
GRANT SUMMARY SHEET

Grant Name: Martha O'Bryan MOU for TAEM 22-23

Department: METRO ACTION

Grantor: Martha O'Bryan

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

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 Centre (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-centred 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

Pre-Application <input type="radio"/>		Application <input type="radio"/>		Award Acceptance <input checked="" type="radio"/>		Contract Amendment <input type="radio"/>	
Department	Dept. No.	Contact			Phone	Fax	
METRO ACTION	75	Marvin Cox, Family and Community Services Director			862-8860		
Grant Name:		Martha O'Bryan MOU for TAEM 22-23					
Grantor:		Martha O'Bryan			Other:		
Grant Period From:		11/01/22	<small>(applications only)</small> Anticipated Application Date:				
Grant Period To:		06/30/23	<small>(applications only)</small> Application Deadline:				
Funding Type:		OTHER	Multi-Department Grant		<input type="checkbox"/> → If yes, list below.		
Pass-Thru:			Outside Consultant Project:		<input type="checkbox"/>		
Award Type:		OTHER	Total Award:		\$160,000.00		
Status:		NEW	Metro Cash Match:		\$0.00		
Metro Category:		New Initiative	Metro In-Kind Match:		\$0.00		
CFDA #		N/A	Is Council approval required?		<input type="checkbox"/>		
Project Description:		<small>Applic. Submitted Electronically?</small> <input type="checkbox"/>					
<p>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.</p>							
Plan for continuation of service after expiration of grant/Budgetary Impact:							
N/A							
How is Match Determined?							
Fixed Amount of \$		\$0.00	or	% of Grant		Other: <input type="checkbox"/>	
Explanation for "Other" means of determining match:							
For this Metro FY, how much of the required local Metro cash match:							
Is already in department budget?				Fund	Business Unit		
Is not budgeted?				Proposed Source of Match:			
(Indicate Match Amount & Source for Remaining Grant Years in Budget Below)							
Other:							
Number of FTEs the grant will fund:		2.00	Actual number of positions added:		0.00		
Departmental Indirect Cost Rate		13.57%	Indirect Cost of Grant to Metro:		\$21,712.00		
*Indirect Costs allowed? <input checked="" type="radio"/> Yes <input type="radio"/> No		% Allow. 13.57%	Ind. Cost Requested from Grantor:		\$21,712.00	in budget	
<small>*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)</small>							
Draw down allowable? <input type="checkbox"/>							
Metro or Community-based Partners:							

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	\$160,000.00	\$21,712.00	\$21,712.00
Yr 2	FY__									
Yr 3	FY__									
Yr 4	FY__									
Yr 5	FY__									
Total		\$0.00	\$0.00	\$160,000.00	\$0.00		\$0.00	\$160,000.00	\$21,712.00	\$21,712.00
Date Awarded:				11/01/22	Tot. Awarded:		\$160,000.00	Contract#:		
(or) Date Denied:					Reason:					
(or) Date Withdrawn:					Reason:					

Contact: juanita.paulsen@nashville.gov
vaughn.wilson@nashville.gov

GCP Received 01/31/2023



GCP Approved 02/02/2023

**Memorandum of Understanding
between
Martha O'Bryan Center
and
Family-Centered Coaching Partners
2022-2023**

This Memorandum of Understanding (MOU) constitutes an agreement between Martha O'Bryan Center (MOBC), Coordinating Agency, and Metro Action Commission hereafter referred to as Partner. 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 MOU, the Coordinating Agency, is described as the agency serving as the fiscal agent, coordinating all partners, and providing oversight to this grant as a whole. The Partner 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.

Scope: All direct services described as part of the MOU will be considered a part of MOBC's Tennessee Opportunity Pilot Grant and must be provided to eligible Middle Tennessee families. Eligible families must meet all of the following criteria:

- Live in Davidson, Dickson, Maury, Montgomery Rutherford, Sumner, or Wilson counties
- Have 1 to 4 children 18 years of age or younger
- Have a household income of \$0-\$55,000
- Be enrolled in 1 or more public benefits such as Families First (TANF), Supplemental Nutrition Assistance Program (SNAP), Medicaid (TennCare), Housing Choice Vouchers/Public Housing/PBRA, or CCDF or Smart Kids
- Must want to work toward gaining employment or increasing their pay/employment and be willing to do so
- Be U.S. Citizens

Purpose of Memorandum: The purpose of this Memorandum of Understanding is to establish each Partner'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 Partner shall commit to the following activities:

- Employ 2 Family-Centered Coaches who will:
 - Enroll 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 supports on an ongoing basis
- Convene care coordination meetings with families whenever possible
- Host events and/or encourage caregivers to self-organize gatherings

See Attachment A to view the Family-Centered Coach job description.

Commitment to Capacity Building: Coordinating Agency agrees to coordinate capacity building supports across the collaborative and employ personnel who will be responsible for training partners on family-centered coaching and other elements of the model, provide technical assistance to partners to ensure that partners implement 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. Coordinating Agency will publish and continuously update a semi-annual 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 Partner 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.

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 partners on data collection and storage, provide technical assistance to partners to ensure data quality, and build capacity around using data to continuously improve the quality of partner services. The Partner agrees to participate in data collection and storage activities by: (1) attending training sessions led by Coordinating Agency personnel; (2) collecting client data and assessment data, entering the data into the shared data system, and maintaining hard copy and 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 partners services (a minimum of four meetings). Additionally, the Partner commits to work toward achieving TAEM performance indicators. The Partner will not publish or communicate collaborative data without prior approval of the Coordinating Agency.

Commitment to Collaborate and Communicate: Coordinating Agency agrees to coordinate regular partner meetings (monthly), establish a mechanism for continuous communication, and communicate with partners on an ongoing basis. The Partner agrees to engage in monthly meetings and communicate regularly. Coordinating Agency agrees to train partners on the mechanism for communication across the collaborative and their role in executing the collaborative's Social Marketing and Strategic Communications Plan. The Partner agrees to attend the training and execute the Social Marketing and Strategic Communications Plan.

Commitment to MOU and Grant Compliance: Coordinating Agency agrees to train partners on the contents of this MOU 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 MOU and grant compliance, publish and continuously update an annual calendar, and communicate relevant activities in a timely fashion to partners. The Partner agrees to engage in activities as defined in this MOU (see Attachment B for an overview of 2022-2023 Family-Centered Coaching Partner 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.

Commitment to Cooperate with an Evaluator: The collaborative 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 Partner will ensure that activities (e.g. preparing for meetings with evaluators, meetings with evaluators, completing documents) required by the evaluator are completed as requested.

PARTNERSHIP AGREEMENT TERM

Partnership Agreement Term: This Agreement shall go into effect once the Martha O'Bryan Center's contract with the Tennessee Department of Human Services for the Tennessee Opportunity Pilot Initiative Implementation Grant is executed. The MOU will go into effect on the date of the Implementation Grant execution and be effective for one year.

Amendment Options: This agreement may be amended as needed within a year if the Family-Centered Coaching Partner 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 Partner 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 two additional years so long as the Partner properly performs its obligations under this MOU in a timely and proper manner, and does not violate any terms of this MOU.

PAYMENT TERMS AND CONDITIONS

Payment: During this MOU, the Partner 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 2 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 MOU. 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, etc.) that align with guidance that is provided by TAEM and the State of Tennessee. Mileage associated with the Family-Centered Coach(es) and other personnel related to collaborative activities may be reimbursed at the state-approved rate.

Payment of Invoice: The payment of the invoice by Coordinating Agency shall not prejudice 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 Partner 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 Partner. Invoices received by the 15th will be processed within 30 days and mailed shortly thereafter. Any expenditures submitted more than 30 days after the month where costs were incurred may not be reimbursed.

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

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

STANDARD TERMS AND CONDITIONS

1. **Conflicts of Interest.** The Partner warrants that no part of the funds provided 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 Partner in connection with any work contemplated or performed relative to this Contract.

The Partner acknowledges, understands, and agrees that this Contract shall be null and void if the Partner 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 Partner 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 Partner shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
 - c. The Partner 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 Partner 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 Partner 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 Partner 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 Partner is subject to Tenn. Code Ann. § 8-4-401 *et seq.*, or if this Contract involves the provision of services to citizens by the Partner on behalf of the State, the Partner agrees to establish a system through which recipients of services may present grievances about the operation of the service program. The Partner 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 Partner.

5. **Public Notice.** All notices, informational pamphlets, press releases, research reports, signs, and similar public notices prepared and released by the Partner 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 Partner in relation to this Contract shall first be submitted to the Coordinating Agency so that Coordinating Agency may obtain approval from the State.
6. **Records.** The Partner and any approved subcontractor shall maintain documentation for all charges under this Contract. The books, records, and documents of the Partner 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 Partner shall also comply with any recordkeeping and reporting requirements prescribed by the Tennessee Comptroller of the Treasury.

The Partner shall establish a system of internal controls that utilize the COSO Internal Control - Integrated Framework model as the basic foundation for the internal control system. The Partner 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 Partner shall not provide "assistance" as defined in 45 C.F.R. § 260.31 as part of this Contract. The Partner 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 Partner 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

**SIGNATURE PAGE
FOR
GRANT NO. MAC Martha O'Bryan MOU for TAEM 22-23 award**

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

**METROPOLITAN GOVERNMENT OF
NASHVILLE AND DAVIDSON COUNTY**

"See Previous Page"

Metro Action Commission

Date

APPROVED AS TO AVAILABILITY
OF FUNDS:

Kelly Flannery/mjw
Kelly Flannery, Director of Finance
Department of Finance

Date 2/10/2023

APPROVED AS TO RISK AND INSURANCE:

Bs Cobb

Director of Insurance

Date

APPROVED AS TO FORM AND
LEGALITY:

Matthew Garth
Metropolitan Attorney

Date 2/10/2023

FILED:

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, caregiver, 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, 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 partner'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 supports.

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.

Supervisory relationships: The following organizations will supervise the Family-Centered Coaches for the identified counties: Martha O'Bryan Center, Metro Action Commission, Metropolitan Development and Housing Agency, and Nurture the Next—Davidson County, Dickson County Help Center—Dickson County, The Well Outreach—Maury County, Big Brothers Big Sisters of Clarksville, Clarksville Housing Authority, Manna Café Ministries—Montgomery County, Greenhouse Ministries—Rutherford County, Catholic Charities—Sumner and Wilson counties. Family-Centered Coaches will be supported by a Lead Family-Centered Coach position that will be housed at Martha O'Bryan Center.

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 2022-2023 Activities for TN Alliance for Economic Mobility Family-Centered Coaching Partners

- **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 Coaching 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 partner interest.

- **Continuous Quality Improvement:**
 - Participate in data collection and storage activities by:
 - Attending training sessions led by Coordinating Agency personnel.
 - Collecting client data and assessment data, entering the data into the shared data system, 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 partners 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 partner’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.