is incorporated to supplement the scope of services.
11. **Indemnification.** Coordinating Agency shall indemnify and hold harmless Collaborative Agency, its officers, agents, and employees from any claims, damages, costs, and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of Coordinating Agency, its officers, employees, and/or agents, including its sub or independent contractors, in connection with the performance of this Agreement. Collaborative Agency will not indemnify, defend, or hold harmless in any fashion Coordinating Agency from

any claims arising from any failure, regardless of any language in any attachment or other document that Coordinating Agency may provide.

- 12. **Modification.** This Agreement may be modified only by written amendment executed by all parties and their signatories hereto.
- 13. **No Agency Relationship.** This Agreement shall not in any way be construed or intended to create an employment relationship between the parties, a partnership or joint venture between the parties or to create the relationship of principal and agent between or among the parties. None of the parties hereto shall hold itself out in a manner contrary to the terms of this paragraph.
- 14. **Entire Agreement.** This Agreement sets forth the entire agreement between the parties with respect to the subject matter hereof and shall govern the respective duties and obligations of the parties.
- 15. **Governing Law and Venue.** The validity, construction, and effect of this Agreement and any and all extensions and/or modifications thereof shall be governed by the laws of the State of Tennessee. Any action between the Parties arising from this Agreement shall be maintained in the courts of Davidson County, Tennessee.
- 16. **Severability.** In the event any provision of this Agreement is rendered invalid or unenforceable, said provision(s) hereof will be immediately void. The remainder of the provisions of the Agreement not in question shall remain in full force and effect.

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

***Martha O'Bryan Center***

Authorized Agent's Signature:

<i>Kent Miller</i>	12/6/23
Signature	Date
Kent Miller	COO
Printed Name	Title

***Collaborative Agency Name***

Authorized Agent's Signature:

<i>Cynthia Croom</i>	12/4/23
Signature	Date
Cynthia Croom	executive director
Printed Name	Title

**SIGNATURE PAGE FOR  
COLLABORATION AGREEMENT WITH  
MARTHA O'BRYAN CENTER FOR THE  
TENNESSEE ALLIANCE FOR ECONOMIC MOBILITY (TAEM)  
11/1/23 – 10/31/24 (\$160,000)**

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

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

\_\_\_\_ (see previous page \_\_\_\_\_)  
Cynthia Croom, Ed.D., Executive Director  
Metropolitan Action Commission

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**APPROVED AS TO AVAILABILITY OF FUNDS:**

Kevin Crumbo/mjw  
Director, Department of Finance

1/17/2024 | 3:08 PM CST  
\_\_\_\_\_  
Date

**APPROVED AS TO RISK AND INSURANCE:**

Balogun Cobb  
Director of Insurance

1/18/2024 | 8:51 AM CST  
\_\_\_\_\_  
Date

**APPROVED AS TO FORM AND LEGALITY:**

Courtney Mohan  
Metropolitan Attorney

1/18/2024 | 8:50 AM CST  
\_\_\_\_\_  
Date

**ATTEST:**

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

\_\_\_\_\_  
Date

## **Attachment A: TAEM Family-Centered Coach Job Description**

**Title of Position:** Family-Centered Coach

**Description of Duties and Responsibilities:** Works directly with participants in a collaborative process to help identify and achieve children, caregivers and family goals. Using Family Centered Coaching, strives to serve the whole family, keeping the participants in the driver's seat, and centering families as the experts on their own strengths and perceived challenges ahead. The Family-Centered Coach will:

- Lead coached families in Care Coordination meetings on a quarterly basis helping build a team of support that surrounds each family and guides them towards their self-identified goals.
- Connect families with needed and available community resources including but not limited to TAEM Collaborative Agency 's services and TAEM's Navigators and Specialists.
- Provide holistic and comprehensive services to caregivers including intake assessments, goal setting, long-term action plan development, progress monitoring (including ASSM and appropriate assessments), advocacy and referrals.
- Meet with family on a regularly scheduled basis (based on tiers) for 18-36 months on average.
- Maintain 25 enrolled families at a given time.
- Conduct home visits as needed.
- Input family participation, progress, and assessments in TAEM's data system. Use data to make informed decisions and improve family interactions and support.

**Qualifications for Position:** Bachelor's degree in human or social services, education, or related field, with at least two years of experience working with families and young children. Nonprofit experience and training in trauma-informed care, family-centered coaching, conscious discipline, and ACES preferred.

**Skills and Knowledge Required:**

- Strong interpersonal skills and the ability to build and maintain positive relationships.
- Excellent verbal and written communication skills, and strong management/organizational skills.
- Knowledge of inner-city human services needs and methods of delivery.

**Personal Qualities:**

- Passion for working with people, especially with young children, and can maintain a high level of confidentiality regarding sensitive information.

**Amount of travel and any other special conditions or requirements:** County/regional travel required.

**Salary range:** \$36,000-\$54,000 (depending on agency)

**Hours per day or week:** 40 hours/week (1 FTE)

**Attachment B: Overview of 2023-2024 Activities for TN Alliance for Economic Mobility Family-Centered Coaching Collaborative Agency s**

- **Direct Services**
  - Hire and supervise Family-Centered Coach(es) who will complete the activities described in the “Commitment to Direct Services” section of this MOU as well as in the Family-Centered Coach job description (Attachment A).
- **Capacity Building**
  - Engage in capacity building by attending training sessions on family-centered coaching and other elements of the model, engaging in technical assistance as needed, and attending learning series sessions based on Collaborative Agency interest.
- **Continuous Quality Improvement:**
  - Participate in data collection and storage activities by:
    - Attending training sessions led by Coordinating Agency personnel and following up with TAEM Data Team for questions.
    - Collecting client data and assessment data, entering the data into the shared data system within 48 business hours and maintaining hard copy and electronic files in accordance with the guidance provided in training.
    - Responding to requests from Coordinating Agency personnel related to ensuring data quality.
    - Engaging in capacity building offerings related to using data to continuously improve the quality of Collaborative Agency s services (a minimum of four meetings).
  - Commit to work toward achieving TAEM performance indicators.
- **Commitment to Collaborate and Communicate:**
  - Engage in monthly meetings and communicate regularly.
  - Attend a training on the mechanism for communication across the collaborative and the Collaborative Agency ’s role in executing the collaborative’s Social Marketing and Strategic Communications Plan.
  - Execute the Social Marketing and Strategic Communications Plan.
- **Commitment to MOU and Grant Compliance:**
  - Engage in activities as defined in this MOU (as summarized in this attachment) and follow the guidance from the State of Tennessee related to appropriate documentation of expenses, allowable costs, invoicing, payment, and other terms and conditions required by the state.
- **Commitment to Cooperate with an Evaluator:**
  - Ensure that activities (e.g., preparing for meetings with evaluators, meetings with evaluators, completing documents) required by the evaluator are completed as requested.

### **Attachment C: Requirements for Our ChanceTN Supervisors**

Our ChanceTN Supervisors must:

1. Check Basecamp every Monday & Friday
  - Review “Monday Memo” Announcements, calendar, download updated documents (mileage report, Client Assistance, etc.)
2. Attend 80% of Monthly Collaborative Agency Meetings (rotates between Zoom and In-Person). If unable to attend, the supervisor must meet with the Compliance and Accountability Manager to review the material that was covered.
  - RSVP on the calendar invite
3. Attend 80% of Bi-Monthly County Working Group Meetings (rotates between Zoom and In-Person). If unable to attend, the supervisor must meet with the Compliance and Accountability Manager to review the material that was covered.
4. Review weekly Compliance emails from the Compliance and Accountability Manager
5. Review bi-weekly data reports from the Data Team
6. Participate in End of Quarter Compliance and Accountability Check-In’s (In-Person/Zoom)
7. Meet weekly/bi-weekly with staff to review program goals, outcomes, and data.
8. Schedule quarterly reflection meeting with staff
9. Incorporate a 5-minute wellness activity at the start or end of all meeting with Staff.
10. Participate in meetings with Coordinating agency twice a year to review performance outcomes (3 month/6 month)
11. Attend Data Dives

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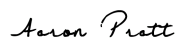
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Aaron Pratt

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Kevin Crumbo/mjw

MaryJo.Wiggins@nashville.gov

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Courtney Mohan

Courtney.Mohan@nashville.gov

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Balogun Cobb  
balogun.cobb@nashville.gov  
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*Balogun Cobb*

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Carbon Copy Events	Status	Timestamp
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Danielle Godin  
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