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## GRANT SUMMARY SHEET

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**Grant Name:** Studio NPL Outreach Coordinator 24

**Department:** PUBLIC LIBRARY

**Grantor:** NASHVILLE PUBLIC LIBRARY FOUNDATION

**Pass-Through Grantor  
(If applicable):**

**Total Award this Action:** \$79,700.00

**Cash Match Amount** \$0.00

**Department Contact:** Linda Harrison - Assistant Director for Education & Literacy  
862-5806

**Status:** CONTINUATION

**Program Description:**

The full-time Program Coordinator position remaining was repurposed and now is an NPL Studio Outreach position that encompasses outreach with the community, working with partners for the various Studio NPL programs, working with NPL's popular STEM and Mobile Maker program partners. NPL still hires teens for programs, but the teens are now wrapped up into the mentor model and no longer have their own grant funded position classifications like the T.O.T.A.L. teens did.

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

NPL does not expect to fund this initiative with local funding. The result of the grant will be ongoing support for Studio NPL Outreach for its variety of programs that requires no further funding.

### 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	
PUBLIC LIBRARY	039	Linda Harrison - Assistant Director for Education & Literacy			862-5806	880-2605	
<b>Grant Name:</b>		Studio NPL Outreach Coordinator 24					
<b>Grantor:</b>		NASHVILLE PUBLIC LIBRARY FOUNDATION			<b>Other:</b>		
<b>Grant Period From:</b>		07/01/23	(applications only) <b>Anticipated Application Date:</b>				
<b>Grant Period To:</b>		06/30/24	(applications only) <b>Application Deadline:</b>				
<b>Funding Type:</b>		FOUNDATION	<b>Multi-Department Grant</b>		<input type="checkbox"/> <b>→ If yes, list below.</b>		
<b>Pass-Thru:</b>			<b>Outside Consultant Project:</b>		<input type="checkbox"/>		
<b>Award Type:</b>		OTHER	<b>Total Award:</b>		\$79,700.00		
<b>Status:</b>		CONTINUATION	<b>Metro Cash Match:</b>		\$0.00		
<b>Metro Category:</b>		Est. Prior.	<b>Metro In-Kind Match:</b>		\$0.00		
<b>CFDA #</b>			<b>Is Council approval required?</b>		<input checked="" type="checkbox"/>		
<b>Project Description:</b>		The full-time Program Coordinator position remaining was repurposed and now is an NPL Studio Outreach position that encompasses outreach with the community, working with partners for the various Studio NPL programs, working with NPL's popular STEM and Mobile Maker program partners. NPL still hires teens for programs, but the teens are now wrapped up into the mentor model and no longer have their own grant funded position classifications like the T.O.T.A.L. teens did.					
<b>Plan for continuation of service after expiration of grant/Budgetary Impact:</b>		NPL does not expect to fund this initiative with local funding. The result of the grant will be ongoing support for Studio NPL Outreach for its variety of programs that requires no further funding.					
How is Match Determined?							
<b>Fixed Amount of \$</b>		or		<b>% of Grant</b>		<b>Other:</b> <input type="checkbox"/>	
<b>Explanation for "Other" means of determining match:</b>							
For this Metro FY, how much of the required local Metro cash match:							
<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>				
(Indicate Match Amount & Source for Remaining Grant Years in Budget Below)							
<b>Other:</b>							
<b>Number of FTEs the grant will fund:</b>		1.00	<b>Actual number of positions added:</b>		0.00		
<b>Departmental Indirect Cost Rate</b>		20.23%	<b>Indirect Cost of Grant to Metro:</b>		\$16,123.31		
<b>*Indirect Costs allowed?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No		<b>% Allow.</b>	0.00%	<b>Ind. Cost Requested from Grantor:</b>		\$0.00 <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	FY24	\$0.00	\$0.00	\$79,700.00	\$0.00		\$0.00	\$79,700.00	\$16,123.31	\$0.00
Yr 2	FY__									
Yr 3	FY__									
Yr 4	FY__									
Yr 5	FY__									
<b>Total</b>		\$0.00	\$0.00	\$79,700.00	\$0.00		\$0.00	\$79,700.00	\$16,123.31	\$0.00
<b>Date Awarded:</b>			06/28/22	<b>Tot. Awarded:</b>		\$79,700.00	<b>Contract#:</b>		LETTER	
<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)

*JP*

**GRANT LETTER**  
**Studio NPL Outreach Coordinator Grant**

Section 1. Grant. The Nashville Public Library Foundation, a nonprofit corporation exempt from federal income tax under Section 501©(3) of the Internal Revenue Code of 1986, as amended (the “Code”), intends to make a gift to the Metropolitan Government of Nashville and Davidson County, acting by and through the Metropolitan Library Board, (the “Charity”), a municipal corporation, exempt from federal income tax, an amount of Seventy Nine Thousand Seven Hundred Dollars (\$79,700) in the manner, and subject to the terms, as hereinafter provided.

Section 2. Grant Term. This grant shall be effective for the period commencing on July 1, 2023 and ending June 30, 2024. The Foundation shall have no obligation for services rendered by the Library which are not performed within the specified period.

Section 3. Payment of Grant. The Foundation intends to pay the Grant to the Charity in two (2) installments. The first installment to be paid within a reasonable time following receipt of a signed Grant Letter for the first part of the fiscal year. The second installment at the end of the fiscal year once final payroll for the grant is complete.

Section 4. Purpose of Grant. The Charity agrees to use the Grant solely for the Charity’s project entitled “Studio NPL Outreach Coordinator” (formerly known as “T.O.T.A.L. Totally Outstanding Teen Advocates for the Library”) as described in the Charity’s grant proposal to the Foundation, attached hereto as Exhibit A.

Section 5. Prohibited Activities. The Charity agrees that no portion of the Grant shall be used for activities that are prohibited to organizations exempt from federal income tax, including, without limitation, attempting to influence legislation, lobbying, or the participation or intervention in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Section 6. Confirmation of Good Standing with State Government. The Charity confirms that it is in good standing with appropriate governmental agencies located within the state of the Charity’s organization and any state in which the Charity is, or intends to, conduct its activities. If requested by the Foundation, the Charity shall provide written evidence of its good standing. The Charity agrees that is shall immediately notify the Foundation of any change in the Charity’s good standing, including the initiation of any proceeding, investigation, audit, or inquiry, of which the Charity is a party.

Section 7. No Detrimental Reliance: Failure to Comply. The Charity agrees that the Grant does not constitute an enforceable gift for which the Charity has paid consideration or upon which the Charity shall rely to its detriment. Further, the Charity agrees that the Foundation has no legal obligation to pay the Grant to the Charity, and that the Foundation may, for any reason, suspend or cease payments of the Grant to the Charity, as may be determined by the Foundation.

Section 8. Enforceability of Terms of Gift. If the Foundation pays a portion or all the Grant to the Charity, the Foundation reserves the right to enforce the terms and conditions of the Grant as provided in this instrument, including requiring the Charity to use the Grant solely for the purposes described in Section 4. The Charity agrees that the Foundation's right to enforce the terms and conditions of the Grant includes the right to demand the refund of any portion of the Grant actually paid to the Charity by the Foundation, upon which demand, the Charity shall have ten (10) business days to comply.

Section 9. No Joint Venture. The parties agree that the Foundation and the Charity are not partners or joint venturers with respect to each other, and the nothing contained herein shall be construed to make the Foundation and the Charity partners or joint venturers or to impose upon either party any liabilities as such.

Section 10. Indirect Cost. No indirect cost allowable. All funds are to be program direct.

Acknowledged and agreed to this 3<sup>rd</sup> day of January, 2024.

  
\_\_\_\_\_  
Nashville Public Library Foundation

1/3/24  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chair, Library Board of Trustees  
Nashville Public Library

1/31/24  
\_\_\_\_\_  
Date

**SIGNATURE PAGE  
FOR  
Studio NPL Outreach Coordinator GRANT FY24**

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

**METROPOLITAN GOVERNMENT OF  
NASHVILLE AND DAVIDSON COUNTY**

*Mr. M. Luke*  
Department Director

1-10-24  
Date

**APPROVED AS TO AVAILABILITY  
OF FUNDS:**

*Kevin Crumbo/mjw*  
Director  
Department of Finance

2/16/2024 | 10:42 AM CST  
Date

**APPROVED AS TO RISK AND INSURANCE:**

*Balogun Colek*  
Director of Risk Management Services

2/16/2024 | 12:26 PM CST  
Date

**APPROVED AS TO FORM AND  
LEGALITY:**

*Courtney Mohan*  
Metropolitan Attorney

2/16/2024 | 11:57 AM CST  
Date

**FILED:**

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

\_\_\_\_\_  
Date

**Exhibit A**

**FY24 Salary and fringe estimates for NPLF positions for grant funding  
Full year Funding**

Metro Classification	Months Needed FY24	Hours per week	FPS	FTE	Salary (501101)	Benefits	Total needed for FY 23/24
PROGRAM SUPV	12	40	F	1	\$ 59,300.00	\$ 20,400.00	\$ 79,700.00
				1	\$ 59,300.00	\$ 20,400.00	\$ 79,700.00

**Certificate Of Completion**

Envelope Id: 7103C8FE022E46A6B72EE7B0B019F3B7

Status: Completed

Subject: Complete with DocuSign: Library Studio NPL Outreach Coordinator 24 Ready.pdf

Source Envelope:

Document Pages: 8

Signatures: 6

Envelope Originator:

Certificate Pages: 15

Initials: 1

Juanita Paulson

AutoNav: Enabled

730 2nd Ave. South 1st Floor

Envelope Stamping: Enabled

Nashville, TN 37219

Time Zone: (UTC-06:00) Central Time (US &amp; Canada)

Juanita.Paulsen@nashville.gov

IP Address: 170.190.198.190

**Record Tracking**

Status: Original

Holder: Juanita Paulson

Location: DocuSign

2/15/2024 8:14:20 AM

Juanita.Paulsen@nashville.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Metropolitan Government of Nashville and Davidson County

Location: DocuSign

**Signer Events****Signature****Timestamp**

Brittany Bryant

brittany.bryant@nashville.gov

Security Level: Email, Account Authentication (None)

*BB*

Sent: 2/15/2024 8:19:41 AM

Viewed: 2/15/2024 1:45:19 PM

Signed: 2/15/2024 1:46:38 PM

Signature Adoption: Pre-selected Style

Using IP Address: 170.190.198.185

**Electronic Record and Signature Disclosure:**

Accepted: 2/15/2024 1:45:19 PM

ID: ddbb2671-2ee4-4429-a515-7ab138edf441

Aaron Pratt

Aaron.Pratt@nashville.gov

Security Level: Email, Account Authentication (None)

*Aaron Pratt*

Sent: 2/15/2024 1:46:41 PM

Viewed: 2/16/2024 7:27:26 AM

Signed: 2/16/2024 7:27:33 AM

Signature Adoption: Pre-selected Style

Using IP Address: 170.190.198.185

**Electronic Record and Signature Disclosure:**

Accepted: 2/16/2024 7:27:26 AM

ID: 98e9b647-0524-42b6-a299-ced436c252fe

Kevin Crumbo/mjw

MaryJo.Wiggins@nashville.gov

Security Level: Email, Account Authentication (None)

*Kevin Crumbo/mjw*

Sent: 2/16/2024 7:27:34 AM

Viewed: 2/16/2024 10:41:39 AM

Signed: 2/16/2024 10:42:19 AM

Signature Adoption: Pre-selected Style

Using IP Address: 170.190.198.100

**Electronic Record and Signature Disclosure:**

Accepted: 2/16/2024 10:41:39 AM

ID: 89137324-2294-4144-b357-16a33824f81a

Courtney Mohan

Courtney.Mohan@nashville.gov

Security Level: Email, Account Authentication (None)

*Courtney Mohan*

Sent: 2/16/2024 10:42:22 AM

Viewed: 2/16/2024 11:46:03 AM

Signed: 2/16/2024 11:57:37 AM

Signature Adoption: Pre-selected Style

Using IP Address: 170.190.198.185

Signer Events	Signature	Timestamp
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**Electronic Record and Signature Disclosure:**  
Accepted: 2/16/2024 11:46:03 AM  
ID: b8ea99b7-e544-488d-b53d-2a13e53e6dc1

Balogun Cobb  
balogun.cobb@nashville.gov  
Security Level: Email, Account Authentication (None)



Sent: 2/16/2024 11:57:39 AM  
Viewed: 2/16/2024 12:26:07 PM  
Signed: 2/16/2024 12:26:15 PM

Signature Adoption: Pre-selected Style  
Using IP Address: 166.194.154.74  
Signed using mobile

**Electronic Record and Signature Disclosure:**  
Accepted: 2/16/2024 12:26:07 PM  
ID: c294c25a-a8b0-4db3-af3a-2c208090a134

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Danielle Godin  
Danielle.Godin@nashville.gov  
Security Level: Email, Account Authentication (None)

**COPIED**

Sent: 2/16/2024 12:26:16 PM  
Viewed: 2/16/2024 3:31:37 PM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Sally Palmer  
sally.palmer@nashville.gov  
Security Level: Email, Account Authentication (None)

**COPIED**

Sent: 2/16/2024 12:26:17 PM

**Electronic Record and Signature Disclosure:**  
Accepted: 2/15/2024 2:42:08 PM  
ID: 77d50c16-4325-47e1-8648-3be3522ddf9d

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	2/15/2024 8:19:41 AM
Certified Delivered	Security Checked	2/16/2024 12:26:07 PM
Signing Complete	Security Checked	2/16/2024 12:26:15 PM
Completed	Security Checked	2/16/2024 12:26:17 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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