

## GRANT SUMMARY SHEET

**Grant Name:** Head Start/ Early Head Start 21-23 (COVID-19 Supplement)  
Amend. 1

**Department:** METRO ACTION

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

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

**Total Award this Action:** \$1,633,223.00

**Cash Match** \$0.00

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

**Status:** AMENDMENT

**Program Description:**

This action awards one-time supplemental funds authorized under the American Rescue Plan Act 2021, P.L. 117-2 for the provision of approved services defined under the Head Start Act, to include activities outlined in Program instruction ACF-PI-HS-21-03 to further support in-person services. This action approves a non-federal match waiver for the federal funds. Amendment 1 adds an additional \$1,633,223.00 to the previous amount of \$410,823.00 for a new total of \$2,044,046.00.

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

This is one-time supplemental funds.

B.A. Initials

<sup>DS</sup>  
RJ

### Grants Tracking Form

Part One

Pre-Application <input type="radio"/>		Application <input type="radio"/>		Award Acceptance <input type="radio"/>		Contract Amendment <input checked="" type="radio"/>	
Department	Dept. No.	Contact			Phone	Fax	
METRO ACTION	075	Cynthia Croom, Executive Director			862-8860	880-2388	
<b>Grant Name:</b>	Head Start/ Early Head Start 21-23 (COVID-19 Supplement) Amend. 1						
<b>Grantor:</b>	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES			<b>Other:</b>			
<b>Grant Period From:</b>	04/01/21	(applications only) <b>Anticipated Application Date:</b>					
<b>Grant Period To:</b>	03/31/23	(applications only) <b>Application Deadline:</b>					
<b>Funding Type:</b>	FED DIRECT	<b>Multi-Department Grant</b>		<input type="checkbox"/> <b>If yes, list below.</b>			
<b>Pass-Thru:</b>	Select Pass-Thru --- >	<b>Outside Consultant Project:</b>		<input type="checkbox"/>			
<b>Award Type:</b>	FORMULA	<b>Total Award:</b>		\$1,633,223.00			
<b>Status:</b>	AMENDMENT	<b>Metro Cash Match:</b>		\$0.00			
<b>Metro Category:</b>	Est. Prior.	<b>Metro In-Kind Match:</b>		\$0.00			
<b>CFDA #</b>	93.600	<b>Is Council approval required?</b>		<input checked="" type="checkbox"/>			
<b>Project Description:</b>	Applic. Submitted Electronically?		<input checked="" type="checkbox"/>				
<p>This action awards one-time supplemental funds authorized under the American Rescue Plan Act 2021, P.L. 117-2 for the provision of approved services defined under the Head Start Act, to include activities outlined in Program instruction ACF-PI-HS-21-03 to further support in-person services. This action approves a non-federal match waiver for the federal funds. <b>Amendment 1 adds an additional \$1,633,223.00 to the previous amount of \$410,823.00 for a new total of \$2,044,046.00.</b></p>							
<b>Plan for continuation of service after expiration of grant/Budgetary Impact:</b>							
This is one-time supplemental funds.							
<b>How is Match Determined?</b>							
<b>Fixed Amount of \$</b>		or		0.0%		<b>% of Grant</b>	
						<b>Other:</b> <input type="checkbox"/>	
<b>Explanation for "Other" means of determining match:</b>							
<b>For this Metro FY, how much of the required local Metro cash match:</b>							
<b>Is already in department budget?</b>		\$0.00		<b>Fund</b>	<b>Business Unit</b>		
<b>Is not budgeted?</b>				<b>Proposed Source of Match:</b>			
<b>(Indicate Match Amount &amp; Source for Remaining Grant Years in Budget Below)</b>							
<b>Other:</b>							
<b>Number of FTEs the grant will fund:</b>		1.00		<b>Actual number of positions added:</b>		0.00	
<b>Departmental Indirect Cost Rate</b>		13.81%		<b>Indirect Cost of Grant to Metro:</b>		\$282,283.00	
<b>*Indirect Costs allowed?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No		<b>% Allow.</b>		<b>Ind. Cost Requested from Grantor:</b>		\$253,958.00 <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	FY22	\$2,044,046.00	\$0.00	\$0.00	\$0.00		\$0.00	\$2,044,046.00	\$282,283.00	\$253,958.00
Yr 2	FY__									
Yr 3	FY__									
Yr 4	FY__									
Yr 5	FY__									
<b>Total</b>		\$2,044,046.00	\$0.00	\$0.00	\$0.00		\$0.00	\$2,044,046.00	\$282,283.00	\$253,958.00
<b>Date Awarded:</b>		05/26/21		<b>Tot. Awarded:</b>		\$1,633,223.00	<b>Contract#:</b>		04HE000322-01-01	
<b>(or) Date Denied:</b>				<b>Reason:</b>						
<b>(or) Date Withdrawn:</b>				<b>Reason:</b>						

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

*VW*



Department of Health and Human Services  
Administration for Children and Families

## Notice of Award

Award# 04HE000322-01-01

FAIN# 04HE000322

Federal Award Date: 05/26/2021

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

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

**2. Congressional District of Recipient**

05

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

1620694743A2

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

620694743

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

078217668

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

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

**8. Authorized Official**

Dr. Lavoneia Steele  
Board Chair  
lavoneiasteele@comcast.net  
(615) 862-8860x70103

**Federal Agency Information**

ACF/OHS Region IV Grants Office

**9. Awarding Agency Contact Information**

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

**10. Program Official Contact Information**

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

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

04HE000322-01-01

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

04HE000322

**13. Statutory Authority**

42 USC 9801 ET SEQ

**14. Federal Award Project Title**

American Rescue Plan

**15. Assistance Listing Number**

93.600

**16. Assistance Listing Program Title**

Head Start

**17. Award Action Type**

Supplement

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

No

**Summary Federal Award Financial Information**

<b>19. Budget Period Start Date</b>	04/01/2021	<b>- End Date</b>	03/31/2023
<b>20. Total Amount of Federal Funds Obligated by this Action</b>			\$1,633,223.00
20a. Direct Cost Amount			\$1,435,043.00
20b. Indirect Cost Amount			\$198,180.00
<b>21. Authorized Carryover</b>			\$0.00
<b>22. Offset</b>			\$0.00
<b>23. Total Amount of Federal Funds Obligated this budget period</b>			\$410,823.00
<b>24. Total Approved Cost Sharing or Matching, where applicable</b>			\$0.00
<b>25. Total Federal and Non-Federal Approved this Budget Period</b>			\$2,044,046.00
<b>26. Project Period Start Date</b>	04/01/2021	<b>- End Date</b>	03/31/2023
<b>27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period</b>			Not Available

**28. Authorized Treatment of Program Income**

Additional Costs

**29. Grants Management Officer - Signature**

Dionne Bounds  
Grants Management Officer

**30. Remarks**



Department of Health and Human Services  
Administration for Children and Families

Notice of Award

Award# 04HE000322-01-01  
FAIN# 04HE000322  
Federal Award Date: 05/26/2021

<b>Recipient Information</b>
<b>Recipient Name</b> NASHVILLE & DAVIDSON COUNTY, METROPOLITAN GOVERNMENT OF 800 2nd Ave N Nashville, TN 37201-1083 (615) 862-8860
<b>Congressional District of Recipient</b> 05
<b>Payment Account Number and Type</b> 1620694743A2
<b>Employer Identification Number (EIN) Data</b> 620694743
<b>Universal Numbering System (DUNS)</b> 078217668
<b>Recipient's Unique Entity Identifier</b> Not Available

<b>31. Assistance Type</b> Project Grant
<b>32. Type of Award</b> Service

<b>33. Approved Budget</b> (Excludes Direct Assistance)	
I. Financial Assistance from the Federal Awarding Agency Only	
II. Total project costs including grant funds and all other financial participation	
a. Salaries and Wages	\$100,000.00
b. Fringe Benefits	\$50,000.00
<b>c. Total Personnel Costs</b>	<b>\$150,000.00</b>
d. Equipment	\$393,578.00
e. Supplies	\$880,697.00
f. Travel	\$0.00
g. Construction	\$42,970.00
h. Other	\$306,732.00
i. Contractual	\$16,111.00
<b>j. TOTAL DIRECT COSTS</b>	<b>\$1,790,088.00</b>
<b>k. INDIRECT COSTS</b>	<b>\$253,958.00</b>
<b>l. TOTAL APPROVED BUDGET</b>	<b>\$2,044,046.00</b>
<b>m. Federal Share</b>	<b>\$2,044,046.00</b>
<b>n. Non-Federal Share</b>	<b>\$0.00</b>

<b>34. Accounting Classification Codes</b>					
<b>FY-ACCOUNT NO.</b>	<b>DOCUMENT NO.</b>	<b>ADMINISTRATIVE CODE</b>	<b>OBJECT CLASS</b>	<b>AMT ACTION FINANCIAL ASSISTANCE</b>	<b>APPROPRIATION</b>
1-G041200	04HE00032201C6	ACFOHS	41.51	\$1,633,223.00	75-2122-1536



## Department of Health and Human Services

### Administration for Children and Families

## Notice of Award

Award# 04HE000322-01-01

FAIN# 04HE000322

Federal Award Date: 05/26/2021

### 35. Terms And Conditions

#### STANDARD TERMS

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

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

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

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

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

U.S. Department of Health and Human Services Office of Inspector General ATTN: Mandatory Grant Disclosures, Intake Coordinator 330 Independence Avenue, SW, Cohen Building Room 5527 Washington, DC 20201 Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or Email: [MandatoryGranteeDisclosures@oig.hhs.gov](mailto:MandatoryGranteeDisclosures@oig.hhs.gov)

Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371 Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 & 376 and 31 U.S.C. 3321).

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

#### REPORTING REQUIREMENTS

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



## Department of Health and Human Services

### Administration for Children and Families

## Notice of Award

Award# 04HE000322-01-01

FAIN# 04HE000322

Federal Award Date: 05/26/2021

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

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

- |    |  |                         |
|----|--|-------------------------|
| 1. | <b>C5 (CRRSA) Annual FFR 4/1/2021 – 3/31/2022:</b> | <b>due by 7/30/2022</b> |
| 2. | <b>C6 (ARP) Annual FFR 4/1/2021 – 3/31/2022:</b>   | <b>due by 7/30/2022</b> |
| 3. | <b>C5 (CRRSA) Final FFR 4/1/2021 – 3/31/2023:</b>  | <b>due by 7/30/2023</b> |
| 4. | <b>C6 (ARP) Final FFR 4/1/2021 – 3/31/2023:</b>    | <b>due by 7/30/2023</b> |

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

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

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

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

- |   |                              |
|---|------------------------------|
| • <b>Disbursements January 1 – March 31:</b>    | <b>certify by April 30</b>   |
| • <b>Disbursements April 1 – June 30:</b>       | <b>certify by July 30</b>    |
| • <b>Disbursements July 1 – September 30:</b>   | <b>certify by October 30</b> |
| • <b>Disbursements October 1 – December 31:</b> | <b>certify by January 30</b> |

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

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

#### **Performance Progress Report:**

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

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

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

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

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





**Department of Health and Human Services**

**Administration for Children and Families**

**Notice of Award**

Award# 04HE000322-01-01

FAIN# 04HE000322

Federal Award Date: 05/26/2021

**The submission of the SF-429 Attachment A No Property report is not required for CRRSA and ARP grant awards where there is no covered real property.**

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

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

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

## AWARD ATTACHMENTS

NASHVILLE & DAVIDSON COUNTY, METROPOLITAN GOVERNMENT OF

04HE000322-01-01

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1. ARP Remarks



**30. Remarks (continued from previous page)**

This action awards one-time supplemental funds authorized under the American Rescue Plan Act 2021, P.L. 117-2 for the provision of approved services defined under the Head Start Act, to include activities outlined in Program Instruction ACF-PI-HS-21-03 to further support in-person services. The amount of this award is identified in Field 34 of this Notice of Award and charged to Account Number 1200, which includes the suffix "C6." All funds for expenditures under this C6 subaward must be disbursed from the corresponding account in the Payment Management System.


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

This action approves a non-federal match waiver for the federal funds awarded, if applicable.

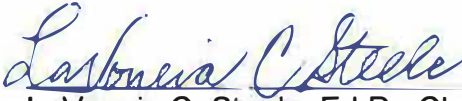
**SIGNATURE PAGE FOR  
HEAD START – EARLY HEAD START  
AMERICAN RESCUE PLAN AMENDMENT #1**

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

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

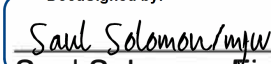
  
Cynthia Croom, Ed.D., Executive Director  
Metropolitan Action Commission

9/8/2021  
Date

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

9/8/2021  
Date

**APPROVED AS TO AVAILABILITY OF FUNDS:**

DocuSigned by:  
  
Saul Solomon, Finance Director  
Department of Finance

9/21/2021  
Date

**APPROVED AS TO RISK AND INSURANCE:**

DocuSigned by:  
  
B. Cobb, Director of Insurance

9/22/2021  
Date

**APPROVED AS TO FORM AND LEGALITY:**

DocuSigned by:  
  
Metropolitan Attorney

9/22/2021  
Date

\_\_\_\_\_  
John Cooper, Metropolitan Mayor

\_\_\_\_\_  
Date

**ATTEST:**

\_\_\_\_\_  
Elizabeth Waites, Metropolitan Clerk

\_\_\_\_\_  
Date

***American Rescue Plan Supplemental Funding Plan***  
***Application and Budget Justification Narrative***

Funding Allocation = \$1,633,223

Grant # 04HE000322

May 18, 2021

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

The program operates in a center-based model, with no delegates or child-care partnerships, and serves a total of 1365 in a total of 78 classrooms in seven centers. Head Start serves 1245 children ages 3-5 or school entry eligible, 120 inclusive of 104 Early Head Start children 6 weeks to three years, and 16 expectant mothers.

Metropolitan Action Commission Early Education (Head Start and Early Head Start) program, endeavors to ensure the health and safety of all children, families, team members, and guest across its 7 centers and administrative office. MAC continues to engage in on-going program planning related to additional COVID recovery related needs and considers existing resources and additional needs which included PPE, sanitizing supplies, technology enhancements and equipment. A plan was developed for rounds one and two of the CARES

supplemental funding opportunities and continues to evaluate additional plans for highest priority needs program wide. We've outlined below the goals and specifications for what we feel will offer a strong and mindful approach to continuing safe service delivery and enhancements for the benefit of all.

**The Goals:** This pandemic has shown all of us just how important the early learning and childcare sector is, but also the precarious nature of these businesses and the importance of healthy practices to prevent spread of disease. MAC Early Education began with developing a re-opening plan in place while monitoring the metrics in the community and the directive of the Centers for Disease Control, local public health authorities, Metropolitan Nashville-Davidson County Government and the Office of Head Start. We made the wellbeing of children, parents, and team members our priority and embraced the opportunity to enhance practices that would support physical and emotional health and wellness and improving environmental quality while supporting learning and development of children and families.

The following are relevant goals that we've identified:

- 1) Focus on Family and Child Development:** It is essential that families have all that they need to promote school readiness and ensure family wellbeing. Critical to this process is ensuring access to quality childcare so adults can return to work and children can return to the safe learning

environments and routines critical to their healthy development. Returning children to care at MAC has occurred in a phased-in approach beginning in August 2020 to limit the number of people first entering facilities and occupying classrooms, and then expanded on-site presence in September, 2020 to a modified hybrid model and to about 90% on-site and 10% are either hybrid or all virtual as of March 1, 2021. The criteria used to determine who may access childcare first, next and so on was a critical decision that included priority needs such as parents who were working or in school during the day with no other options for child-care, children with IEP's and IFSP's (with diagnosed disabilities), and children deemed to have experienced other special needs or conditions. The financial ramifications of these were minimal for the agency as Office of Head Start continued full funding during the height of the pandemic and in the recovery period.

During the recovery period, recruitment and enrollment has continued to be a challenge as parents continue to be reluctant to accept on-site services. Further complicating this effort for 2021-22 program year is the fact that state pre-k has expanded to serving 3-year olds in Tennessee. This will necessitate robust recruitment efforts and marketing of the comprehensive service model that makes Head Start a unique service option that serves whole child and whole family needs. As needs for more intensive social emotional/mental health supports have

enhanced, it is critical to enhance supports and services to address such needs.

As parents have been adversely and disproportionately impacted by the pandemic in unprecedented ways, as a result of business closures, reduction of hours or resignations, families have experienced unprecedented hardships and even trauma. Parents have had to make sacrifices to be caregivers/educators for their children engaged in virtual learning at home.

Efforts to support workforce readiness, re-entry, or retraining has emerged as a prevailing area of need and will be important to overall family and community recovery post COVID. To that end, the program is proposing a workforce/career development project that will focus on skills such as resume writing, interviewing, while connecting with resources for specific training and job placement to support parents/families in thriving in today's changing, multi-generational workplace. Another component will include entrepreneurship which provides viable options for those with creative business ideas and those who barriers to traditional employment options.

**2) Health and Wellness (including Facility enhancements).** A strategy for ensuring health and safety continues to be a priority deemed fundamentally important. In the context of childcare, all persons

accessing and working in the centers were urged to be mindful and honest about their health status and concerns. Procedures such as continuous screening at the door became a routine practice for all staff, children, and guests and the number of people accessing the building was limited. Access to support and resources from public health officials has been key in this endeavor. Masks, thermometers, gloves, enhanced cleaning, and sanitizing have become daily requirements. Staff were allowed to telework while in the virtual or hybrid operational phases to resist transmission of the virus. As these requirements have been relaxed in the Nashville-Davidson County community, COVID precautions, tracking and quarantine guidelines continue to be implemented to manage those with primary or secondary exposure to COVID 19 in MAC offices and centers.

Air quality has been identified as a critical area related to health and wellness that is a factor in preventing the spread of disease. To that end, the program is committed to ensuring safe air quality conducive to health and wellness while deterring the spread of airborne disease.

Workforce wellness is also critical to promoting the COVID recovery and supporting the health and wellbeing of children and families served and must be considered as a critical component to effective service delivery. As staff also experienced the trauma related to COVID, it must



also be supported in its wellness strategies This will include on-going wellness activities and resources, mental health supports and information, and other supports and services that focus on health and wellness among team members.

This also includes supporting the transportation needs and ensuring safe, sanitized, and efficient vehicles for the transporting of children, food, and supplies as needed for program operations.

**American Rescue Plan Budget Narrative/Methodology and Spending Plan:**

Below is the itemized plan for expending the allocated amount because of the Consolidated Appropriations Act, 2021 for one-time activities in response to COVID-19 recovery. It is assigned based on the federal formula in relationship to program's funded enrollment as required by the appropriation. The amount allocated is 1,633, 233

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

- Families
  - Career /Workforce Development providing extensive training and placement
  - Mental health services, supports, crisis response, and intervention services
  - Focus on fitness and wellness- (Fitness Club)
- Coordination, preparedness, and response efforts with state, local, tribal, and territorial public health department, and other relevant agencies.
- Provision of meals and snacks not reimbursed by the US Department of Agriculture (USDA).
- Training and Professional development for staff on classroom management and promoting developmental and health outcomes especially for dual language learners, those for whom English is not their primary language.
- Facility enhancements to promote safety and vehicle to support service delivery.
- Other actions that are necessary to maintain and resume operation of the program, such as hiring substitute staff, investing in technology infrastructure, making improvements to air quality (HVAC systems) or other emergency supports.

Metropolitan Action Commission has determined as its priority areas of focus on physical and mental health and safety of children, staff, and families, facilitation of communication and enhanced engagement with children and families, expanding post COVID impact related to parent workforce development initiatives, technology enhancement, and educational enhancements, and related training.

### **ARP Supplemental Funding Spending Plan= \$1,633.223**

#### **Items**

<b>Equipment/Vehicles</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Cumulative Cost</b>	<b>Corresponding Quote #</b>
Hot Shot Food Truck (Ford 250 XL)	1	64,664	64,664	1
Refrigerated Food Truck	1	99,750	99,750	2
Cargo Van	2	20,000	40,000	NA

#### **Early Education Program Operations and School Readiness/Health and Wellness**

Food Service Software ( 2 yrs.)	2	10,350.00	20,700	
Waterford Literacy Enrichment of Dual Language Learners (Licenses only)	150	60	9,000	

Waterford Literacy License year 2	500	60	30,000	
Waterford Professional Development and On-site supports yr. 1	1	20,500	20,500	
Waterford Professional Development and on-site supports yr. 2	1	5,390	5,390	
CPI Training regarding Trauma informed care and COVID related topics focused on safety and classroom management	250	156.00	39,000	
Self-Regulation Classroom Cruisers (stationary cycle)	72	811	58,392	
Classroom Cruiser Mats	72	66	4,778	
Child safe fitness equipment for kids	144	25	3,600	
Playground Enhancement/Repaid for safety (Richland Center)	1	5,875	5,875	
Welch-Allyn SPST vision screening machines Vision Screeners/Hearing	7	6,704	46,928	
SMART Boards for 3-year-old classrooms	14	3,236	45,304	
Outdoor Message Boards	7	3,565	24,955	
Laminator	7	1,999	13,993	
Laminator Film	15	109	1,635	
Recruitment/Promotional Marketing for Head Start/Early Head Start	180 PSA's +	23	77,350	NA
Garden Beds for planting in outdoor learning	25	190	4,750	NA

**Professional Development-Staff**

CPI trauma response classroom management certification	200	264	52,890
On-Line First Aid Course (initial training and renewals for staff)	400	25	10,000
CPR Mannequins child/infant	3 (4 pk)	395	1,485
AED Training Materials	50 (4 pk)	640	32,010
Social Service Competency Based Credential Training	12	3,000	36,000

**Workforce Career Development for Parents**

Project Coordinator	1	75,000	150
Laptop computers for participant suitable to workforce software	40	1,000	40,000
Training Materials - Career Development	20	4,000	80,000
CDA Course	15	25,000	25,000

**Wellness for Parents**

Pedometers	140	25	3,500
Fitness Club Membership	140	\$10x24 mo.	33,600

**Facility Readiness/Safety**

Air Quality Inspection and Remediation	6	2600	15,600
Building privacy wall in management suite at North	1	16,786	16,786
Cabinet Replacement Early Head Start Classrooms	4	6,546	26,184
Wireless Scanners for each classroom and buses	94	333	31,302
Bus sanitizer solution backpacks	7	120	840

Miscellaneous -other	413,133
Indirect Costs	198,180
<b>TOTAL</b>	<b>1,633,223</b>