

### 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			
OFFICE OF HOMELESS SERVICES	53	Bill ClenDening	880-2349				
<b>Grant Name:</b> Dismas House Capacity Building Grant- Re-Entry Homelessness Prevention							
<b>Grantor:</b>		OTHER - Enter Description to the Right --->		<b>Other:</b> Office of Homeless Services			
<b>Grant Period From:</b>		05/01/24	<small>(applications only)</small> Anticipated Application Date:				
<b>Grant Period To:</b>		12/31/25	<small>(applications only)</small> Application Deadline:				
<b>Funding Type:</b>		FED PASS THRU	<b>Multi-Department Grant</b>		<input type="checkbox"/> <b>If yes, list below.</b>		
<b>Pass-Thru:</b>		METRO GOVERNMENT	<b>Outside Consultant Project:</b>		<input type="checkbox"/>		
<b>Award Type:</b>		COMPETITIVE	<b>Total Award:</b>		\$205,763.00		
<b>Status:</b>		NEW	<b>Metro Cash Match:</b>		\$0.00		
<b>Metro Category:</b>		Est. Prior.	<b>Metro In-Kind Match:</b>				
<b>CFDA #</b>			<b>Is Council approval required?</b>		<input checked="" type="checkbox"/>		
<b>Project Description:</b>		Applic. Submitted Electronically? <input type="checkbox"/>					
<p>Dismas House seeks to build the capacity of the Nashville/Davidson County Continuum of Care to prevent homelessness by effectively and efficiently targeting housing navigation services and evidence-based support services to people exiting jails and prisons who are more likely to experience homelessness in Nashville. Dismas will implement primary prevention strategies that reduce the risk for housing instability and homelessness "upstream" before the individual requires assistance from Nashville's homeless response system.</p>							
<b>Plan for continuation of service after expiration of grant/Budgetary Impact:</b>							
This is a one time capacity building grant using previously approved American Rescue Plan funds.							
<b>How is Match Determined?</b>							
<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>							
<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>		Grantee	
<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>				<b>Actual number of positions added:</b>			
<b>Departmental Indirect Cost Rate</b>		10.00%		<b>Indirect Cost of Grant to Metro:</b>		\$14,150.80	
<b>*Indirect Costs allowed?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No		<b>% Allow.</b>		<b>Ind. Cost Requested from Grantor:</b>		\$2,057.63 <b>in budget</b>	
*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)							
<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	\$34,293.83						\$34,293.83	\$3,429.38	\$3,429.38
Yr 2	FY25	\$171,469.17						\$171,469.17	\$17,146.92	\$17,146.92
Yr 3	FY26							\$0.00	\$0.00	\$0.00
Yr 4	FY27							\$0.00	\$0.00	\$0.00
Yr 5	FY28							\$0.00	\$0.00	\$0.00
<b>Total</b>		<b>\$205,763.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$205,763.00</b>	<b>\$20,576.30</b>	<b>\$20,576.30</b>
<b>Date Awarded:</b>			<b>Tot. Awarded:</b>			<b>Contract#:</b>				
(or) <b>Date Denied:</b>			<b>Reason:</b>							
(or) <b>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)



October 12, 2023

Re: Capacity Building RFP – Office of Homeless Services

To Whom It May Concern:

Dismas House, Inc, is submitting its application to the Office of Homeless Services (OHS) for the Capacity Building Request for Proposals. Dismas House is requesting \$205,763 to increase the capacity to deliver effective and targeted homelessness prevention services.

Thank you for this opportunity. Dismas House looks forward to supporting OHS in its efforts to create a future when no one experiences homelessness, and everyone has a safe, stable, accessible place to call home.

Sincerely,

A handwritten signature in black ink that reads "Kay Kretsch".

Kay Kretsch

CEO, Dismas House, Inc.

**More Than a Chance, A Change**

## **Dismas House: Preventing Homelessness Among Men Reentering from Prison and Jail**

### **Overview**

People reentering society post-incarceration are among those most vulnerable to homelessness. Returning citizens often have fewer material and social resources, and behavioral health diagnoses can increase disconnection and isolation. Many leaving incarceration are only provided with a bus ticket and the clothes on their backs. People who have used the homeless system prior to their incarceration are at even greater risk of future homelessness.<sup>1</sup> With this proposal, Dismas House seeks to build the capacity of the Nashville/Davidson County Continuum of Care to prevent homelessness by effectively and efficiently targeting housing navigation services and evidence-based support services to people exiting jails and prisons who are more likely to experience homelessness in Nashville. Leveraging these grant funds, Dismas will implement primary prevention strategies<sup>2</sup> that reduce the risk for housing instability and homelessness “upstream” before the individual requires assistance from Nashville’s homeless response system.

This proposal requests \$205,763.00 to expand housing navigation services in jails and prisons pre-release and to support housing and support services after release for up to 120 people annually. Specifically, this proposal builds capacity in these two areas:

1. New Housing-Focused In-Reach in Jails and Prisons and Improved Targeting of Homelessness Prevention Services: Prevention resources are often delivered in a first-come, first-served manner. Dismas will use homelessness prevention resources more efficiently by prioritizing housing and services to people who are at higher risk of returning to homelessness after incarceration. Research has shown that past shelter use coupled with justice involvement are major risk factors for future homelessness.<sup>3</sup> Dismas will improve its intake and assessment processes to target homelessness prevention services to people who are at higher risk for experiencing homelessness but for this assistance. This proposal requests funding for 1 FTE to provide housing navigation services in jail and prison prior to release. The housing navigator will work with the TN Department of Correction to document and verify prior histories of homelessness and housing instability prior to the current period of incarceration and enter required data into Coordinated Entry (CE) and HMIS.
2. Provide Low-Barrier Housing and Support Services that Prevent Homelessness Effectively: Dismas will follow a Housing First approach<sup>4</sup> and offer housing, evidence-based support services, and timely financial assistance to this prioritized group immediately after release from jail or prison. After the housing navigator establishes eligibility and enters required information into CE and HMIS, Dismas will offer free housing for the first thirty days and ongoing case management that paves the way to competitive employment and deeply affordable housing, either within Dismas House in a HUD-subsidized unit or in the community. Grant funds will help provide amenities such as fully furnished bedrooms and living spaces, food, clothing, transportation, and essential tech tools like laptops. The target number for people served is a maximum of 120 annually.

Project staff supported by the proposed grant funding include a Certified Peer Support Specialist (CPRS), two case managers, and supervisory staff. The team will utilize HMIS, support local efforts to utilize CE for homelessness prevention services, and commit to moving the community forward in a positive, solutions-oriented way in partnership with the Metro Office of Homeless Services and its many partners.

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<sup>1</sup> Metraux, Stephen and Dennis Culhane. [Homeless shelter use and reincarceration following prison release](#). *Criminology and Public Policy*; 2004: 3(2), 139-160; Metraux, Stephen.

<sup>2</sup><https://files.hudexchange.info/resources/documents/COVID-19-Homeless-System-Response-System-Planning-A-Framework-for-Homelessness-Prevention.pdf>

<sup>3</sup> Greer, A. L., Shinn, M., Kwon, J., & Zuiderveen, S. (2016). Targeting services to individuals most likely to enter shelter: Evaluating the efficiency of homelessness prevention. *Social Service Review*, 90(1), 130–155.

<sup>4</sup> Recovery Housing Policy Brief, December 2015, <https://www.hudexchange.info/resources/documents/Recovery-Housing-Policy-Brief.pdf>

## Experience and Qualifications

For nearly five decades, Dismas House has been at the forefront of assisting men transitioning from incarceration, with a specialized emphasis on preventing homelessness. We provide holistic, evidence-based support: comprehensive case management, employment assistance, deepened social connections, and increased access to legal and health services through a Housing First approach that reduces barriers and harm. Community-based services like these have been shown to effectively prevent homelessness.<sup>5 6</sup>

The Dismas project team has deep and diverse qualities and experience in the following areas:

1. **Deeply Affordable Housing:** Subsidized housing is the most effective tool in preventing homelessness. All Dismas residents are offered free housing for the first thirty days after release from jail or prison. After thirty days, residents begin paying \$160 per week. After ninety days, residents can apply for long-term housing at Dismas that is subsidized by HUD. Staff also support residents in finding safe, stable, and affordable housing of their choosing in the community.
2. **Housing-Focused Case Management:** Dismas' evidence-based practices, drawing from the 5-Key Model by Florida State University, tackle challenges such as substance use, mental health, and competitive employment, fostering effective community reintegration. This method secures housing and fosters long-term stability.
3. **Evidence-Based Employment and Financial Services:** We are experts at providing the only evidence-based approach to supported employment called Individual Placement and Support (IPS). On average, residents in our programs begin competitive work and/or educational, enrichment, and career goals within 35 to 48 days of being housed. Additionally, our life skills training encompasses financial literacy courses, promoting long-term financial self-sufficiency.
4. **Contracts and Partnerships:** Dismas is fortunate to partner with many organizations that provide critical services to residents. For access to health and behavioral healthcare for this project, Dismas has an active partnership with Vanderbilt's Shade Tree Clinic, a qualified TennCare provider. Dismas is proud to foster strategic partnerships with local entities to enhance our reentry programs. We collaborate with Nashville Food Project to provide food resources and enriching cooking classes. For our residents' legal needs, including driver's license reinstatement, we work closely with the Legal Aid Society of Middle Tennessee and Chelsea Nicholson Law. Our evidence-based employment program and residential services are bolstered by partnerships with The Davidson County Sheriff's Office, Mental Health Cooperative, and THEI. Moreover, we've established ties with local universities, such as the University of Tennessee School of Social Work, Vanderbilt, Austin Peay, Belmont, Lipscomb, and Vanderbilt Divinity School, facilitating valuable clinical and program student internships. Support letters from partners acting as references for this proposal are attached to this narrative.
5. **Team Proficiency, Experience, and Training:** Our team consists of seasoned professionals, including a Certified Peer Recovery Specialist (CPRS), with relevant experience in serving those transitioning from incarceration and facing homelessness. Our team members are selected based on criteria that emphasize both expertise and dedication. Team members typically hold an associate's or bachelor's degree, but relevant lived experience is equally valued. With a comprehensive understanding of various recovery programs, from 12-Step to Refuge Recovery, our professionals guide residents through their recovery

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<sup>5</sup> Metraux, Stephen, Caterina Roman, and Richard Cho. "Incarceration and homelessness." in Deborah Dennis, Gretchen Locke, and Jill Khadduri, eds., [Toward Understanding Homelessness: The 2007 National Symposium on Homelessness Research](#). 2007 U.S. Department of Health and Human Services and U.S. Department of Housing and Urban Development.

<sup>6</sup> Rolston, Howard, Judy Geyer, Gretchen Locke, Stephen Metraux, and Dan Treglia. Evaluation of the HomeBase Community Prevention Program: Final Report. June 2013. Bethesda, MD: Abt Associates and Philadelphia, PA: University of the Sciences.

paths. Most team members have accumulated 1-3 years in recovery support services and excel in trauma-informed communication, offering our residents empathy and understanding at all stages of their reintegration. A strong commitment to Dismas House's mission is pivotal, with a preference for those familiar with prison culture. This dedication is coupled with exceptional organizational and administrative skills, comfort with technology, and a willingness to engage within correctional facilities and the homelessness system, bolstering our team's holistic approach to supporting Dismas residents.

The project team, including the Certified Peer Support Specialist (CPRS) and two case managers, will contribute 40 hours per week to this project and will be supervised by Kim Demetrio, VP of Programs (resume attached). At Dismas, service providers play an instrumental role in guiding returning citizens through our holistic reentry framework. Leveraging our experience and the expanded capacity through this grant funding, our team will:

- a. Housing and Basic Needs: Address all residents' fundamental requirements, such as food, housing, clothing, cybersecurity, and transportation, and make sure they are met.
- b. Health & Well-Being: Focus on addressing both physical and psychological needs. Special attention is paid to untreated trauma, mental health, addiction, and substance use disorders.
- c. Life Skills: Assist residents in crafting reentry and relapse recovery plans, offering classes on financial literacy, technology, parenting, employment readiness, and family reunification. Drawing from the principles of the Individual Placement and Support (IPS) model, our employment services prioritize a rapid job search aligned with individual preferences, ensuring residents are not excluded based on readiness factors.
- d. Legal Support: Guide residents through legal complexities such as record expungements, reducing fines and fees, and restoring driver's licenses.
- e. Employment Transition: Recognizing the challenges returning citizens often face, service providers help residents navigate their first 30 days, focusing on acquiring necessary employment documentation and addressing adjustment disorders. Providers facilitate entry into our two employment tracks, ensuring that residents find suitable roles within our fair chance employer network.

Dismas is not a defendant in any current litigation. There are no licensing violations in the last five years. Dismas commits to maintaining a productive and collaborative relationship with Metro by participating in quarterly in-person meetings and weekly check-ins on program progress. Our approach to collaboration with Metro is consistent with how we treat our existing partners and residents. We lead with respect, empathy, and a framework of continuous improvement that assumes the best intentions of all involved.

### **Project Approach and Process**

Dismas House embraces a low-barrier, Housing First approach in our homelessness prevention services that aligns with HUD guidance on Housing First in sober-living environments<sup>7</sup>. Our program design is grounded in evidence-based practices, focusing on long-term housing stability and low rates of recidivism while addressing personal recovery goals. We uphold the individual rights of residents, providing an environment of privacy, dignity, and respect, free from coercion. At Dismas, operations are geared toward promoting residents' autonomy and life choices and the importance of stable housing as the cornerstone of that success. The Dismas approach stands on four pillars:

1. Clinical Support: Recognizing the profound effects of trauma on many of our residents, we employ a trauma-informed clinical approach. We address co-occurring disorders through on-site individual and group therapy sessions. Our Recovery track emphasizes the importance of regular 12-step meetings and the creation of meticulous relapse prevention plans. Skill-based groups, including Dialectical Behavior Therapy (DBT), empower residents to develop critical emotional and interpersonal skills.

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<sup>7</sup> Recovery Housing Policy Brief, December 2015, <https://www.hudexchange.info/resources/documents/Recovery-Housing-Policy-Brief.pdf>

2. **Financial Empowerment**: Financial stability is paramount to secure and retain housing. Partnering with Fifth Third Bank, we provide our residents with a comprehensive financial education curriculum, covering essential topics from budgeting to first-time homeownership. With the advent of the digital age and the ongoing pandemic, the bank's digital learning platform offers a range of interactive classes on finance, ensuring our residents' preparedness. Uniquely, Fifth Third Bank collaborates with us to provide account services to residents, irrespective of their past, ensuring seamless financial integration.
3. **Case Management**: Leveraging community mental health grants, we've established a system of in-house individual and family therapy. Our therapists, collaborating closely with the Care Team, prioritize individualized care plans that encompass housing needs, relapse prevention and meaningful work.
4. **Life Skills Development**: The ultimate goal is self-sufficiency in housing and life. Our case managers, in tandem with residents, chart out short-term and long-term goals, transition plans, and employment pathways. Through partnerships, like the one with Project Return, residents gain job readiness training. Classes on finance and computer literacy further prepare them for modern workforce challenges. To foster community integration, residents engage in social activities, such as group meetings and community events.

Per Dismas policy and in alignment with HUD guidance on Housing First in recovery housing settings<sup>8</sup>, Dismas does not treat relapse as an automatic cause for eviction or program termination. Eviction or program termination only happens when a resident severely disrupts the recovery community.

To help maintain housing stability, Dismas staff work with residents to create individualized relapse recovery plans. These relapse recovery plans are created by the resident, a peer support specialist (CPRS), and a case manager. The plans are extremely helpful in navigating “challenging behaviors” as they clarify expectations to residents about what will happen when residents return to using substances and increase the chances that the resident will be able to regain their footing while receiving support from their recovery community. Since housing and services are co-located, Dismas staff work with any departing residents to make connections with healthcare and other community resources so that support continues after their journey at Dismas.

### **Equity and Cultural Competence**

Dismas House is unwavering in its commitment to diversity, equity, and inclusion, understanding that our strength lies in embracing the varied cultural and life experiences of our community and staff. Recognizing that diverse backgrounds bring unique perspectives and insights, we ensure that our practices, from recruitment to social programs, celebrate and include all individuals regardless of age, ethnicity, gender identity, race, religion, sexual orientation, and more.

Training is pivotal to our commitment. All staff undergo mandatory annual diversity awareness training, emphasizing respectful communication, understanding of diverse cultures, and fostering an inclusive environment. This training ensures that our team is equipped to meet the unique needs of our clients, appreciating their individuality.

We continuously evaluate our service delivery and outcomes, focusing on ensuring equitable access and results. By monitoring our practices, we actively work to ensure that no disparities emerge based on race or LGBTQ identity. With a rich history of serving residents from various racial, ethnic, and religious backgrounds, Dismas House pursues initiatives and policies that reflect our dedication to creating an environment where all individuals feel valued, respected, and empowered.

Please see the attachment on equity and cultural competence including racial diversity of Dismas board and staff, as well as more information about our non-discrimination policies, training, and efforts to include consumers in the development of strategy, programming, and service delivery.

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<sup>8</sup> [https://www.csh.org/wp-content/uploads/2018/07/CSH\\_HUD-Briefs\\_-\\_Recovery-Housing\\_Final.pdf](https://www.csh.org/wp-content/uploads/2018/07/CSH_HUD-Briefs_-_Recovery-Housing_Final.pdf)

**Grant contract between the Metropolitan Government of Nashville and Davidson County and Dismas House, Inc., Contract # \_\_\_\_\_ March 27, 2024**

**GRANT CONTRACT  
BETWEEN THE METROPOLITAN GOVERNMENT  
OF NASHVILLE AND DAVIDSON COUNTY  
AND, Inc.  
Dismas House, Inc.**

This Grant Contract issued and entered into pursuant to RS2024-\_\_\_\_, by and between the Metropolitan Government of Nashville and Davidson County ("Metro"), and Dismas House, Inc., ("Recipient"), Dismas House seeks to build the capacity of the Nashville/Davidson County Continuum of Care to prevent homelessness by effectively and efficiently targeting housing navigation services and evidence-based support services to people exiting jails and prisons who are more likely to experience homelessness in Nashville, as further defined in the "SCOPE OF PROGRAM". The Recipient's annual report and audit are incorporated herein by reference.

**A. SCOPE OF PROGRAM:**

**A.1. The Recipient will use the funds to:**

Dismas will implement primary prevention strategies that reduce the risk for housing instability and homelessness "upstream" before the individual requires assistance from Nashville's homeless response system. Specifically, this proposal builds capacity in these two areas:

1. **New Housing-Focused In-Reach in Jails and Prisons and Improved Targeting of Homelessness Prevention Services:** Prevention resources are often delivered in a first-come, first-served manner. Dismas will use homelessness prevention resources more efficiently by prioritizing housing and services to people who are at higher risk of returning to homelessness after incarceration. Research has shown that past shelter use coupled with justice involvement are major risk factors for future homelessness. Dismas will improve its intake and assessment processes to target homelessness prevention services to people who are at higher risk for experiencing homelessness but for this assistance. This proposal requests funding for 1 FTE to provide housing navigation services in jail and prison prior to release. The housing navigator will work with the TN Department of Correction to document and verify prior histories of homelessness and housing instability prior to the current period of incarceration and enter required data into Coordinated Entry (CE) and the Homeless Management Information System (HMIS)..

2. **Provide Low-Barrier Housing and Support Services that Prevent Homelessness Effectively:** Dismas will adhere to a Housing First approach and offer housing, evidence-based support services, and timely financial assistance to this prioritized group immediately after release from jail or prison. For program participants, status as homeless, as defined by HUD, will be verified for those incarcerated for two years or fewer. After the housing navigator establishes eligibility and enters required information into CE and HMIS, Dismas will offer free housing for the first thirty days and ongoing case management that paves the way to competitive employment and deeply affordable housing, either within Dismas House in a HUD-subsidized unit or in the community. Grant funds will help provide amenities such as fully furnished bedrooms and living spaces, food, clothing, transportation, and essential tech tools like laptops. **The target number for people served is a maximum of 120 annually.**

Project staff supported by the proposed grant funding include a Certified Peer Support Specialist (CPRS), two case managers, and supervisory staff. The team will utilize HMIS, support local efforts to utilize CE for homelessness prevention services, and commit to moving the community forward in a positive, solutions-oriented way in partnership with the Metro Office of Homeless Services and its many partners.

**Grant contract between the Metropolitan Government of Nashville and Davidson County and Dismas House, Inc., Contract # \_\_\_\_\_ March 27, 2024**

The project team, including the Certified Peer Support Specialist (CPRS) and two case managers, will contribute 40 hours per week to this project and will be supervised by Kim Demetrio, VP of Programs (resume attached). At Dismas, service providers play an instrumental role in guiding returning citizens through our holistic reentry framework. Leveraging our experience and the expanded capacity through this grant funding, our team will:

**a. Housing and Basic Needs:** Address all residents' fundamental requirements, such as food, housing, clothing, cybersecurity, and transportation, and make sure they are met.

**b. Health & Well-Being:** Focus on addressing both physical and psychological needs. Special attention is paid to untreated trauma, mental health, addiction, and substance use disorders.

**c. Life Skills:** Assist residents in crafting reentry and relapse recovery plans, offering classes on financial literacy, technology, parenting, employment readiness, and family reunification. Drawing from the principles of the Individual Placement and Support (IPS) model, our employment services prioritize a rapid job search aligned with individual preferences, ensuring residents are not excluded based on readiness factors.

**d. Legal Support:** Guide residents through legal complexities such as record expungements, reducing fines and fees, and restoring driver's licenses.

**e. Employment Transition:** Recognizing the challenges returning citizens often face, service providers help residents navigate their first 30 days, focusing on acquiring necessary employment documentation and addressing adjustment disorders. Providers facilitate entry into one of two employment tracks, ensuring that residents find suitable roles within our fair chance employer network.

A.2. The Recipient must spend these funds consistent with the Grant Spending Plan, attached and incorporated herein as Attachment 1. The Recipient must collect data to evaluate the effectiveness of their services and must provide those results to Metro upon request.

A.3. The Recipient will only utilize these funds for services the Recipient provides to documented residents of Davidson County. Documentation of residency may be established with a recent utility bill; voter's registration card; driver's license or other government issued-ID; current record from a school showing address; affidavit by landlord; or affidavit by a nonprofit treatment, shelter, half-way house, homeless assistance entity, jail, prison, or other institution located within Davidson County. Recipient agrees that it will not use Metro funding for services to non-Davidson County residents.

A.4. Additionally, the Recipient must collect data on the primary county of residence of the clients it serves and provide that data to Metro upon request.

**B. GRANT CONTRACT TERM:**

B.1. **Grant Contract Term.** The term of this Grant will begin on the effective date and end on December 31, 2025, or when funds are depleted, whichever occurs first. Metro will have no obligation for services rendered by the Recipient that are not performed within this term.

C.1. **Maximum Liability.** In no event will Metro's maximum liability under this Grant Contract exceed two hundred and five thousand, seven hundred and sixty-three dollars (\$205,763). The Grant Spending Plan will constitute the maximum amount to be provided to the Recipient by Metro for all of the Recipient's obligations hereunder. The Grant Spending Plan line items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Recipient.

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



**Grant contract between the Metropolitan Government of Nashville and Davidson County and Dismas House, Inc., Contract # \_\_\_\_\_ March 27, 2024**

- C.2. **Payment Methodology.** The Recipient will only be compensated for actual costs based upon the Grant Spending Plan, not to exceed the maximum liability established in Section C.1.

Upon progress toward the completion of the services as described in section A, the Agency shall submit invoices monthly and any supporting documentation as requested by OHS to demonstrate that the funds are used as required by this Contract, prior to any payment for allowable costs.

Recipient must send all invoices to:  
Joseph Marsh  
Assistant Director of Admin. & Finance  
Office of Homeless Services  
[joseph.marsh@nashville.gov](mailto:joseph.marsh@nashville.gov)  
615-880-2867

Final invoices for the contract period should be received by Metro Payment Services by January 15, 2026. Any invoice not received by the deadline date will not be processed and all remaining grant funds will expire.

- C.3. **Annual Expenditure Report.** The Recipient must submit a final grant Annual Expenditure Report, to be received by February 15th, 2026, within 45 days of the end of the Grant Contract. Said report must be in form and substance acceptable to Metro and must be prepared by a Certified Public Accounting Firm or the Chief Financial Officer of the Recipient Organization.
- C.4. **Payment of Invoice.** The payment of any invoice by Metro will not prejudice Metro's right to object to the invoice or any other related matter. Any payment by Metro will neither be construed as acceptance of any part of the work or service provided nor as an approval of any of the costs included therein.
- C.5. **Unallowable Costs.** The Recipient's invoice may be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs. Utilization of Metro funding for services to non-Davidson County residents is not allowed.
- C.6. **Deductions.** Metro reserves the right to adjust any amounts which are or become due and payable to the Recipient by Metro under this or any Contract by deducting any amounts which are or become due and payable to Metro by the Recipient under this or any Contract.
- C.7. **Travel Compensation.** Payment to the Recipient for travel, meals, or lodging is subject to amounts and limitations specified in Metro's Travel Regulations and subject to the Grant Spending Plan.
- C.8. **Electronic Payment.** Metro requires as a condition of this contract that the Recipient have on file with Metro a completed and signed "ACH Form for Electronic Payment". If Recipient has not previously submitted the form to Metro or if Recipient's information has changed, Recipient will have thirty (30) days to complete, sign, and return the form. Thereafter, all payments to the Recipient, under this or any other contract the Recipient has with Metro, must be made electronically.

D. **STANDARD TERMS AND CONDITIONS:**

- D.1. **Required Approvals.** Metro is not bound by this Grant Contract until it is approved by the appropriate Metro representatives as indicated on the signature page of this Grant.

**Grant contract between the Metropolitan Government of Nashville and Davidson County and Dismas House, Inc., Contract # \_\_\_\_\_ March 27, 2024**

- D.2. **Modification and Amendment.** This Grant Contract may be modified only by a written amendment that has been approved in accordance with all Metro procedures and by appropriate legislation of the Metropolitan Council.
- D.3. **Termination for Cause.** Metro shall have the right to terminate this Grant Contract immediately if Metro determines that Recipient, its employees or principals have engaged in conduct or violated any federal, state or local laws which affect the ability of Recipient to effectively provide services under this Grant Contract. Should the Recipient fail to properly perform its obligations under this Grant Contract or if the Recipient violates any terms of this Grant Contract, Metro will have the right to immediately terminate the Grant Contract and the Recipient must return to Metro any and all grant monies for services or programs under the grant not performed as of the termination date. The Recipient must also return to Metro any and all funds expended for purposes contrary to the terms of the Grant Contract. Such termination will not relieve the Recipient of any liability to Metro for damages sustained by virtue of any breach by the Recipient.
- D.4. **Termination –Funding.** This Grant Contract is subject to the appropriation and availability of local, State and/or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, Metro shall have the right to terminate this Grant Contract immediately upon written notice to the Recipient. Upon receipt of the written notice, the Recipient shall cease all work associated with this Grant Contract on or before the effective termination date specified in the written notice. Should such an event occur, the Recipient shall be entitled to compensation for all satisfactory and authorized services completed as of the effective termination date. The Recipient shall be responsible for repayment of any funds already received in excess of satisfactory and authorized services completed as of the effective termination date.
- D.5. **Subcontracting.** The Recipient may not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of Metro. Notwithstanding any use of approved subcontractors, the Recipient will be considered the prime Recipient and will be responsible for all work performed.
- D.6. **Conflicts of Interest.** The Recipient warrants that no part of the total Grant Amount will be paid directly or indirectly to an employee or official of Metro as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Recipient in connection with any work contemplated or performed relative to this Grant Contract.
- D.7. **Media Interaction.** Any media events or news releases connected to any work contemplated or performed relative to this grant contract must be approved and coordinated through the Office of Homeless Services/ Metro Nashville Government Communication Representative prior to engagement, airing or distribution.
- D.8. **Nondiscrimination.** The Recipient hereby agrees, warrants, and assures that no person will be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Recipient on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification which is in violation of applicable laws. The Recipient must, upon request, show proof of such nondiscrimination and must post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.9. **Records.** The Recipient must maintain documentation for all charges to Metro under this Grant Contract. The books, records, and documents of the Recipient, insofar as they relate to work performed or money received under this Grant Contract, must be maintained for a period of three (3) full years from the date of the final payment or until the Recipient engages a licensed independent public accountant to perform an audit of its activities. The books, records, and documents of the Recipient insofar as they relate to work performed or money received under this Grant Contract are subject to audit at any reasonable time and upon reasonable notice by Metro

**Grant contract between the Metropolitan Government of Nashville and Davidson County and Dismas House, Inc., Contract # \_\_\_\_\_ March 27, 2024**

or its duly appointed representatives. Records must be maintained in accordance with the standards outlined in the Non-Profit Grants Manual. The financial statements must be prepared in accordance with generally accepted accounting principles.

- D.10. **Monitoring.** The Recipient's activities conducted and records maintained pursuant to this Grant Contract are subject to monitoring and evaluation by The Metropolitan Office of Financial Accountability or Metro's duly appointed representatives. The Recipient must make all audit, accounting, or financial records, notes, and other documents pertinent to this grant available for review by the Metropolitan Office of Financial Accountability, Internal Audit or Metro's representatives, upon request, during normal working hours. Recipient also agrees to Monthly Check-Ins, Quarterly Reviews and Semi-Annual Monitoring by OHS staff.
- D.11. **Reporting.** The Recipient must submit an Interim Program Report, to be received by no later than 180 days from effective date, and a Final Program Report, to be received by February 15, 2026, within 45 forty-five days of the end of the Grant Contract. Said reports shall detail the outcome of the activities funded under this Grant Contract.
- D.12. **Strict Performance.** Failure by Metro to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this agreement is not a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Grant Contract is considered to be waived, modified, or deleted except by a written amendment by the appropriate parties as indicated on the signature page of this Grant.
- D.13. **Insurance.** The Recipient agrees to carry adequate public liability and other appropriate forms of insurance, and to pay all applicable taxes incident to this Grant Contract.
- D.14. **Metro Liability.** Metro will have no liability except as specifically provided in this Grant Contract.
- D.15. **Independent Contractor.** Nothing herein will in any way be construed or intended to create a partnership or joint venture between the Recipient and Metro or to create the relationship of principal and agent between or among the Recipient and Metro. The Recipient must not hold itself out in a manner contrary to the terms of this paragraph. Metro will not become liable for any representation, act, or omission of any other party contrary to the terms of this paragraph.
- D.16. **Indemnification and Hold Harmless.**
- (a) Recipient agrees to indemnify, defend, and hold harmless Metro, its officers, agents and employees from any claims, damages, penalties, costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of Recipient, its officers, employees and/or agents, including its sub or independent contractors, in connection with the performance of the contract, and any claims, damages, penalties, costs and attorney fees arising from any failure of Recipient, its officers, employees and/or agents, including its sub or independent contractors, to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.
  - (b) Metro will not indemnify, defend or hold harmless in any fashion the Recipient from any claims, regardless of any language in any attachment or other document that the Recipient may provide.
  - (c) Recipient will pay Metro any expenses incurred as a result of Recipient's failure to fulfill any obligation in a professional and timely manner under this Contract.
  - (d) Recipient's duties under this section will survive the termination or expiration of the grant.

**Grant contract between the Metropolitan Government of Nashville and Davidson County and Dismas House, Inc., Contract # \_\_\_\_\_ March 27, 2024**

- D.17 **Force Majeure.** "Force Majeure Event" means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the party. Except as provided in this Section, any failure or delay by a party in the performance of its obligations under this Grant Contract arising from a Force Majeure Event is not a breach under this Grant Contract. The non-performing party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the party continues to use diligent, good faith efforts to resume performance without delay. Recipient will promptly notify Metro within forty-eight (48) hours of any delay caused by a Force Majeure Event and will describe in reasonable detail the nature of the Force Majeure Event.
- D.18. **State, Local and Federal Compliance.** The Recipient agrees to comply with all applicable federal, state and local laws and regulations in the performance of this Grant Contract. Metro shall have the right to terminate this Grant Contract at any time for failure of Recipient to comply with applicable federal, state or local laws in connection with the performance of services under this Grant Contract.
- D.19. **Governing Law and Venue.** The validity, construction and effect of this Grant Contract and any and all extensions and/or modifications thereof will be governed by and construed in accordance with the laws of the State of Tennessee. The venue for legal action concerning this Grant Contract will be in the courts of Davidson County, Tennessee.
- D.20. **Completeness.** This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions of the parties' agreement. This Grant Contract supersedes any and all prior understandings, representations, negotiations, and agreements between the parties relating hereto, whether written or oral.
- D.21. **Headings.** Section headings are for reference purposes only and will not be construed as part of this Grant Contract.
- D.22. **Metro Interest in Equipment.** The Recipient will take legal title to all equipment and to all motor vehicles, hereinafter referred to as "equipment," purchased totally or in part with funds provided under this Grant Contract, subject to Metro's equitable interest therein, to the extent of its *pro rata* share, based upon Metro's contribution to the purchase price. "Equipment" is defined as an article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds \$5,000.00.

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

- D. 23. **Assignment—Consent Required.** The provisions of this contract will inure to the benefit of and will be binding upon the respective successors and assignees of the parties hereto. Except for the rights of money due to Recipient under this contract, neither this contract nor any of the rights and obligations of Recipient hereunder may be assigned or transferred in whole or in part without the prior written consent of Metro. Any such assignment or transfer will not release Recipient from its obligations hereunder. Notice of assignment of any rights to money due to Recipient under this Contract must be sent to the attention of the Metro Department of Finance.

**Grant contract between the Metropolitan Government of Nashville and Davidson County and Dismas House, Inc., Contract # \_\_\_\_\_ March 27, 2024**

- D.24. **Gratuities and Kickbacks.** It will be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparations of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore. It will be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or a person associated therewith, as an inducement for the award of a subcontract or order. Breach of the provisions of this paragraph is, in addition to a breach of this contract, a breach of ethical standards which may result in civil or criminal sanction and/or debarment or suspension from participation in Metropolitan Government contracts.
- D.25. **Communications and Contacts.** All instructions, notices, consents, demands, or other communications from the Recipient required or contemplated by this Grant Contract must be in writing and must be made by facsimile transmission, or by first class mail, addressed to the respective party at the appropriate facsimile number or address as set forth below or to such other party, facsimile number, or address as may be hereafter specified by written notice.

Metro

For contract-related matters:  
Bill ClenDening  
Grants Coordinator  
[bill.clenDening@nashville.gov](mailto:bill.clenDening@nashville.gov)  
615-880-2349

For inquiries regarding invoices:  
Joseph Marsh  
Assistant Director of Administration and Finance  
[joseph.marsh@nashville.gov](mailto:joseph.marsh@nashville.gov)  
615-880-2867

Recipient

Kay Kretsch  
CEO  
2424 Charlotte Avenue  
Nashville, TN 37203  
Phone – 615-297-4511  
Email : [kkretsch@dismas.org](mailto:kkretsch@dismas.org)

- D.24. **Lobbying.** The Recipient certifies, to the best of its knowledge and belief, that:
- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the Recipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, and entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
  - b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a

**Grant contract between the Metropolitan Government of Nashville and Davidson County and Dismas House, Inc., Contract # \_\_\_\_\_ March 27, 2024**

Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this grant, loan, or cooperative agreement, the Recipient must complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

- c. The Recipient will require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, subcontracts, and contracts under grants, loans, and cooperative agreements) and that all subcontractors of federally appropriated funds shall certify and disclose accordingly.

**D.25. Certification Regarding Debarment and Convictions.**

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

- D.26. Effective Date.** This contract will not be binding upon the parties until it has been signed first by the Recipient and then by the authorized representatives of the Metropolitan Government and has been filed in the office of the Metropolitan Clerk. When it has been so signed and filed, this contract will be effective as of the date first written above.

(THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK.)

**Grant contract between the Metropolitan Government of Nashville and Davidson County and Dismas House, Inc., Contract # \_\_\_\_\_ March 27, 2024**

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

DocuSigned by:

*April Calvin*

April Calvin, Director, Office of Homeless Services

**RECIPIENT: Dismas House, Inc.**

DocuSigned by:  
*Kay Kretsch*

By:

Kay Kretsch, Executive Director

**APPROVED AS TO AVAILABILITY OF FUNDS:**

DocuSigned by:

*Kevin Crumbo/mjw*

Director of Finance

**APPROVED AS TO FORM AND LEGALITY**

DocuSigned by:

*Derrick C. Smith*

Metropolitan Attorney

**FILED IN THE OFFICE OF THE CLERK:**

Metropolitan Clerk

**Grant contract between the Metropolitan Government of Nashville and Davidson County and  
Dismas House, Inc., Contract # \_\_\_\_\_ March 27, 2024**

<b>GRANT BUDGET SUMMARY</b>				
<b>Agency Name: Dismas, Inc.</b>				
<b>Program Code Name: Metro Capacity Building</b>				
<b>The grant budget line-item amounts below shall be applicable only to expense incurred during the following</b>				
<b>Applicable Period:</b>				
<b>BEGIN: 5/1/2024 END: 12/31/2025</b>				
<b>POLICY 03 Object Line-item Reference</b>	<b>EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup></b>	<b>GRANT CONTRACT</b>	<b>GRANTEE PARTICIPATION</b>	<b>TOTAL PROJECT</b>
1, 2	Salaries, Benefits & Taxes <sup>2</sup>	\$167,484.00	\$0.00	\$167,484.00
4, 15	Professional Fee, Grant & Award <sup>2</sup>	\$0.00	\$0.00	\$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications <sup>2</sup>	\$1,560.00	\$0.00	\$1,560.00
11, 12	Travel, Conferences & Meetings <sup>2</sup>	\$7,270.00	\$0.00	\$7,270.00
13	Interest <sup>2</sup>	\$0.00	\$0.00	\$0.00
14	Insurance <sup>2</sup>	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals <sup>2</sup>	\$11,201.00	\$0.00	\$11,201.00
17	Depreciation <sup>2</sup>	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel <sup>2</sup>	\$0.00	\$0.00	\$0.00
20	Capital Purchase <sup>2</sup>	\$1,500.00	\$0.00	\$1,500.00
22	Indirect Cost <sup>2</sup>	\$16,748.00	\$0.00	\$16,748.00
24	In-Kind Expense <sup>2</sup>	\$0.00	\$0.00	\$0.00
25	<b>GRAND TOTAL</b>	<b>\$205,763.00</b>	<b>\$0.00</b>	<b>\$205,763.00</b>



<b>GRANT BUDGET SUMMARY</b>				
<b>Agency Name: Dismas, Inc.</b>				
<b>Program Code Name: Metro Capacity Building</b>				
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<b>POLICY 03 Object Line-item Reference</b>	<b>EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup></b>	<b>GRANT CONTRACT</b>	<b>GRANTEE PARTICIPATION</b>	<b>TOTAL PROJECT</b>
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24	In-Kind Expense <sup>2</sup>	\$0.00	\$0.00	\$0.00
25	<b>GRAND TOTAL</b>	<b>\$205,763.00</b>	<b>\$0.00</b>	<b>\$205,763.00</b>

<sup>1</sup> Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.*  
[https://www.tn.gov/content/dam/tn/finance/documents/fa\\_policies/policy3.pdf](https://www.tn.gov/content/dam/tn/finance/documents/fa_policies/policy3.pdf)

<sup>2</sup> Applicable detail follows this page if line-item is funded.



More than a Chance, A Change

14 December 2023

April Calvin  
Director, Metro Nashville Office of Homeless Services  
800 2nd Ave North  
Nashville, TN 37201

Subject: Capacity Building Grant – Funding Reallocation

Dear April,

We are addressing Item 1 of the terms and conditions of the Capacity Building Grant requiring us to reallocate the project budget to bring admin line item to 10%. Attachment A is the original Grant Budget Summary for your reference, and Attachment B is the revised Grant Budget summary. The following notes address the changes:

Salaries, Taxes and Benefits are revised from \$184,094 to \$167,484

Indirect Costs applied to Salaries, Taxes and Benefits are revised from \$18,409 to \$16,748

Travel, Conferences and Meetings are revised from \$1,700 to \$7,270 to add the Relias Healthcare Workforce Enablement and Education Solutions. This includes the management platform and subscription licenses for the staff to have direct access to integrated tools and best-in-class learning content to continuously develop and improve their skills. Attachment C.

Specific Assistance To Individuals are revised from \$0 to \$11,201 which will be used for resident housing fees for up to 4 week for those experiencing employment challenges. Dismas House covers the first 30 days at no cost to the residents, but some still need more time to find employment. Specific Assistance funds will also cover residents who are injured on the job and temporarily unemployed. These funds will go a long way to help residents on their reentry journey.

Capital Purchase funds are for the laptop, software and network imaging for the new Housing Coordinator position.

We appreciate your review and consideration of the changes to our budget and are available to discuss it at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Kay Kretsch", written over a white background.

Kay Kretsch  
CEO

### 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		
OFFICE OF HOMELESS SERVICES	53	Bill ClenDening		880-2349			
<b>Grant Name:</b> Mending Hearts Capacity Building Grant- Community Education Coordinator & Trainings							
<b>Grantor:</b> OTHER - Enter Description to the Right ---> <span style="float: right;"><b>Other:</b> Office of Homeless Services</span>							
<b>Grant Period From:</b> 05/01/24		<small>(applications only)</small> <b>Anticipated Application Date:</b>					
<b>Grant Period To:</b> 12/31/25		<small>(applications only)</small> <b>Application Deadline:</b>					
<b>Funding Type:</b> FED PASS THRU		<b>Multi-Department Grant</b> <input type="checkbox"/>		<b>If yes, list below.</b>			
<b>Pass-Thru:</b> METRO GOVERNMENT		<b>Outside Consultant Project:</b> <input type="checkbox"/>					
<b>Award Type:</b> COMPETITIVE		<b>Total Award:</b> \$130,000.00					
<b>Status:</b> NEW		<b>Metro Cash Match:</b> \$0.00					
<b>Metro Category:</b> Est. Prior.		<b>Metro In-Kind Match:</b>					
<b>CFDA #</b>		<b>Is Council approval required?</b> <input checked="" type="checkbox"/>					
<b>Project Description:</b>		<b>Applic. Submitted Electronically?</b> <input type="checkbox"/>					
<p>This capacity building grant will increase organizational capacity to address those individuals experiencing homelessness and recently housed by providing life skills, home economics, and related training that can increase skills for successfully adjusting to being housed, integrating with society, and overcoming life challenges. The trainings will be available to the community, including Mend Me clients, Housing First partner clients, and other persons who may not yet be participating in Metro's Housing First programs.</p>							
<b>Plan for continuation of service after expiration of grant/Budgetary Impact:</b>							
This is a one time capacity building grant using previously approved American Rescue Plan funds.							
<b>How is Match Determined?</b>							
<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>							
<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> Grantee			
<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>			
<b>Departmental Indirect Cost Rate</b>		10.00%		<b>Indirect Cost of Grant to Metro:</b> \$14,150.80			
<b>*Indirect Costs allowed?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No		<b>% Allow.</b> 10.00%		<b>Ind. Cost Requested from Grantor:</b> \$1,300.00 <b>in budget</b>			
<small>*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)</small>							
<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	\$21,666.67						\$21,666.67	\$2,166.67	\$2,166.67
Yr 2	FY25	\$108,333.33						\$108,333.33	\$10,833.33	\$10,833.33
Yr 3	FY26							\$0.00	\$0.00	\$0.00
Yr 4	FY27							\$0.00	\$0.00	\$0.00
Yr 5	FY28							\$0.00	\$0.00	\$0.00
<b>Total</b>		\$130,000.00	\$0.00	\$0.00	\$0.00		\$0.00	\$130,000.00	\$13,000.00	\$13,000.00
<b>Date Awarded:</b>					<b>Tot. Awarded:</b>		<b>Contract#:</b>			
(or) <b>Date Denied:</b>					<b>Reason:</b>					
(or) <b>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)



# Mending Hearts

RESTORING WOMEN. RECLAIMING LIVES.

**MENDING HEARTS, INC.  
RESPONSE TO REQUEST FOR PROPOSAL FOR  
METRO OFFICE OF HOMELESS SERVICES**

**ARP SUPPORTIVE SERVICES  
Capacity Building Grant**

**REVISED**

**Contacts:**

Heather McBee  
Executive Director  
Mending Hearts, Inc.  
[hmcbee@mendingheartsinc.org](mailto:hmcbee@mendingheartsinc.org)  
cell: (615) 926-7887

Abby Dugan  
Grants and Development Manager  
Mending Hearts, Inc.  
[adugan@mendingheartsinc.org](mailto:adugan@mendingheartsinc.org)  
cell: (281) 795-1275

**Experience, Qualifications, and References:** Mending Hearts is a 501(c)3 nonprofit located in West Nashville. As a community-based, state-licensed treatment facility, Mending Hearts focuses on the full continuum of care for women facing addiction and co-occurring mental health disorders. The agency provides services to women regardless of their ability to pay. The continuum of care includes medically monitored detox, a residential treatment program, a partial hospitalization program (PHP), an intensive outpatient program (IOP), a peer support community, and an independent living option. Mending Hearts clients are housed in a residential, safe community while participating in clinical services and a peer support community. In addition to clinical services, the women participate in peer-led groups, conflict resolution, and peer supportive services to assist in the navigation of early recovery into sustainable living practices in conjunction with outside community resources in the greater Nashville area.

A truly community-based grassroots organization, Mending Hearts was founded in 2004 by two women who overcame their own experiences of addiction, homelessness, and incarceration. Due to the gratitude for their own experiences and the difficulties other women had in obtaining recovery, they felt led to serve women in similar situations. Last year, Mending Hearts served 423 women, all of whom were in poverty, 76% were homeless, 99% had a co-occurring mental health issue, and 98% were unemployed. More than two-thirds completed the program (68%), the majority of whom were drug and alcohol free (75%), employed (87%), had no new criminal justice involvement (98%), and were housed (100%). Mending Hearts is a qualified TennCare provider. In June 2023, Mending Hearts was awarded a Metropolitan Government of Nashville and Davidson County Office of Homeless Services grant for Housing First Supportive Services (contract # L-5601) to provide gender neutral case management services for those recently housed and about to be housed. Dubbed *Mend Me*, the program partners with Meharry Medical Colleges' Elam Mental Health Center to provide services using the Assertive Community Treatment (ACT) model of case management and services. Services provided include navigation and connection to community resources such as food banks, acquisition of SNAP cards, birth certificates and drivers licenses, access to recovery resources and psych services, bus passes, and additional resources as needed. The program is not gender-specific.

This capacity building grant will increase organizational capacity to address those individuals experiencing homelessness and recently housed by providing life skills, home economics, and related training that can increase skills for successfully adjusting to being housed, integrating with society, and overcoming life challenges. The trainings will be available to the community, including *Mend Me* clients, Housing First partner clients, and other persons who may not yet be participating in Metro's Housing First programs.

*Team:* The *Mend Me* program has a mission to serve the target population and is primarily staffed by people reflective of the population including histories of homelessness, substance use and recovery, mental illness, histories of incarceration, histories of growing up in public housing and experiencing periods of unemployment. The Mending Hearts team participating in the *Mend Me* program include Program Manager, Courtney Cannon (resume attached). Ms. Cannon supervises a team of five case managers, all of whom are 100% dedicated to the *Mend Me* program. The program also has support from Mending Hearts Executive Director (Heather McBee, resume attached), and Clinical Director (Yolanda Maness, resume attached.) The Mending Hearts team includes three Certified Peer Recovery Specialists (CPRS) who serve as Case Managers.

The funds from this grant will enable Mending Hearts to add a Community Education Coordinator to the *Mend Me* team. The Community Education Coordinator will be a Certified Peer Recovery Specialist (CPRS) or a person who will be receiving their CPRS within 4 months of the hire date. This position will be responsible for setting up the community trainings, including securing the subject matter experts, reaching out to other agencies, and acquiring materials. Additionally, the Coordinator will liaise with local 12-step groups to host meetings for program participants.

*Staff Training:* The program will ensure a safe and welcoming service continuum. Key to this approach will be assessing personal beliefs of staff, as part of the supervisory process and through cultural competency training, to ensure that they do not present obstacles to the helping process. Active listening skills will be taught as part of formal staff training to understand the client's life and allow everyone to communicate information relevant to their experience. These practices will help build trust and rapport. These adaptations will ensure full access for all clients, while enhancing client connection to the program and improving retention. A training program will be utilized to leverage these staff strengths and ensure professional skills that align with the program's goals. Specific training will occur as an initial

orientation and ongoing for all staff covering the primary components of the model: Housing First, Motivational Interviewing, Strength's Based Case Management, and Integrated Dual Disorders Treatment.

*Relationship with Metro:* Mending Hearts is an active, voting Continuum of Care (CoC) member. The *Mend Me* staff participates in the bi-weekly Housing First Supportive Services collaborative partner meeting, weekly meetings with Coordinated Entry, and actively uses the HMIS system and training.

**Project Approach and Process:** The *Mend Me* overarching **goals** are to: (1) identify, engage, and support adults within a housing first model in accessing and engaging with the recovery and support services needed to successfully maintain housing and transition to health and wellness; and (2) solidify and augment the system of care for adults experiencing chronic homelessness to ensure that the mental health, substance use, and recovery support service systems are specifically supportive and aligned with the housing first model, to ensure that individuals are appropriately served with the resources they need during these challenging transitions through the training, implementation and support of evidence-based practices aligned with this approach. The project's **objectives** focus on both individual- and systems- level change. The following **individual-level objectives** will be achieved by the project by individuals served by the project: (1) increase the likelihood of entering and staying in housing services; (2) increase the use of support services; (3) decrease the frequency of mental health and trauma symptoms; (4) reduce use of alcohol and other drugs; (5) decrease frequency of risk behaviors; (6) increase self-sufficiency and psychosocial functioning in relation to: employment, housing stability, legal problems/criminal justice involvement; and (7) increase physical health status, and increase use of non-emergency medical services. The **systems-level objective** is to formalize and expand existing collaborations to improve the target population's access to mental health, substance use disorder, physical health, and recovery support services to make a measurable impact on access issues that drive disparities in service access that impact the wellbeing of individuals who experience chronic homelessness. This will involve formalizing the relationships of what has thus far been a relatively informal (though productive) network of cooperative partners. We will engage these partners in a more formal, ongoing Steering Committee that will meet regularly, improve interagency service coordination, devise mechanisms for identifying and responding to emerging service gaps, identify new organizations to fill such gaps, and provide other enhancements and continuous improvements to the system of care to ensure a smoother transition to recovery, and the appropriate constellation of services to meet the target population's needs. An important component to this process will be informal and formal marketing with providers who may not fully understand or be supportive of the housing first model.

*Total number of individuals served:* The existing Metropolitan Government of Nashville and Davidson County Office of Homeless Services grant for Housing First Supportive Services (contract # L-5601) enables these individuals to be served:

<b>Unduplicated Individuals to be Served with Grant Funds (contract # L-5601)</b>				
<b>Program Year</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>
<b>Total Unduplicated Enrollees</b>	120	60	60	240
<b>Enrollees Consistently Maintained in Housing</b>	60	60	60	60*
<b>Enrollees Lost to Follow Up</b>	40	20	20	80
<b>Enrollees Graduated to Independent Housing</b>	20	40	40	100

<b>Metrics for Capacity Building Funds Grant</b>				
<b>Program Year</b>	<b>Year 1</b>	<b>n/a</b>	<b>n/a</b>	<b>Total</b>
<b>Total Unduplicated Participants in Community Trainings</b>	125			150
<b>Total Community Trainings</b>	12			12

This Capacity Building Grant request both increases the number of people served through community trainings, it strengthens the foundation of the existing program and improves the program's opportunity to serve those impacted by homelessness with practiced and informed care, case management, client information gathering, and cultural sensitivity.

*Mend Me Program Methodology:* The *Mend Me* program provides services utilizing evidence-based treatment protocols that have been shown to work well with a Housing First approach: (1) Motivational Interviewing, (2) an Integrated Dual Disorder Treatment Model, and (3) a Strengths-Based Case Management approach.

*Capacity Building Grant Methodology:* The methodology is community-focused, which mirrors a form of the ACT (Assertive Community Treatment) model utilized in the *Mend Me* program. The ACT model includes integrated services and a continuum of care with training as part of the continuum. Delivering community trainings allow individuals to become acclimated in the community by focusing on basic life skills in an effort to maintain housing and increase social community integration.

A Community Education Coordinator will coordinate and, in some cases, conduct community needs-based trainings for those recently housed, about to be housed, and those otherwise impacted by homeless. Trainings will include both practical skills and evidence-based trainings such as employment skills, personal and social skills, nutrition, cooking skills, financial literacy, and harm reduction (evidence-based). The Coordinator will further engage the community by working with local 12-step groups to hold meetings supporting voluntary access to substance abuse recovery services.

This grant will also provide staff training on critical topics relevant to the delivery of the *Mend Me* Housing First Supportive Services program by providing educational materials on Housing First and the Assertive Community Treatment (ACT) case management model, participation in the Housing First Partners Conference, specific training on Cultural Humility and Trauma-Informed Care, and technology for in-field/in-home gathering of needs and HMIS-required data.

*HMIS/Coordinated Entry (CE) participation:* Per requirements of the Housing First Supportive Services/*Mend Me* program grant, all Mending Hearts direct-care program staff have been trained and are using HMIS for data collection and management for all clients served. All future staff will be trained accordingly. All clients participating in the program are placed by Coordinated Entry. Although Mending Hearts is primarily a treatment facility, the *Mend Me* program complies with the Housing First model and does not require sobriety or mental health/addiction treatment for participation in the program.

**Equity & Cultural Competence:** Mending Hearts adheres to and plans per the CARF, 2023 Behavioral Health Standards Manual for accreditation to address “the diversity of our stakeholders as well how the self-awareness, knowledge, skills, and behaviors will allow personnel to work effectively cross-culturally by understanding, appreciating, respecting, and responding to differences and similarities in beliefs, values, and practices within and between cultures.” The organization maintains a Cultural Competency, Diversity, and Inclusion Plan that recognizes that cultural competency is not just about race, religion, and gender; it is also about unique perspectives. Mending Hearts’ competency plan includes outreach to recovery courts and obstetrics predominantly serving the African American population, conducting staff neuroplasticity training, incorporating images of diversified racial community in marketing materials, and employing staff members who are peers to the people served. The agency provides time off for qualified staff members to get their certified peer support specialist certification and seeks diverse people when filling direct-client care staff positions. Staff members are required to complete the Tennessee Office of Criminal Justice Program’s Title VI Compliance and Training modules on an annual basis. Additionally, staff members receive third-party training in Diversity, Equity, and Inclusion with one-on-one coaching sessions as needed. The Mending Hearts board includes at least one peer alumnus at any given time, and alumni are further served through a board alumni committee.

*Statistics:* Average Client Base – 9% African American, 88% Caucasian, 3% Asian/Hispanic/Latin American or other, 63% were referred through the criminal justice system, 75% were living in poverty and homeless at intake, and per HUD 2019-extremely low-income limits of less than \$16,800/year with food insecurity (95%) food stamp eligible. Personnel – 31% African American, 69% Caucasian, 27% are peer alumni. Board Members – 15% African American, 85% Caucasian, 1% alumni/peer

*Client’s Engagement with Strategy:* Clients complete surveys upon completion of each training session to allow for feedback and program evaluation.

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**GRANT CONTRACT  
BETWEEN THE METROPOLITAN GOVERNMENT  
OF NASHVILLE AND DAVIDSON COUNTY  
AND  
Mending Hearts, Inc.**

This Grant Contract issued and entered into pursuant to RS2024-\_\_\_\_\_, by and between the Metropolitan Government of Nashville and Davidson County ("Metro"), and Mending Hearts, Inc., ("Recipient"), is for the provision of life skills, home economics, and related training that can increase skills for successfully adjusting to being housed, integrating with society, and overcoming life challenges, as further defined in the "SCOPE OF PROGRAM". The Recipient's annual report and audit are incorporated herein by reference.

**A. SCOPE OF PROGRAM:**

**A.1. The Recipient will use the funds to:**

This capacity building grant will increase organizational capacity to address those individuals experiencing homelessness and recently housed by providing life skills, home economics, and related training that can increase skills for successfully adjusting to being housed, integrating with society, and overcoming life challenges. The trainings will be available to the community, including Mend Me clients, Housing First partner clients, and other persons who may not yet be participating in Metro's Housing First programs.

The funds from this grant will enable Mending Hearts to add a Community Education Coordinator to the Mend Me team. The Community Education Coordinator will be a Certified Peer Recovery Specialist (CPRS) or a person who will be receiving their CPRS within 4 months of the hire date. This position will be responsible for setting up the community trainings, including securing the subject matter experts, reaching out to other agencies, and acquiring materials. Additionally, the Coordinator will liaise with local 12-step groups to host meetings for program participants.

The Mend Me overarching goals are to: (1) identify, engage, and support adults within a Housing First model in accessing and engaging with the recovery and support services needed to successfully maintain housing and transition to health and wellness; and (2) solidify and augment the system of care for adults experiencing chronic homelessness to ensure that the mental health, substance use, and recovery support service systems are specifically supportive and aligned with the Housing First model, to ensure that individuals are appropriately served with the resources they need during these challenging transitions through the training, implementation and support of evidence-based practices aligned with this approach. The project's objectives focus on both individual- and systems- level change.

The following individual-level objectives will be achieved by the project by individuals served by the project:

- (1) increase the likelihood of entering and staying in housing services;
- (2) increase the use of support services;
- (3) decrease the frequency of mental health and trauma symptoms;
- (4) reduce use of alcohol and other drugs;
- (5) decrease frequency of risk behaviors;
- (6) increase self-sufficiency and psychosocial functioning in relation to: employment, housing stability, legal problems/criminal justice involvement; and
- (7) Increase physical health status and increase use of non-emergency medical services.
- (8) The systems-level objective is to formalize and expand existing collaborations to improve the target population's access to mental health, substance use disorder, physical health, and recovery support services to make a measurable impact on access issues that drive disparities in



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service access that impact the wellbeing of individuals who experience chronic homelessness.

This will involve formalizing the relationships of what has thus far been a relatively informal (though productive) network of cooperative partners.

Total number of individuals to be served:

Program Year	Year 1	Total
Total Unduplicated Participants in Community Trainings	125	125
Total Community Trainings	12	12

This Capacity Building Grant increases the number of people served through community trainings, strengthens the foundation of the existing program, and improves the program's opportunity to serve those impacted by homelessness with practiced and informed care, case management, client information gathering, and cultural sensitivity.

- A.2. The Recipient must spend these funds consistent with the Grant Spending Plan, attached and incorporated herein as Attachment 1. The Recipient must collect data to evaluate the effectiveness of their services and must provide those results to Metro upon request.
- A.3. The Recipient will only utilize these funds for services the Recipient provides to documented residents of Davidson County. Documentation of residency may be established with a recent utility bill; voter's registration card; driver's license or other government issued-ID; current record from a school showing address; affidavit by landlord; or affidavit by a nonprofit treatment, shelter, half-way house, or homeless assistance entity located within Davidson County. Recipient agrees that it will not use Metro funding for services to non-Davidson County residents.
- A.4. Additionally, the Recipient must collect data on the primary county of residence of the clients it serves and provide that data to Metro upon request.

**B. GRANT CONTRACT TERM:**

B.1. **Grant Contract Term.** The term of this Grant will begin on the effective date and will end on December 31, 2025, or when funds are depleted, whichever occurs first. Metro will have no obligation for services rendered by the Recipient that are not performed within this term.

C.1. **Maximum Liability.** In no event will Metro's maximum liability under this Grant Contract exceed one-hundred and thirty thousand dollars (\$130,000). The Grant Spending Plan will constitute the maximum amount to be provided to the Recipient by Metro for all of the Recipient's obligations hereunder. The Grant Spending Plan line items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Recipient.

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

C.2. **Payment Methodology.** The Recipient will only be compensated for actual costs based upon the Grant Spending Plan, not to exceed the maximum liability established in Section C.1.

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Upon progress toward the completion of the services as described in section A, the Agency shall submit invoices monthly and any supporting documentation as requested by OHS to demonstrate that the funds are used as required by this Contract, prior to any payment for allowable costs.

Recipient must send all invoices to:  
Joseph Marsh  
Assistant Director of Admin. & Finance  
Office of Homeless Services  
[joseph.marsh@nashville.gov](mailto:joseph.marsh@nashville.gov)  
615-880-2867

Final invoices for the contract period should be received by Metro Payment Services by January 15, 2026. Any invoice not received by the deadline date will not be processed and all remaining grant funds will expire.

- C.3. **Annual Expenditure Report.** The Recipient must submit a final grant Annual Expenditure Report, to be received by February 15th, 2026, within 45 days of the end of the Grant Contract. Said report must be in form and substance acceptable to Metro and must be prepared by a Certified Public Accounting Firm or the Chief Financial Officer of the Recipient Organization.
- C.4. **Payment of Invoice.** The payment of any invoice by Metro will not prejudice Metro's right to object to the invoice or any other related matter. Any payment by Metro will neither be construed as acceptance of any part of the work or service provided nor as an approval of any of the costs included therein.
- C.5. **Unallowable Costs.** The Recipient's invoice may be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs. Utilization of Metro funding for services to non-Davidson County residents is not allowed.
- C.6. **Deductions.** Metro reserves the right to adjust any amounts which are or become due and payable to the Recipient by Metro under this or any Contract by deducting any amounts which are or become due and payable to Metro by the Recipient under this or any Contract.
- C.7. **Travel Compensation.** Payment to the Recipient for travel, meals, or lodging is subject to amounts and limitations specified in Metro's Travel Regulations and subject to the Grant Spending Plan.
- C.8. **Electronic Payment.** Metro requires as a condition of this contract that the Recipient have on file with Metro a completed and signed "ACH Form for Electronic Payment". If Recipient has not previously submitted the form to Metro or if Recipient's information has changed, Recipient will have thirty (30) days to complete, sign, and return the form. Thereafter, all payments to the Recipient, under this or any other contract the Recipient has with Metro, must be made electronically.
- D. **STANDARD TERMS AND CONDITIONS:**
  - D.1. **Required Approvals.** Metro is not bound by this Grant Contract until it is approved by the appropriate Metro representatives as indicated on the signature page of this Grant.

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- D.2. **Modification and Amendment.** This Grant Contract may be modified only by a written amendment that has been approved in accordance with all Metro procedures and by appropriate legislation of the Metropolitan Council.
- D.3. **Termination for Cause.** Metro shall have the right to terminate this Grant Contract immediately if Metro determines that Recipient, its employees or principals have engaged in conduct or violated any federal, state or local laws which affect the ability of Recipient to effectively provide services under this Grant Contract. Should the Recipient fail to properly perform its obligations under this Grant Contract or if the Recipient violates any terms of this Grant Contract, Metro will have the right to immediately terminate the Grant Contract and the Recipient must return to Metro any and all grant monies for services or programs under the grant not performed as of the termination date. The Recipient must also return to Metro any and all funds expended for purposes contrary to the terms of the Grant Contract. Such termination will not relieve the Recipient of any liability to Metro for damages sustained by virtue of any breach by the Recipient.
- D.4. **Termination –Funding.** This Grant Contract is subject to the appropriation and availability of local, State and/or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, Metro shall have the right to terminate this Grant Contract immediately upon written notice to the Recipient. Upon receipt of the written notice, the Recipient shall cease all work associated with this Grant Contract on or before the effective termination date specified in the written notice. Should such an event occur, the Recipient shall be entitled to compensation for all satisfactory and authorized services completed as of the effective termination date. The Recipient shall be responsible for repayment of any funds already received in excess of satisfactory and authorized services completed as of the effective termination date.
- D.5. **Subcontracting.** The Recipient may not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of Metro. Notwithstanding any use of approved subcontractors, the Recipient will be considered the prime Recipient and will be responsible for all work performed.
- D.6. **Conflicts of Interest.** The Recipient warrants that no part of the total Grant Amount will be paid directly or indirectly to an employee or official of Metro as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Recipient in connection with any work contemplated or performed relative to this Grant Contract.
- D.7. **Media Interaction.** Any media events or news releases connected to any work contemplated or performed relative to this grant contract must be approved and coordinated through the Office of Homeless Services/ Metro Nashville Government Communication Representative prior to engagement, airing or distribution.
- D.8. **Nondiscrimination.** The Recipient hereby agrees, warrants, and assures that no person will be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Recipient on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification which is in violation of applicable laws. The Recipient must, upon request, show proof of such nondiscrimination and must post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.9. **Records.** The Recipient must maintain documentation for all charges to Metro under this Grant Contract. The books, records, and documents of the Recipient, insofar as they relate to work performed or money received under this Grant Contract, must be maintained for a period of three (3) full years from the date of the final payment or until the Recipient engages a licensed independent public accountant to perform an audit of its activities. The books, records, and documents of the Recipient insofar as they relate to work performed or money received under this Grant Contract are subject to audit at any reasonable time and upon reasonable notice by Metro

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or its duly appointed representatives. Records must be maintained in accordance with the standards outlined in the Non-Profit Grants Manual. The financial statements must be prepared in accordance with generally accepted accounting principles.

- D.10. **Monitoring.** The Recipient's activities conducted and records maintained pursuant to this Grant Contract are subject to monitoring and evaluation by The Metropolitan Office of Financial Accountability or Metro's duly appointed representatives. The Recipient must make all audit, accounting, or financial records, notes, and other documents pertinent to this grant available for review by the Metropolitan Office of Financial Accountability, Internal Audit or Metro's representatives, upon request, during normal working hours. Recipient also agrees to Monthly Check-Ins, Quarterly Reviews and Semi-Annual Monitoring by OHS staff.
- D.11. **Reporting.** The Recipient must submit an Interim Program Report, to be received by no later than 180 days from effective date, and a Final Program Report, to be received by February 15, 2026, within 45 forty-five days of the end of the Grant Contract. Said reports shall detail the outcome of the activities funded under this Grant Contract.
- D.12. **Strict Performance.** Failure by Metro to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this agreement is not a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Grant Contract is considered to be waived, modified, or deleted except by a written amendment by the appropriate parties as indicated on the signature page of this Grant.
- D.13. **Insurance.** The Recipient agrees to carry adequate public liability and other appropriate forms of insurance, and to pay all applicable taxes incident to this Grant Contract.
- D.14. **Metro Liability.** Metro will have no liability except as specifically provided in this Grant Contract.
- D.15. **Independent Contractor.** Nothing herein will in any way be construed or intended to create a partnership or joint venture between the Recipient and Metro or to create the relationship of principal and agent between or among the Recipient and Metro. The Recipient must not hold itself out in a manner contrary to the terms of this paragraph. Metro will not become liable for any representation, act, or omission of any other party contrary to the terms of this paragraph.
- D.16. **Indemnification and Hold Harmless.**
- (a) Recipient agrees to indemnify, defend, and hold harmless Metro, its officers, agents and employees from any claims, damages, penalties, costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of Recipient, its officers, employees and/or agents, including its sub or independent contractors, in connection with the performance of the contract, and any claims, damages, penalties, costs and attorney fees arising from any failure of Recipient, its officers, employees and/or agents, including its sub or independent contractors, to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.
  - (b) Metro will not indemnify, defend or hold harmless in any fashion the Recipient from any claims, regardless of any language in any attachment or other document that the Recipient may provide.
  - (c) Recipient will pay Metro any expenses incurred as a result of Recipient's failure to fulfill any obligation in a professional and timely manner under this Contract.
  - (d) Recipient's duties under this section will survive the termination or expiration of the grant.

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- D.17 **Force Majeure.** "Force Majeure Event" means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the party. Except as provided in this Section, any failure or delay by a party in the performance of its obligations under this Grant Contract arising from a Force Majeure Event is not a breach under this Grant Contract. The non-performing party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the party continues to use diligent, good faith efforts to resume performance without delay. Recipient will promptly notify Metro within forty-eight (48) hours of any delay caused by a Force Majeure Event and will describe in reasonable detail the nature of the Force Majeure Event.
- D.18. **State, Local and Federal Compliance.** The Recipient agrees to comply with all applicable federal, state and local laws and regulations in the performance of this Grant Contract. Metro shall have the right to terminate this Grant Contract at any time for failure of Recipient to comply with applicable federal, state or local laws in connection with the performance of services under this Grant Contract.
- D.19. **Governing Law and Venue.** The validity, construction and effect of this Grant Contract and any and all extensions and/or modifications thereof will be governed by and construed in accordance with the laws of the State of Tennessee. The venue for legal action concerning this Grant Contract will be in the courts of Davidson County, Tennessee.
- D.20. **Completeness.** This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions of the parties' agreement. This Grant Contract supersedes any and all prior understandings, representations, negotiations, and agreements between the parties relating hereto, whether written or oral.
- D.21. **Headings.** Section headings are for reference purposes only and will not be construed as part of this Grant Contract.
- D.22. **Metro Interest in Equipment.** The Recipient will take legal title to all equipment and to all motor vehicles, hereinafter referred to as "equipment," purchased totally or in part with funds provided under this Grant Contract, subject to Metro's equitable interest therein, to the extent of its *pro rata* share, based upon Metro's contribution to the purchase price. "Equipment" is defined as an article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds \$5,000.00.

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

- D. 23. **Assignment—Consent Required.** The provisions of this contract will inure to the benefit of and will be binding upon the respective successors and assignees of the parties hereto. Except for the rights of money due to Recipient under this contract, neither this contract nor any of the rights and obligations of Recipient hereunder may be assigned or transferred in whole or in part without the prior written consent of Metro. Any such assignment or transfer will not release Recipient from its obligations hereunder. Notice of assignment of any rights to money due to Recipient under this Contract must be sent to the attention of the Metro Department of Finance.

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- D.24. **Gratuities and Kickbacks.** It will be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparations of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore. It will be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or a person associated therewith, as an inducement for the award of a subcontract or order. Breach of the provisions of this paragraph is, in addition to a breach of this contract, a breach of ethical standards which may result in civil or criminal sanction and/or debarment or suspension from participation in Metropolitan Government contracts.
- D.25. **Communications and Contacts.** All instructions, notices, consents, demands, or other communications from the Recipient required or contemplated by this Grant Contract must be in writing and must be made by facsimile transmission, or by first class mail, addressed to the respective party at the appropriate facsimile number or address as set forth below or to such other party, facsimile number, or address as may be hereafter specified by written notice.

Metro

For contract-related matters:  
Bill Clendenning  
Grants Coordinator  
[bill.clendenning@nashville.gov](mailto:bill.clendenning@nashville.gov)  
615-880-2349

For inquiries regarding invoices:  
Joseph Marsh  
Assistant Director of Administration and Finance  
[joseph.marsh@nashville.gov](mailto:joseph.marsh@nashville.gov)  
615-880-2867

Recipient

Heather McBee  
Executive Director  
Mending Hearts, Inc  
4305 Albion St.  
Nashville, TN 37228  
Cell- 615-926-7887  
Email : [hmcbee@mendingheartstinc.org](mailto:hmcbee@mendingheartstinc.org)

- D.24. **Lobbying.** The Recipient certifies, to the best of its knowledge and belief, that:
- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the Recipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, and entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
  - b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a

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Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this grant, loan, or cooperative agreement, the Recipient must complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

- c. The Recipient will require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, subcontracts, and contracts under grants, loans, and cooperative agreements) and that all subcontractors of federally appropriated funds shall certify and disclose accordingly.

**D.25. Certification Regarding Debarment and Convictions.**

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

- D.26. Effective Date.** This contract will not be binding upon the parties until it has been signed first by the Recipient and then by the authorized representatives of the Metropolitan Government and has been filed in the office of the Metropolitan Clerk. When it has been so signed and filed, this contract will be effective as of the date first written above.

(THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK.)

**Grant contract between the Metropolitan Government of Nashville and Davidson County and Mending Hearts, Inc., Contract # \_\_\_\_\_ March 27, 2024**

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

DocuSigned by:

*April Calvin*

April Calvin, Director, Office of Homeless Services

**RECIPIENT: Mending Hearts, Inc.**

By:

*Katrina Frierson*

Katrinia Frierson, President/CEO

**APPROVED AS TO AVAILABILITY OF FUNDS:**

DocuSigned by:

*Kevin Crumbo/mjw*

Director of Finance

**APPROVED AS TO FORM AND LEGALITY**

DocuSigned by:

*Derrick C. Smith*

Metropolitan Attorney

**FILED IN THE OFFICE OF THE CLERK:**

Metropolitan Clerk



**Grant contract between the Metropolitan Government of Nashville and Davidson County and Mending Hearts, Inc., Contract # \_\_\_\_\_ March 27, 2024**

<b>GRANT BUDGET SUMMARY</b>				
<b>Agency Name: Mending Hearts, Inc.</b>				
<b>Program Code Name: Metro Capacity Building</b>				
<b>The grant budget line-item amounts below shall be applicable only to expense incurred during the following</b>				
<b>Applicable Period:</b>				
<b>BEGIN: 5/1/2024 END: 12/31/2025</b>				
	<b>EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup></b>	<b>GRANT CONTRACT</b>	<b>GRANTEE PARTICIPATION</b>	<b>TOTAL PROJECT</b>
	Salaries and Wages	\$45,000	\$0.00	\$45,000
	Benefits and Taxes	\$7,200	\$0.00	\$7,200
	Professional Fees			
	Supplies	\$1,000	\$0.00	\$1,000
	Communications			
	Postage and Shipping			
	Occupancy			
	Equipment Rental & Maintenance			
	Printing and Publications			
	Travel, Conferences & Meetings	\$11,000	0	\$11,000
	Insurance	\$0.00	\$0.00	\$0.00
	Specific Assistance To Individuals	\$46,182	\$0.00	\$46,182
	Other Non-Personnel	\$19,618	\$0.00	\$19,618
	<b>GRAND TOTAL</b>	<b>\$130,000.00</b>	<b>\$0.00</b>	<b>\$130,000.00</b>

Detailed Budget (Salaries and Wages)

**INSTRUCTIONS:** List all positions for which salaries will be paid from this contract. Enter in Column 1 the annual (12 months) salary rate for each position which will be filled for all or any part of the year. Enter in Column 2 the number of months the positions will be filled. Enter in Column 3 the percent of time or effort the staff person will devote to the project during the number of months shown in column 2.

<b>Direct Cost Only</b>	<b>Column 1 Annual Salary Rate</b>	<b>Column 2 # of MOS. BUDG.</b>	<b>Column 3 Time</b>
<p><b>1. Position/Name/ Credentials</b></p> <p><b>Community Education Coordinator (CPRS or CPRS within 4 months of hire)</b></p>	<p><b>2. Year 1 Annual Salary Rate</b></p> <p><b>\$45,000</b></p>	<p><b>12</b></p>	<p><b>100%</b></p>
<p><b>Category Total</b></p>	<p><b>\$45,000</b></p>		

**Instructions:** Show justification for specific items or categories listed. In Column 1, indicate the items requested in relation to the program. In Column 2, enter the total amount required for each category.

<b>Column 1</b> <b>Detailed Budget For This Period</b> <b>(Continued)</b>	<b>Column 2</b> <b>Total Amount Required</b>
<b>2. Related Benefits</b> <b>List Benefits and Amounts:</b>  <b>Employee Health (6.22%)</b> <b>Retirement Benefits (1.5%)</b> <b>Unemployment (0.48%)</b> <b>Social Security (7.19%)</b> <b>Workers Comp (0.61%)</b>	<b>Amounts:</b>  <b>\$2,799</b> <b>\$675</b> <b>\$216</b> <b>\$3,236</b> <b>\$275</b>
<b>Category Total</b>	<b>\$7,200</b>
<b>3. Professional Fees</b>  <b>n/a</b>	
<b>Category Total</b>	<b>\$0</b>

**Instructions:** Show justification for specific items or categories listed. In Column 1, indicate the items requested in relation to the program. In Column 2, enter the total amount required for each category.

Column 1 Detailed Budget For This Period (Continued)	Column 2 Total Amount Required
<p><b>4. Supplies</b></p> <p><b>12 Copies of Dr. Sam Tsemberis, The Pathways Model to End Homelessness for People with Mental Health and Substance Abuse Disorders</b></p> <p><b>2 Copies of The Art of ACT, Assertive Community Treatment</b></p>	<p><b>\$800</b></p> <p><b>\$200</b></p>
<p><b>Category Total</b></p>	<p><b>\$1,000</b></p>
<p><b>6. Postage and Shipping</b></p>	
<p><b>Category Total</b></p>	<p><b>\$0</b></p>

**Instructions:** Show justification for specific items or categories listed. In Column 1, indicate the items requested in relation to the program. In Column 2, enter the total amount required for each category.

Column 1 Detailed Budget For This Period (Continued)	Column 2 Total Amount Required
<b>7. Occupancy</b>	
<b>Category Total</b>	<b>\$0</b>
<b>10. Travel</b>  <b>Housing First Partners Conference (2ppl)</b> <b>HFP Conference: Hotel</b> <b>HFP Conference: Per Diem</b> <b>HFP Conference: Mileage (560 @ IRS x 2)</b>  <b>Journey Together Conference (6 ppl)</b> <b>Cultural Humility Training (12 ppl)</b> <b>Trauma Informed Care (12 ppl)</b>  <b>Coordinator Mileage (1115 @ IRS rate)</b>	<b>\$1,750</b> <b>\$1,410</b> <b>\$520</b> <b>\$734</b>  <b>\$1,800</b> <b>\$480</b> <b>\$3,576</b>  <b>\$730</b>
<b>Category Total</b>	<b>\$11,000</b>

**Instructions:** Show justification for specific items or categories listed. In Column 1, indicate the items requested in relation to the program. In Column 2, enter the total amount required for each category.

<b>Column 1 Detailed Budget For This Period (Continued)</b>	<b>Column 2 Total Amount Required</b>
<b>12. Specific Assistance to Individuals</b>  <b>Kitchen Items (utensils, small appliances)</b> <b>Food Samples for Trainings</b> <b>Snacks/Drinks for Trainings</b> <b>Basic Hygiene Items</b> <b>Training Materials (books &amp; handouts)</b> <b>Notebooks &amp; Writing Utensils</b>	  <b>\$18,000</b> <b>\$1,000</b> <b>\$3,182</b> <b>\$7,500</b> <b>\$13,000</b> <b>\$3,500</b>
<b>Category Total</b>	<b>\$46,182</b>
<b>13.</b>  <b>Non-Capitalized Equipment:</b> <b>Tablets for Fieldwork &amp; HMIS (8)</b> <b>Laptops w Peripherals for Fieldwork (2)</b>  <b>Indirect Charges - 10%</b>	  <b>\$6,000</b> <b>\$1,800</b>  <b>\$11,818</b>
<b>Category Total</b>	<b>\$19,618</b>

**GRAND TOTAL \$130,000**

### 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		
OFFICE OF HOMELESS SERVICES	53	Bill ClenDening		880-2349			
<b>Grant Name:</b>		The Contributor Capacity Building Grant- Homelessness Health & Housing					
<b>Grantor:</b>		OTHER - Enter Description to the Right --->		<b>Other:</b> Office of Homeless Services			
<b>Grant Period From:</b>		05/01/24		<small>(applications only)</small> Anticipated Application Date:			
<b>Grant Period To:</b>		04/30/26		<small>(applications only)</small> Application Deadline:			
<b>Funding Type:</b>		FED PASS THRU		<b>Multi-Department Grant</b>		<input type="checkbox"/> <b>If yes, list below.</b>	
<b>Pass-Thru:</b>		METRO GOVERNMENT		<b>Outside Consultant Project:</b>		<input type="checkbox"/>	
<b>Award Type:</b>		COMPETITIVE		<b>Total Award:</b>		\$762,566.00	
<b>Status:</b>		NEW		<b>Metro Cash Match:</b>		\$0.00	
<b>Metro Category:</b>		Est. Prior.		<b>Metro In-Kind Match:</b>			
<b>CFDA #</b>				<b>Is Council approval required?</b>		<input checked="" type="checkbox"/>	
<b>Project Description:</b>				<b>Applic. Submitted Electronically?</b>		<input type="checkbox"/>	
<p>This project is a two year collaboration between The Contributor, Vanderbilt University Medical Center Homeless Health Services (VUMC HHS), and Park Center. The aim of the project is to increase the capacity of the Nashville- Davidson County Continuum of Care to create seamless transitions between the Vanderbilt University Medical Center (VUMC) Emergency Department (ED), street medicine, and housing-focused solutions using a multidisciplinary team of clinicians and peer support specialists. This project will connect patients who are homeless needing healthcare to street medicine follow-up care, health insurance, and housing-focused supports including evidence-based case management services and the power of peer support.</p>							
<b>Plan for continuation of service after expiration of grant/Budgetary Impact:</b>							
This is a one time capacity building grant using previously approved American Rescue Plan funds.							
<b>How is Match Determined?</b>							
<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>							
<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>		Grantee	
<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>				<b>Actual number of positions added:</b>			
<b>Departmental Indirect Cost Rate</b>				10.00%		<b>Indirect Cost of Grant to Metro:</b>	
						\$14,150.80	
<b>*Indirect Costs allowed?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No				<b>% Allow.</b>		<b>Ind. Cost Requested from Grantor:</b>	
				10.00%		\$7,625.66 <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	\$63,547.18						\$63,547.18	\$6,354.72	\$6,354.72
Yr 2	FY25	\$381,283.01						\$381,283.01	\$38,128.30	\$38,128.30
Yr 3	FY26	\$317,735.81						\$317,735.81	\$31,773.58	\$31,773.58
Yr 4	FY27							\$0.00	\$0.00	\$0.00
Yr 5	FY28							\$0.00	\$0.00	\$0.00
<b>Total</b>		\$762,566.00	\$0.00	\$0.00	\$0.00		\$0.00	\$762,566.00	\$76,256.60	\$76,256.60
<b>Date Awarded:</b>					<b>Tot. Awarded:</b>			<b>Contract#:</b>		
(or) <b>Date Denied:</b>					<b>Reason:</b>					
(or) <b>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)

## **Healing on All Fronts: Integrating Emergency Department Care, Street Medicine, and Housing-First Supports in Nashville**

### **Experience, Qualifications, and References**

This proposal is a collaboration between The Contributor, Vanderbilt University Medical Center Homeless Health Services (VUMC HHS), and Park Center. The aim of the project is to increase the capacity of the Nashville-Davidson County Continuum of Care to create seamless transitions between the Vanderbilt University Medical Center (VUMC) Emergency Department (ED), street medicine, and housing-focused solutions using a multidisciplinary team of clinicians and peer support specialists. This project will connect patients who are homeless needing healthcare to street medicine follow-up care, health insurance, and housing-focused supports including evidence-based case management services and the power of peer support. This section of the proposal highlights the experience and qualifications of the three collaborating partners.

#### The Contributor, Inc. - Applicant and Project Lead

Founded in 2007 as a street newspaper publisher, The Contributor has since transitioned from a low-barrier employment model to a Housing First organization. It actively collaborated within Nashville-Davidson County's Continuum of Care, assisting the chronically homeless on their journey to housing, employment, and community integration. A notable venture by The Contributor is the C.O.V.E.R. program (Creating Opportunities for Vendor Employment/Engagement and Residency) that utilizes an evidenced-based case management model called Critical Time Intervention (CTI). Launched in response to the COVID pandemic and through funding from Metro, the program emphasizes a Housing First approach, accepts CE referrals, and ensures HMIS entry for all participants. Additionally, strong partnerships with healthcare and wellness entities like East Nashville Wellness Center, Neighborhood Health, Park Center, and Mental Health Cooperative bolster their efforts.

In 2023, The Contributor, VUMC's Homeless Health Services team, and Park Center's Homeless Outreach team began integrating their health service delivery for people experiencing homelessness, emphasizing a Housing First model. This capacity building funding will help these partners take the next step in connecting people experiencing homelessness in the VUMC emergency room to critical health and housing-focused supports. The Contributor proposes a two-year demonstration project that will develop housing-first processes and demonstrate clear outcomes that will be attractive for future health sector funding to continue the project long-term.

#### Vanderbilt University Medical Center (VUMC) Emergency Department (ED)

Since 2013, VUMC has actively addressed improving the health of people experiencing homelessness in Nashville by introducing street medicine, in collaboration with community partners such as Park Center, The Contributor, and Neighborhood Health. Jessica Walker, VUMC Homeless Health Service's Nurse Practitioner, has been pivotal in providing street-based mental status exams and aiding in SOAR applications in coordination with Park Center for years. For this collaboration, the VUMC Homeless Health Services team includes Dr. Jennifer Hess (emergency medicine), Dr. Chase Palisch (emergency medicine), Jessica Walker (nurse practitioner), and Sophia Druffner (PhD candidate with Dr Beth Shinn). For this collaboration, the primary roles of the VUMC HHS team includes identifying patients in the VUMC emergency room who are experiencing homelessness, initiating warm handoffs to The Contributor and Park Center, and assessing and treating any health conditions in the emergency room and/or facilitating follow up visits with street medicine rounds with community partners. VUMC also has contracts with all three Managed Care Organizations (MCOs) and is a qualified TennCare provider.

#### Park Center, Inc. (PC)

Thanks to recent, additional funding through Metro, Park Center will continue to provide SSI/SSDI Outreach, Access, and Recovery (SOAR) services to people experiencing homelessness in Nashville who may be eligible for disability benefits from the Social Security Administration. For this capacity building effort, Park Center will coordinate SOAR referrals with The Contributor for ED patients who are identified by the VUMC HHS team. Park



Center has been providing SOAR and street outreach services in Nashville since 2005 and has led the state of Tennessee to becoming the most successful state in the country for SOAR outcomes per a recent report by SAMHSA.

#### Attestations and Timelines

No employees from The Contributor had licensing violations in the past five years. There is no current litigation in which any team members of the three listed partner agencies are defendants. With most of the team members already in place and elements of the demonstration project such as CTI, SOAR, and a tool to identify people experiencing homelessness quickly in the ED setting, the three organizations have started the planning to have some processes ready to go by December 1, 2023. Contributor Inc. is committed to starting the hiring process as soon as the contract is approved and finalized by Metro government to meet Metro's anticipated schedule. The Contributor has experience in hiring and training CPRS staff through its COVER program. Onboarding and ongoing staff trainings include trauma-informed care, motivational interviewing, harm reduction, etc. The end date of the demonstration project is scheduled for two years after Metro's contract approval. The Contributor will include a representative from VUMC and Park Center in the quarterly meetings with the Metro Office of Homeless Services.

#### The Project Team

The Contributor, VUMC, and Park Center includes the following core members for this demonstration project:

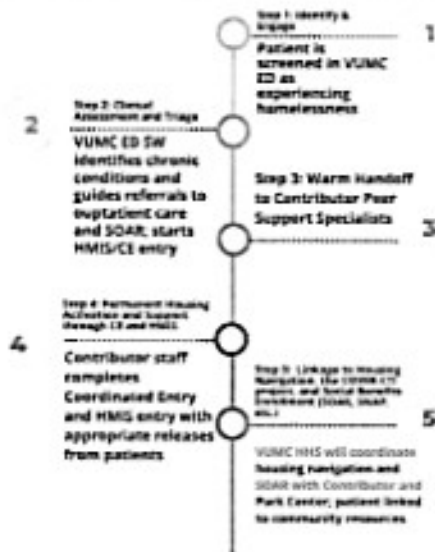
Team Member	Roles/Duties	Training Requirements	# of Hours
<b>Certified Peer Recovery Specialists (x2)</b> (to be hired at The Contributor with grant funds from this proposal)	Patient engagement and coordination services provided after warm hand-off with ER/hospital discharge personnel. Hired by The Contributor	Lived experience of homelessness and/or psychiatric treatment; CPRS training from TDMHSAS; Motivational Interviewing; cross-trained as Community Health Workers)	40 hours per week
<b>Program Coordinator</b> (to be hired at The Contributor with grant funds from this proposal)	Coordinates all program operations; supervises CPRS staff; main contact with Metro	3-5 years of program design and implementation experience; deep experience working in homeless and health systems	40 hours per week
<b>Raven Nye, Program Supervisor</b>	Oversees COVER program, supervises coordinator.	Supervisor experience; HMIS/CE, Housing First.	8 hours per week
<b>Cathy Jennings, Executive Director of The Contributor</b>	Supervise Program Manager; manages relationships with all program stakeholders	Deep experience in nonprofit management including supervision of frontline staff	8 hours per week

The project team also includes in-kind, leveraged support and leadership from the VUMC ED, Vanderbilt University, and Park Center. Please see the attached table that includes the roles and experience of the following leaders: Dr. Jennifer Hess, Dr. Chase Palisch, Dr. Mary Beth Shinn, Jessica Walker, NP, Sophia Druffner, and Kenna Smith.

#### **Project Approach and Process**

This project will build the capacity of the Nashville-Davidson County Continuum of Care to improve the health of people experiencing chronic homelessness and chronic health conditions by identifying ED patients who are homeless, providing treatment and then a warm hand-off to experts coordinating care and housing in the community. The project team will use critical strategies to connect patients experiencing homelessness to services and low-barrier, Housing First solutions. The strategies are:

## PROJECT APPROACH



- Step 1: Identify and Engage
- Step 2: Clinical Assessment and Triage
- Step 3: Warm handoff to peer support specialists at The Contributor
- Step 4: Permanent Housing Activation and Support through Coordinated Entry and HHS
- Step 5: Linkage to Housing Navigation, the COVER CTI project, and Social Benefits Enrollment (SOAR, SNAP, etc.)

The proposed project team is a multidisciplinary team made up of VUMC clinicians who work in the ED and program staff including a program manager and peer support specialists who will work at The Contributor. Park Center will also support this project through its ongoing SOAR partnership with The Contributor. Peer support specialists will have achieved or be enrolled in Tennessee's certified recovery peer specialist program. Their role is to work in tandem with the VUMC HHS team to implement a warm hand-off between ED/hospital personnel, build rapport, assist with assessments as needed, and offer housing and health navigation services to provide an individualized approach for people experiencing homelessness. The end

goal is to move people from hospital settings to housing as quickly as possible while offering ongoing healthcare, mental health, substance use treatment, and link them to other services/benefits, and employment opportunities. All project team members will be trained in harm-reduction, trauma-informed care, motivational interviewing, and understand the Housing First fidelity model.

The project team will manage its performance by focusing on the following key performance indicators:

- a. % of patients identified as homeless and engaged by HHS in the VUMC ED
- b. % of VUMC HHS patients who are assessed by medical provider
  - a. % of VUMC HHS patients successfully navigated to outpatient care or other supports after discharge
  - b. Number of SOAR applications submitted for VUMC HHS patients
  - c. % referred to Coordinated Entry and number of patients referred to MDHA housing waitlists
  - d. Amount (\$) of Medicaid reimbursement to VUMC because of new SSI/SSDI benefits (via SOAR)

TOWARDS HEALING ON ALL FRONTS: OUR GOALS
Enter 100 VUMC ED patients into HHS & CE
Route 25 patients via the CTI contract
Enroll 60 patients in Park Center's or Contributor's SOAR process
Provide housing navigation through peer support specialists to 25 patients at any given time
Provide housing navigation support to 50-75 people per year, with remaining 25 people connected to community providers
Enroll patients in substance use services

The project team will meet biweekly with project team members and community partners to look at the performance indicators above and discuss ways to improve and pivot if needed. These meetings will be held in addition to on-site monitoring visits from the Office of Homeless Services as well as quarterly face-to-face meetings with the OHS team to assess performance, program service delivery data, overall goal progression,

adherence to the established policies and procedures, and fidelity to evidence-based service delivery models.

**Grant contract between the Metropolitan Government of Nashville and Davidson County and The Contributor, Inc., Contract # \_\_\_\_\_ March 27, 2024**

**GRANT CONTRACT  
BETWEEN THE METROPOLITAN GOVERNMENT  
OF NASHVILLE AND DAVIDSON COUNTY  
AND  
The Contributor, Inc.**

This Grant Contract issued and entered into pursuant to RS2024-\_\_\_\_\_, by and between the Metropolitan Government of Nashville and Davidson County ("Metro"), and The Contributor, Inc., ("Recipient"), is for the provision of the Integration of Emergency Department Care, Street Medicine and Housing Supports to connect patients who are homeless in the Nashville Continuum of Care to these services, as further defined in the "SCOPE OF PROGRAM". The Recipient's annual report and audit are incorporated herein by reference.

**A. SCOPE OF PROGRAM:**

A.1. The Recipient will use the funds to:

This project is a collaboration between The Contributor, Vanderbilt University Medical Center Homeless Health Services (VUMC HHS), and Park Center. The aim of the project is to increase the capacity of the Nashville- Davidson County Continuum of Care to create seamless transitions between the Vanderbilt University Medical Center (VUMC) Emergency Department (ED), street medicine, and housing-focused solutions using a multidisciplinary team of clinicians and peer support specialists. This project will connect patients who are homeless needing healthcare to street medicine follow-up care, health insurance, and housing-focused supports including evidence-based case management services and the power of peer support. This section of the proposal highlights the experience and qualifications of the three collaborating partners.

This project will build the capacity of the Nashville-Davidson County Continuum of Care to improve the health of people experiencing chronic homelessness and chronic health conditions by identifying ED patients who are experiencing homelessness, providing treatment, and conducting a warm hand-off to experts coordinating care and housing in the community. The project team will use critical strategies to connect patients experiencing homelessness to services and low barrier, Housing First solutions. The strategies are:

Step 1: Identify and Engage

Step 2: Clinical Assessment and Triage

Step 3: Warm handoff to peer support specialists at The Contributor

Step 4: Permanent Housing Activation and Support through Coordinated Entry and HMIS

Step 5: Linkage to Housing Navigation, the COVER Critical Time Intervention (CTI) project, and Social Benefits Enrollment (SOAR, SNAP, etc.)

**Program Goals:**

- **Enter 100 VUMC Emergency Department patients into HMIS & CE**
- **Enroll 60 patients in Park Center's or Contributor's SOAR programs**
- **Provide housing navigation through peer support specialists to 25 patients at any given time**
- **Enroll patients in substance abuse services**
- **Maintain the 85% ratio of CE referrals to The Contributor CTI Program, separately from clients served under this scope of work.**
- **At three-month intervals from the effective date, begin partnership work with Meharry General Hospital and Southern Hills Hospital Nashville with the goal of initiating additional pilot programs.**

**Grant contract between the Metropolitan Government of Nashville and Davidson County and The Contributor, Inc., Contract # \_\_\_\_\_ March 27, 2024**

In addition to the reporting outlined in C.3 - Annual Expenditures, and D.9 - Reporting, the project team will manage its performance by focusing on the following key performance indicators and provide these metrics quarterly to OHS:

- a. % of patients identified as homeless and engaged by HHS in the VUMC ED
- b. % of VUMC HHS patients who are assessed by medical provider
- a. % of VUMC HHS patients successfully navigated to outpatient care or other supports after discharge
- b. Number of SOAR applications submitted for VUMC HHS patients
- c. % referred to Coordinated Entry and number of patients referred to MDHA housing waitlists
- d. Amount (\$) of Medicaid reimbursement to VUMC because of new SSI/SSDI benefits (via SOAR)

- A.2. The Recipient must spend these funds consistent with the Grant Spending Plan, attached and incorporated herein as Attachment 1. The Recipient must collect data to evaluate the effectiveness of their services and must provide those results to Metro upon request.
- A.3. The Recipient will only utilize these funds for services the Recipient provides to documented residents of Davidson County. Documentation of residency may be established with a recent utility bill; voter's registration card; driver's license or other government issued-ID; current record from a school showing address; affidavit by landlord; or affidavit by a nonprofit treatment, shelter, half-way house, or homeless assistance entity located within Davidson County. Recipient agrees that it will not use Metro funding for services to non-Davidson County residents.
- A.4. Additionally, the Recipient must collect data on the primary county of residence of the clients it serves and provide that data to Metro upon request.

**B. GRANT CONTRACT TERM:**

- B.1. **Grant Contract Term.** The term of this Grant will be twenty-four (24) months, commencing on the effective date and ending twenty-four months from the effective date, or when funds are depleted, whichever occurs first. Metro will have no obligation for services rendered by the Recipient that are not performed within this term.

**C. PAYMENT TERMS AND CONDITIONS:**

- C.1. **Maximum Liability.** In no event will Metro's maximum liability under this Grant Contract exceed seven-hundred and sixty-two thousand, five hundred and sixty-six dollars (\$762,566). The Grant Spending Plan will constitute the maximum amount to be provided to the Recipient by Metro for all of the Recipient's obligations hereunder. The Grant Spending Plan line items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Recipient.

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

- C.2. **Payment Methodology.** The Recipient will only be compensated for actual costs based upon the Grant Spending Plan, not to exceed the maximum liability established in Section C.1.

Upon progress toward the completion of the services as described in section A, the Agency shall submit invoices monthly and any supporting documentation as requested by OHS to demonstrate that the funds are used as required by this Contract, prior to any payment for allowable costs.

Recipient must send all invoices to:

**Grant contract between the Metropolitan Government of Nashville and Davidson County and The Contributor, Inc., Contract # \_\_\_\_\_ March 27, 2024**

Joseph Marsh  
Assistant Director of Admin. & Finance  
Office of Homeless Services  
[joseph.marsh@nashville.gov](mailto:joseph.marsh@nashville.gov)  
615-880-2867

Final invoices for the contract period should be received by Metro Payment Services by May 15, 2026. Any invoice not received by the deadline date will not be processed and all remaining grant funds will expire.

- C.3. **Annual Expenditure Report.** The Recipient must submit a final grant Annual Expenditure Report, to be received by June 15, 2026, or within 45 days of the end of the Grant Contract. Said report must be in form and substance acceptable to Metro and must be prepared by a Certified Public Accounting Firm or the Chief Financial Officer of the Recipient Organization.
- C.4. **Payment of Invoice.** The payment of any invoice by Metro will not prejudice Metro's right to object to the invoice or any other related matter. Any payment by Metro will neither be construed as acceptance of any part of the work or service provided nor as an approval of any of the costs included therein.
- C.5. **Unallowable Costs.** The Recipient's invoice may be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs. Utilization of Metro funding for services to non-Davidson County residents is not allowed.
- C.6. **Deductions.** Metro reserves the right to adjust any amounts which are or become due and payable to the Recipient by Metro under this or any Contract by deducting any amounts which are or become due and payable to Metro by the Recipient under this or any Contract.
- C.7. **Travel Compensation.** Payment to the Recipient for travel, meals, or lodging is subject to amounts and limitations specified in Metro's Travel Regulations and subject to the Grant Spending Plan.
- C.8. **Electronic Payment.** Metro requires as a condition of this contract that the Recipient have on file with Metro a completed and signed "ACH Form for Electronic Payment". If Recipient has not previously submitted the form to Metro or if Recipient's information has changed, Recipient will have thirty (30) days to complete, sign, and return the form. Thereafter, all payments to the Recipient, under this or any other contract the Recipient has with Metro, must be made electronically.
- D. **STANDARD TERMS AND CONDITIONS:**
  - D.1. **Required Approvals.** Metro is not bound by this Grant Contract until it is approved by the appropriate Metro representatives as indicated on the signature page of this Grant.
  - D.2. **Modification and Amendment.** This Grant Contract may be modified only by a written amendment that has been approved in accordance with all Metro procedures and by appropriate legislation of the Metropolitan Council.
  - D.3. **Termination for Cause.** Metro shall have the right to terminate this Grant Contract immediately if Metro determines that Recipient, its employees or principals have engaged in conduct or violated any federal, state or local laws which affect the ability of Recipient to effectively provide services under this Grant Contract. Should the Recipient fail to properly perform its obligations under this Grant Contract or if the Recipient violates any terms of this Grant Contract, Metro will

**Grant contract between the Metropolitan Government of Nashville and Davidson County and The Contributor, Inc., Contract # \_\_\_\_\_ March 27, 2024**

have the right to immediately terminate the Grant Contract and the Recipient must return to Metro any and all grant monies for services or programs under the grant not performed as of the termination date. The Recipient must also return to Metro any and all funds expended for purposes contrary to the terms of the Grant Contract. Such termination will not relieve the Recipient of any liability to Metro for damages sustained by virtue of any breach by the Recipient.

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

**Grant contract between the Metropolitan Government of Nashville and Davidson County and The Contributor, Inc., Contract # \_\_\_\_\_ March 27, 2024**

representatives, upon request, during normal working hours. Recipient also agrees to Monthly Check-Ins, Quarterly Reviews and Semi-Annual Monitoring by OHS staff.

- D.11. **Reporting.** The Recipient must submit an Interim Program Report, to be received by no later than 195 days from the effective date, and a Final Program Report, to be received within 45 forty-five days of the end of the Grant Contract. Said reports shall detail the outcome of the activities funded under this Grant Contract.
- D.12. **Strict Performance.** Failure by Metro to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this agreement is not a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Grant Contract is considered to be waived, modified, or deleted except by a written amendment by the appropriate parties as indicated on the signature page of this Grant.
- D.13. **Insurance.** The Recipient agrees to carry adequate public liability and other appropriate forms of insurance, and to pay all applicable taxes incident to this Grant Contract.
- D.14. **Metro Liability.** Metro will have no liability except as specifically provided in this Grant Contract.
- D.15. **Independent Contractor.** Nothing herein will in any way be construed or intended to create a partnership or joint venture between the Recipient and Metro or to create the relationship of principal and agent between or among the Recipient and Metro. The Recipient must not hold itself out in a manner contrary to the terms of this paragraph. Metro will not become liable for any representation, act, or omission of any other party contrary to the terms of this paragraph.
- D.16. **Indemnification and Hold Harmless.**
- (a) Recipient agrees to indemnify, defend, and hold harmless Metro, its officers, agents and employees from any claims, damages, penalties, costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of Recipient, its officers, employees and/or agents, including its sub or independent contractors, in connection with the performance of the contract, and any claims, damages, penalties, costs and attorney fees arising from any failure of Recipient, its officers, employees and/or agents, including its sub or independent contractors, to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.
  - (b) Metro will not indemnify, defend or hold harmless in any fashion the Recipient from any claims, regardless of any language in any attachment or other document that the Recipient may provide.
  - (c) Recipient will pay Metro any expenses incurred as a result of Recipient's failure to fulfill any obligation in a professional and timely manner under this Contract.
  - (d) Recipient's duties under this section will survive the termination or expiration of the grant.
- D.17 **Force Majeure.** "Force Majeure Event" means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the party. Except as provided in this Section, any failure or delay by a party in the performance of its obligations under this Grant Contract arising from a Force Majeure Event is not a breach under this Grant Contract. The non-performing party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the party continues to use diligent, good faith efforts to resume performance without delay. Recipient will promptly notify Metro within forty-eight (48) hours of any delay caused by a Force Majeure Event and will describe in reasonable detail the nature of the Force Majeure Event.

**Grant contract between the Metropolitan Government of Nashville and Davidson County and The Contributor, Inc., Contract # \_\_\_\_\_ March 27, 2024**

- D.18. **State, Local and Federal Compliance.** The Recipient agrees to comply with all applicable federal, state and local laws and regulations in the performance of this Grant Contract. Metro shall have the right to terminate this Grant Contract at any time for failure of Recipient to comply with applicable federal, state or local laws in connection with the performance of services under this Grant Contract.
- D.19. **Governing Law and Venue.** The validity, construction and effect of this Grant Contract and any and all extensions and/or modifications thereof will be governed by and construed in accordance with the laws of the State of Tennessee. The venue for legal action concerning this Grant Contract will be in the courts of Davidson County, Tennessee.
- D.20. **Completeness.** This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions of the parties' agreement. This Grant Contract supersedes any and all prior understandings, representations, negotiations, and agreements between the parties relating hereto, whether written or oral.
- D.21. **Headings.** Section headings are for reference purposes only and will not be construed as part of this Grant Contract.
- D.22. **Metro Interest in Equipment.** The Recipient will take legal title to all equipment and to all motor vehicles, hereinafter referred to as "equipment," purchased totally or in part with funds provided under this Grant Contract, subject to Metro's equitable interest therein, to the extent of its *pro rata* share, based upon Metro's contribution to the purchase price. "Equipment" is defined as an article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds \$5,000.00.

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

- D. 23. **Assignment—Consent Required.** The provisions of this contract will inure to the benefit of and will be binding upon the respective successors and assignees of the parties hereto. Except for the rights of money due to Recipient under this contract, neither this contract nor any of the rights and obligations of Recipient hereunder may be assigned or transferred in whole or in part without the prior written consent of Metro. Any such assignment or transfer will not release Recipient from its obligations hereunder. Notice of assignment of any rights to money due to Recipient under this Contract must be sent to the attention of the Metro Department of Finance.
- D.24. **Gratuities and Kickbacks.** It will be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparations of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore. It will be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or a person associated therewith,



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as an inducement for the award of a subcontract or order. Breach of the provisions of this paragraph is, in addition to a breach of this contract, a breach of ethical standards which may result in civil or criminal sanction and/or debarment or suspension from participation in Metropolitan Government contracts.

- D.25. **Communications and Contacts.** All instructions, notices, consents, demands, or other communications from the Recipient required or contemplated by this Grant Contract must be in writing and must be made by facsimile transmission, or by first class mail, addressed to the respective party at the appropriate facsimile number or address as set forth below or to such other party, facsimile number, or address as may be hereafter specified by written notice.

Metro

For contract-related matters:  
Bill Clendenning  
Grants Coordinator  
[bill.clendenning@nashville.gov](mailto:bill.clendenning@nashville.gov)  
615-880-2349

For inquiries regarding invoices:  
Joseph Marsh  
Assistant Director of Administration and  
Finance  
[joseph.marsh@nashville.gov](mailto:joseph.marsh@nashville.gov)  
615-880-2867

Recipient

Will Connelly  
Executive Director  
The Contributor, Inc.  
P.O. Box 332023  
Nashville, TN 37203  
615-829-6829

- D.24. **Lobbying.** The Recipient certifies, to the best of its knowledge and belief, that:

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

- D.25. **Certification Regarding Debarment and Convictions.**

- a. Recipient certifies that Recipient, and its current and future principals:

**Grant contract between the Metropolitan Government of Nashville and Davidson County and The Contributor, Inc., Contract # \_\_\_\_\_ March 27, 2024**

- i. are not presently debarred, suspended, or proposed for debarment from participation in any federal or state grant program;
  - ii. have not within a three (3) year period preceding this Grant Contract been convicted of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) grant;
  - iii. have not within a three (3) year period preceding this Grant Contract been convicted of embezzlement, obstruction of justice, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and
  - iv. are not presently indicted or otherwise criminally charged by a government entity (federal, state, or local) with commission of any of the offenses detailed in sections D.25(a)(ii) and D.25(a)(iii) of this certification.
- b. Recipient shall provide immediate written notice to Metro if at any time Recipient learns that there was an earlier failure to disclose information or that due to changed circumstances, its principals fall under any of the prohibitions of Section D.25(a).
- D.26. **Effective Date.** This contract will not be binding upon the parties until it has been signed first by the Recipient and then by the authorized representatives of the Metropolitan Government and has been filed in the office of the Metropolitan Clerk. When it has been so signed and filed, this contract will be effective as of the date first written above.

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**Grant contract between the Metropolitan Government of Nashville and Davidson County and The Contributor, Inc., Contract # \_\_\_\_\_ March 27, 2024**

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

DocuSigned by:

*April Calvin*

April Calvin, Director of Office of Homeless Services

**RECIPIENT: The Contributor, Inc.**

DocuSigned by:  
By: *Will Connelly*

F35208E0DDF140E...

Title: Will Connelly, Executive Director, The Contributor, Inc.

**APPROVED AS TO AVAILABILITY OF FUNDS:**

DocuSigned by:

*Kevin Crumbo/mjw*

Director of Finance

**APPROVED AS TO FORM AND LEGALITY**

DocuSigned by:

*Derrick C. Smith*

Metropolitan Attorney

**FILED IN THE OFFICE OF THE CLERK:**

Metropolitan Clerk

**Grant contract between the Metropolitan Government of Nashville and Davidson County and The Contributor, Inc., Contract # \_\_\_\_\_ March 27, 2024**

<b>GRANT BUDGET SUMMARY</b>				
<b>Agency Name: The Contributor, Inc.</b>				
<b>Program Code Name: Metro Capacity Building</b>				
<b>The grant budget line-item amounts below shall be applicable only to expense incurred during the following</b>				
<b>Applicable Period:</b>				
<b>BEGIN: 5/1/2024 END: 4/30/2026</b>				
	<b>EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup></b>	<b>GRANT CONTRACT</b>	<b>GRANTEE PARTICIPATION</b>	<b>TOTAL PROJECT</b>
	Salaries and Wages	\$324,000	\$0	\$324,000
	Benefits and Taxes	\$64,800	\$0	\$64,800
	Professional Fees			
	Supplies	\$22,000	\$0	\$22,000
	Communications			
	Postage and Shipping			
	Occupancy	\$16,800	\$0	\$16,800
	Equipment Rental & Maintenance			
	Printing and Publications			
	Travel, Conferences & Meetings	\$70,000	\$0	\$70,000
	Insurance	\$5,550	\$0	\$5,500
	Specific Assistance To Individuals	\$60,000	\$0	\$60,000
	Other Non-Personnel	\$199,466	\$0	\$199,466
	<b>GRAND TOTAL</b>	<b>\$762,566.00</b>	<b>\$0.00</b>	<b>\$762,566.00</b>



### DETAILED BUDGET (Salaries and Wages)

**INSTRUCTIONS:** List all positions for which salaries will be paid from this contract. Enter in Column 1 the annual (12 months) salary rate for each position which will be filled for all or any part of the year. Enter in Column 2 the number of months for which the positions will be staffed. Enter in Column 3 the percent of time or effort the staff person will devote to the project during the number of months shown in column 2.

<b>Direct Cost Only</b>	<b>Column 1 Annual Salary Rate</b>	<b>Column 2 # of MOS. BUDG.</b>	<b>Column 3 Time</b>
<b>1. Position / Name / Credentials</b>			
Certified Peer Recovery Specialist (new hire)	\$45,000	12 months	100%
Certified Peer Recovery Specialist (new hire)	\$45,000	12 months	100%
Program Coordinator (new hire)	\$50,000	12 months	100%
Program Supervisor	\$10,000	12 months	10%
Executive Director of The Contributor, Cathy Jennings	\$12,000	12 months	10%
<b>Category Total</b>	<b>\$162,000</b>		



**Instructions:** Show justification for specific items or categories listed. In Column 1, indicate requested personnel items - benefits and fringe - in relation to the program. In Column 2, enter the total amount required for each category.

<b>Column 1</b> <b>Detailed Budget for This Period</b> (Continued)	<b>Column 2</b> <b>Total Amount Required</b>
<b>Related Benefits</b> <b>(List Benefits and Amounts):</b>  Staff taxes, health insurance, 401 K, computed at approx. 20% of salary	\$32,400
<b>Category Total</b>	<b>\$32,400</b>
<b>Supplies</b>  3 choice tablets/phone/laptops  General office supplies/printing/etc.	\$5,000  \$6,000
<b>Category Total</b>	<b>\$11,000</b>
<b>Occupancy</b>  Rent for sq footage of office space	\$8,400
<b>Category Total</b>	<b>\$8,400</b>
<b>Travel</b>  Mileage for client visits and transporting to medical/substance use appointments necessary for SOAR and building patterns of trust and autonomy (calculated at an estimated cost of \$700 per week for all new staff combined)	\$35,000
<b>Category Total</b>	<b>\$35,000</b>
<b>Insurance</b>  Workmen's Comp premium estimate	\$2,750
<b>Category Total</b>	<b>\$2,750</b>





**Please detail your financial sustainability plan below:**

cost of \$381,283.00.

The goal of our request is to establish a cross-systems collaboration effort with Vanderbilt University Medical Center (VUMC) to help break the cycle of homelessness in hospital settings. We are convinced that a two-year demonstration project will allow us to implement the processes that are currently lacking. Once we have demonstrated the process flow and evaluated the cost effectiveness of the project, we believe we are able to work with hospital administrators and other potential investors on sustainable funding opportunities.

We are partnering with Dr. Beth Shinn to assist with the evaluation process. Dr. Shinn has already helped develop a tool to identify people experiencing homelessness in the Emergency Department (ED), which not many local hospitals currently do. In addition, VUMC leaders of the Homeless Heal Services (HHS) project have already taken the necessary steps to participate in HMIS. Through this capacity building project, we will further be able to identify, fine-tune and demonstrate

We identify success three-fold:

- A) Patients experiencing homelessness are identified as they enter the hospital setting and received the needed health care/mental health care while being linked with the appropriate housing navigation services through HMIS/CE;
- B) Increase the SOAR applications for patients at VUMC and demonstrate how other hospitals can duplicate this type of partnership; and
- C) Demonstrate cost-efficiency to VUMC by linking people to insurance and breaking their cycle of homelessness.

Potential funding sources we are pursuing with once we demonstrated clear success include:

- VUMC;
- Insurance companies including the three statewide MCOs;
- State Health Department funding;
- Private foundations interested in filling any funding not covered by health care funds.



### 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		
OFFICE OF HOMELESS SERVICES	53	Bill ClenDening		880-2349			
<b>Grant Name:</b>		Park Center, Inc. Capacity Building Grant					
<b>Grantor:</b>		OTHER - Enter Description to the Right --->		<b>Other:</b> Office of Homeless Services			
<b>Grant Period From:</b>		05/08/24	<small>(applications only)</small> Anticipated Application Date:				
<b>Grant Period To:</b>		12/31/25	<small>(applications only)</small> Application Deadline:				
<b>Funding Type:</b>		FED PASS THRU	<b>Multi-Department Grant</b> <input type="checkbox"/> <b>If yes, list below.</b>				
<b>Pass-Thru:</b>		METRO GOVERNMENT	<b>Outside Consultant Project:</b> <input type="checkbox"/>				
<b>Award Type:</b>		COMPETITIVE	<b>Total Award:</b> \$432,000.00				
<b>Status:</b>		NEW	<b>Metro Cash Match:</b> \$0.00				
<b>Metro Category:</b>		Est. Prior.	<b>Metro In-Kind Match:</b>				
<b>CFDA #</b>			<b>Is Council approval required?</b> <input checked="" type="checkbox"/>				
<b>Project Description:</b>		<b>Applic. Submitted Electronically?</b> <input type="checkbox"/>					
<p>This is a grant that extends the capacity for Park Center, Inc.'s Housing First case management services that allows them to serve an additional 64 chronically homeless individuals with mental health and substance abuse disorders, and will provide Housing First case management services to 16 chronically homeless individuals with disabilities.</p>							
<b>Plan for continuation of service after expiration of grant/Budgetary Impact:</b>							
This is a one time capacity building grant using previously approved American Rescue Plan funds.							
<b>How is Match Determined?</b>							
<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>							
<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>		Grantee		
<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>			<b>Actual number of positions added:</b>				
<b>Departmental Indirect Cost Rate</b>		10.00%	<b>Indirect Cost of Grant to Metro:</b>		\$14,150.80		
<b>*Indirect Costs allowed?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No		<b>% Allow.</b>	10.00%	<b>Ind. Cost Requested from Grantor:</b>			
				\$4,320.00 <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	\$72,000.00						\$72,000.00	\$7,200.00	\$7,200.00
Yr 2	FY25	\$360,000.00						\$360,000.00	\$36,000.00	\$36,000.00
Yr 3	FY26							\$0.00	\$0.00	\$0.00
Yr 4	FY27							\$0.00	\$0.00	\$0.00
Yr 5	FY28							\$0.00	\$0.00	\$0.00
<b>Total</b>		\$432,000.00	\$0.00	\$0.00	\$0.00		\$0.00	\$432,000.00	\$43,200.00	\$43,200.00
<b>Date Awarded:</b>			<b>Tot. Awarded:</b>			<b>Contract#:</b>				
(or) <b>Date Denied:</b>			<b>Reason:</b>							
(or) <b>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)

**Grant contract between the Metropolitan Government of Nashville and Davidson County and Park Center, Inc., Contract # \_\_\_\_\_ April 20, 2024**

**GRANT CONTRACT  
BETWEEN THE METROPOLITAN GOVERNMENT  
OF NASHVILLE AND DAVIDSON COUNTY  
AND  
Park Center, Inc.**

This Grant Contract issued and entered into pursuant to RS2024-\_\_\_\_\_, by and between the Metropolitan Government of Nashville and Davidson County, acting by and through the Office of Homeless Services ("Metro"), and Park Center, Inc., ("Recipient"), is for the provision of Housing First case management to chronically homeless individuals with mental health and substance abuse disorders and disabilities, as further defined in the "SCOPE OF PROGRAM". The Recipient's annual report and audit are incorporated herein by reference.

**A. SCOPE OF PROGRAM:**

A.1. The Recipient will use the funds to:

Park Center's Permanent Supportive Housing (PSH) program combines deeply affordable rental units with the evidence-based Pathways to Housing Intensive Case Management (ICM) model to help people remain housed and participate in the community after a history of chronic homelessness and institutionalization. Park Center will expand Nashville's PSH capacity by hiring 2 PSH Recovery Support Coordinators and leveraging existing personnel to provide Housing First case management to 64 chronically homeless individuals with mental health and substance use disorders. In addition, Park Center will expand PSH capacity and access equity by subcontracting with Empower Tennessee to hire an Independent Living Specialist who will provide Housing First case management services to 16 chronically homeless individuals with disabilities beyond those currently served in Nashville (i.e., mental health and substance use disorders and HIV/AIDS). Finally, Park Center will improve equity in PSH access and outcomes by onboarding a Data and Quality Assurance Coordinator to improve data quality, analyze and report on disparities, and monitor and enhance adherence to Managed Care Organization (MCO) standards and Housing First model fidelity.

**This program will provide Housing First case management services to 64 chronically homeless individuals with mental health and substance abuse disorders, and will provide Housing First case management services to 16 chronically homeless individuals with disabilities.**

A.2. The Recipient must spend these funds consistent with the Grant Spending Plan, attached and incorporated herein as Attachment 1. The Recipient must collect data to evaluate the effectiveness of their services and must provide those results to Metro upon request.

A.3. The Recipient will only utilize these funds for services the Recipient provides to documented residents of Davidson County. Documentation of residency may be established with a recent utility bill; voter's registration card; driver's license or other government issued-ID; current record from a school showing address; affidavit by landlord; or affidavit by a nonprofit treatment, shelter, half-way house, or homeless assistance entity located within Davidson County. Recipient agrees that it will not use Metro funding for services to non-Davidson County residents.

A.4. Additionally, the Recipient must collect data on the primary county of residence of the clients it serves and provide that data to Metro upon request.

**Grant contract between the Metropolitan Government of Nashville and Davidson County and Park Center, Inc., Contract # \_\_\_\_\_ April 20, 2024**

**B. GRANT CONTRACT TERM:**

B.1. **Grant Contract Term.** The term of this Grant will commence on 5/8/2024 and will end on 12/31/2025., or when funds are depleted, whichever occurs first. Metro will have no obligation for services rendered by the Recipient that are not performed within this term.

C.1. **Maximum Liability.** In no event will Metro's maximum liability under this Grant Contract exceed four-hundred and thirty-two thousand dollars (\$432,000). The Grant Spending Plan will constitute the maximum amount to be provided to the Recipient by Metro for all of the Recipient's obligations hereunder. The Grant Spending Plan line items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Recipient.

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

C.2. **Payment Methodology.** The Recipient will only be compensated for actual costs based upon the Grant Spending Plan, not to exceed the maximum liability established in Section C.1.

Upon progress toward the completion of the services as described in section A, the Agency shall submit invoices monthly and any supporting documentation as requested by OHS to demonstrate that the funds are used as required by this Contract, prior to any payment for allowable costs.

Recipient must send all invoices to:  
Joseph Marsh  
Assistant Director of Admin. & Finance  
Office of Homeless Services  
[joseph.marsh@nashville.gov](mailto:joseph.marsh@nashville.gov)  
615-880-2867

Final invoices for the contract period should be received by Metro Payment Services by no later than 15 days after the end of the grant period. Any invoice not received by the deadline date will not be processed and all remaining grant funds will expire.

C.3. **Annual Expenditure Report.** The Recipient must submit a final grant Annual Expenditure Report, to be received within 45 days of the end of the Grant Contract. Said report must be in form and substance acceptable to Metro and must be prepared by a Certified Public Accounting Firm or the Chief Financial Officer of the Recipient Organization.

C.4. **Payment of Invoice.** The payment of any invoice by Metro will not prejudice Metro's right to object to the invoice or any other related matter. Any payment by Metro will neither be construed as acceptance of any part of the work or service provided nor as an approval of any of the costs included therein.

C.5. **Unallowable Costs.** The Recipient's invoice may be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs. Utilization of Metro funding for services to non-Davidson County residents is not allowed.

**Grant contract between the Metropolitan Government of Nashville and Davidson County and Park Center, Inc., Contract # \_\_\_\_\_ April 20, 2024**

- C.6. **Deductions.** Metro reserves the right to adjust any amounts which are or become due and payable to the Recipient by Metro under this or any Contract by deducting any amounts which are or become due and payable to Metro by the Recipient under this or any Contract.
- C.7. **Travel Compensation.** Payment to the Recipient for travel, meals, or lodging is subject to amounts and limitations specified in Metro's Travel Regulations and subject to the Grant Spending Plan.
- C.8. **Electronic Payment.** Metro requires as a condition of this contract that the Recipient have on file with Metro a completed and signed "ACH Form for Electronic Payment". If Recipient has not previously submitted the form to Metro or if Recipient's information has changed, Recipient will have thirty (30) days to complete, sign, and return the form. Thereafter, all payments to the Recipient, under this or any other contract the Recipient has with Metro, must be made electronically.
- D. **STANDARD TERMS AND CONDITIONS:**
- D.1. **Required Approvals.** Metro is not bound by this Grant Contract until it is approved by the appropriate Metro representatives as indicated on the signature page of this Grant.
- D.2. **Modification and Amendment.** This Grant Contract may be modified only by a written amendment that has been approved in accordance with all Metro procedures and by appropriate legislation of the Metropolitan Council.
- D.3. **Termination for Cause.** Metro shall have the right to terminate this Grant Contract immediately if Metro determines that Recipient, its employees or principals have engaged in conduct or violated any federal, state or local laws which affect the ability of Recipient to effectively provide services under this Grant Contract. Should the Recipient fail to properly perform its obligations under this Grant Contract or if the Recipient violates any terms of this Grant Contract, Metro will have the right to immediately terminate the Grant Contract and the Recipient must return to Metro any and all grant monies for services or programs under the grant not performed as of the termination date. The Recipient must also return to Metro any and all funds expended for purposes contrary to the terms of the Grant Contract. Such termination will not relieve the Recipient of any liability to Metro for damages sustained by virtue of any breach by the Recipient.
- D.4. **Termination - Notice.** Metro may terminate the Grant Contract without cause for any reason. Said termination shall not be deemed a Breach of Contract by Metro. Metro shall give the Recipient at least thirty (30) days written notice before effective termination date.
- (a) The Recipient shall be entitled to receive compensation for satisfactory, authorized service completed as of the effective termination date, but in no event shall Metro be liable to the Recipient for compensation for any service that has not been rendered.
- (b) Upon such termination, the Recipient shall have no right to any actual general, special, incidental, consequential or any other damages whatsoever of any description or amount.
- D.5. **Termination –Funding.** This Grant Contract is subject to the appropriation and availability of local, State and/or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, Metro shall have the right to terminate this Grant Contract immediately upon written notice to the Recipient. Upon receipt of the written notice, the Recipient shall cease all work associated with this Grant Contract on or before the effective termination date specified in the written notice. Should such an event occur, the Recipient shall be entitled to compensation for all satisfactory and authorized services completed as of the effective termination date. The Recipient shall be responsible for repayment of any funds already received in excess of satisfactory and authorized services completed as of the effective termination date.

**Grant contract between the Metropolitan Government of Nashville and Davidson County and Park Center, Inc., Contract # \_\_\_\_\_ April 20, 2024**

- D.6. **Subcontracting.** The Recipient may not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of Metro. Notwithstanding any use of approved subcontractors, the Recipient will be considered the prime Recipient and will be responsible for all work performed.
- D.7. **Conflicts of Interest.** The Recipient warrants that no part of the total Grant Amount will be paid directly or indirectly to an employee or official of Metro as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Recipient in connection with any work contemplated or performed relative to this Grant Contract.
- D.8. **Media Interaction.** Any media events or news releases connected to any work contemplated or performed relative to this grant contract must be approved and coordinated through the Office of Homeless Services/ Metro Nashville Government Communication Representative prior to engagement, airing or distribution.
- D.9. **Nondiscrimination.** The Recipient hereby agrees, warrants, and assures that no person will be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Recipient on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification which is in violation of applicable laws. The Recipient must, upon request, show proof of such nondiscrimination and must post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.10. **Records.** The Recipient must maintain documentation for all charges to Metro under this Grant Contract. The books, records, and documents of the Recipient, insofar as they relate to work performed or money received under this Grant Contract, must be maintained for a period of three (3) full years from the date of the final payment or until the Recipient engages a licensed independent public accountant to perform an audit of its activities. The books, records, and documents of the Recipient insofar as they relate to work performed or money received under this Grant Contract are subject to audit at any reasonable time and upon reasonable notice by Metro or its duly appointed representatives. Records must be maintained in accordance with the standards outlined in the Non-Profit Grants Manual. The financial statements must be prepared in accordance with generally accepted accounting principles.
- D.11. **Monitoring.** The Recipient's activities conducted and records maintained pursuant to this Grant Contract are subject to monitoring and evaluation by The Metropolitan Office of Financial Accountability or Metro's duly appointed representatives. The Recipient must make all audit, accounting, or financial records, notes, and other documents pertinent to this grant available for review by the Metropolitan Office of Financial Accountability, Internal Audit or Metro's representatives, upon request, during normal working hours. Recipient also agrees to Monthly Check-Ins, Quarterly Reviews and Semi-Annual Monitoring by OHS staff.
- D.12. **Reporting.** The Recipient must submit an Interim Program Report, to be received by no later than 180 days from effective date, and a Final Program Report, to be received within 45 forty-five days of the end of the Grant Contract. Said reports shall detail the outcome of the activities funded under this Grant Contract.
- D.13. **Strict Performance.** Failure by Metro to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this agreement is not a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Grant Contract is considered to be waived, modified, or deleted except by a written amendment by the appropriate parties as indicated on the signature page of this Grant.
- D.14. **Insurance.** The Recipient agrees to carry adequate public liability and other appropriate forms of insurance, and to pay all applicable taxes incident to this Grant Contract.

**Grant contract between the Metropolitan Government of Nashville and Davidson County and Park Center, Inc., Contract # \_\_\_\_\_ April 20, 2024**

- D.15. **Metro Liability.** Metro will have no liability except as specifically provided in this Grant Contract.
- D.16. **Independent Contractor.** Nothing herein will in any way be construed or intended to create a partnership or joint venture between the Recipient and Metro or to create the relationship of principal and agent between or among the Recipient and Metro. The Recipient must not hold itself out in a manner contrary to the terms of this paragraph. Metro will not become liable for any representation, act, or omission of any other party contrary to the terms of this paragraph.
- D.17. **Indemnification and Hold Harmless.**
- (a) Recipient agrees to indemnify, defend, and hold harmless Metro, its officers, agents and employees from any claims, damages, penalties, costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of Recipient, its officers, employees and/or agents, including its sub or independent contractors, in connection with the performance of the contract, and any claims, damages, penalties, costs and attorney fees arising from any failure of Recipient, its officers, employees and/or agents, including its sub or independent contractors, to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.
- (b) Metro will not indemnify, defend or hold harmless in any fashion the Recipient from any claims, regardless of any language in any attachment or other document that the Recipient may provide.
- (c) Recipient will pay Metro any expenses incurred as a result of Recipient's failure to fulfill any obligation in a professional and timely manner under this Contract.
- (d) Recipient's duties under this section will survive the termination or expiration of the grant.
- D.18. **Force Majeure.** "Force Majeure Event" means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the party. Except as provided in this Section, any failure or delay by a party in the performance of its obligations under this Grant Contract arising from a Force Majeure Event is not a breach under this Grant Contract. The non-performing party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the party continues to use diligent, good faith efforts to resume performance without delay. Recipient will promptly notify Metro within forty-eight (48) hours of any delay caused by a Force Majeure Event and will describe in reasonable detail the nature of the Force Majeure Event.
- D.19. **Iran Divestment Act.** In accordance with the Iran Divestment Act, Tennessee Code Annotated § 12-12-101 et seq., Recipient certifies that to the best of its knowledge and belief, neither Recipient nor any of its subcontractors are on the list created pursuant to Tennessee Code Annotated § 12-12-106. Misrepresentation may result in civil and criminal sanctions, including contract termination, debarment, or suspension from being a contractor or subcontractor under Metro contracts.
- D.20. **State, Local and Federal Compliance.** The Recipient agrees to comply with all applicable federal, state and local laws and regulations in the performance of this Grant Contract. Metro shall have the right to terminate this Grant Contract at any time for failure of Recipient to comply with applicable federal, state or local laws in connection with the performance of services under this Grant Contract.
- D.21. **Governing Law and Venue.** The validity, construction and effect of this Grant Contract and any and all extensions and/or modifications thereof will be governed by and construed in accordance

**Grant contract between the Metropolitan Government of Nashville and Davidson County and Park Center, Inc., Contract # \_\_\_\_\_ April 20, 2024**

with the laws of the State of Tennessee. The venue for legal action concerning this Grant Contract will be in the courts of Davidson County, Tennessee.

- D.22. **Completeness.** This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions of the parties' agreement. This Grant Contract supersedes any and all prior understandings, representations, negotiations, and agreements between the parties relating hereto, whether written or oral.
- D.23. **Headings.** Section headings are for reference purposes only and will not be construed as part of this Grant Contract.
- D.24. **Severability.** In the event any provision of this Agreement is rendered invalid or unenforceable, said provision(s) hereof will be immediately void and may be renegotiated for the sole purpose of rectifying the error. The remainder of the provisions of this Agreement not in question shall remain in full force and effect.
- D.25. **Metro Interest in Equipment.** The Recipient will take legal title to all equipment and to all motor vehicles, hereinafter referred to as "equipment," purchased totally or in part with funds provided under this Grant Contract, subject to Metro's equitable interest therein, to the extent of its *pro rata* share, based upon Metro's contribution to the purchase price. "Equipment" is defined as an article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds \$5,000.00.

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

- D. 26. **Assignment—Consent Required.** The provisions of this contract will inure to the benefit of and will be binding upon the respective successors and assignees of the parties hereto. Except for the rights of money due to Recipient under this contract, neither this contract nor any of the rights and obligations of Recipient hereunder may be assigned or transferred in whole or in part without the prior written consent of Metro. Any such assignment or transfer will not release Recipient from its obligations hereunder. Notice of assignment of any rights to money due to Recipient under this Contract must be sent to the attention of the Metro Department of Finance.
- D.27. **Gratuities and Kickbacks.** It will be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparations of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore. It will be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or a person associated therewith, as an inducement for the award of a subcontract or order. Breach of the provisions of this paragraph is, in addition to a breach of this contract, a breach of ethical standards which may

**Grant contract between the Metropolitan Government of Nashville and Davidson County and Park Center, Inc., Contract # \_\_\_\_\_ April 20, 2024**

result in civil or criminal sanction and/or debarment or suspension from participation in Metropolitan Government contracts.

- D.28. **Communications and Contacts.** All instructions, notices, consents, demands, or other communications from the Recipient required or contemplated by this Grant Contract must be in writing and must be made by facsimile transmission, or by first class mail, addressed to the respective party at the appropriate facsimile number or address as set forth below or to such other party, facsimile number, or address as may be hereafter specified by written notice.

Metro

For contract-related matters:  
Bill ClenDening  
Grants Coordinator  
[bill.clenDening@nashville.gov](mailto:bill.clenDening@nashville.gov)  
615-880-2349

For inquiries regarding invoices:  
Joseph Marsh  
Assistant Director of Administration and  
Finance  
[joseph.marsh@nashville.gov](mailto:joseph.marsh@nashville.gov)  
615-880-2867

Recipient

Amanda Bracht  
Executive Director  
Park Center, Inc.  
1935 21<sup>st</sup> Ave S  
Nashville, TN 37212  
Cell- 615-242-3576  
Email : amanda.bracht@parkcenternashville.org

- D.29. **Lobbying.** The Recipient certifies, to the best of its knowledge and belief, that:
- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the Recipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, and entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
  - b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this grant, loan, or cooperative agreement, the Recipient must complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
  - c. The Recipient will require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, subcontracts, and contracts under grants, loans, and cooperative agreements) and that all subcontractors of federally appropriated funds shall certify and disclose accordingly.

D.30. **Certification Regarding Debarment and Convictions.**

- a. Recipient certifies that Recipient, and its current and future principals:



**Grant contract between the Metropolitan Government of Nashville and Davidson County and Park Center, Inc., Contract # \_\_\_\_\_ April 20, 2024**

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

**D.26. Effective Date.** This contract will not be binding upon the parties until it has been signed first by the Recipient and then by the authorized representatives of the Metropolitan Government and has been filed in the office of the Metropolitan Clerk. When it has been so signed and filed, this contract will be effective as of the date first written above.

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LEFT INTENTIONALLY BLANK.)

**Grant contract between the Metropolitan Government of Nashville and Davidson County and Park Center, Inc., Contract # \_\_\_\_\_ April 20, 2024**

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

DocuSigned by:

*April Calvin*

April Calvin, Director, Office of Homeless Services

**RECIPIENT: Park Center, Inc.**

By:

*Amanda Bracht*

Amanda Bracht, Executive Director

**APPROVED AS TO AVAILABILITY OF FUNDS:**

DocuSigned by:

*Kevin Crumbo/mjw*

Director of Finance

**APPROVED AS TO RISK AND INSURANCE**

DocuSigned by:

*Balogun Cobb*

Director of Risk Management Services

**APPROVED AS TO FORM AND LEGALITY**

DocuSigned by:

*Derrick C. Smith*

Metropolitan Attorney

**FILED IN THE OFFICE OF THE CLERK:**

Metropolitan Clerk

**Grant contract between the Metropolitan Government of Nashville and Davidson County and Park Center, Inc., Contract # \_\_\_\_\_ April 20, 2024**

<b>GRANT BUDGET SUMMARY</b>				
<b>Agency Name: Park Center, Inc.</b>				
<b>Program Code Name: Chronically Homeless Housing First Case Management Capacity Building</b>				
<b>The grant budget line-item amounts below shall be applicable only to expense incurred during the following</b>				
<b>Applicable Period:</b>				
<b>BEGIN: 5/8/2024 END: 12/31/2025</b>				
	<b>EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup></b>	<b>GRANT CONTRACT</b>	<b>GRANTEE PARTICIPATION</b>	<b>TOTAL PROJECT</b>
	Salaries and Wages	\$197,500		\$197,500
	Benefits and Taxes	\$49,375		\$49,375
	Professional Fees			
	Supplies	\$30,800		\$30,800
	Communications	\$4,800		\$4,800
	Postage and Shipping			
	Occupancy			
	Equipment Rental & Maintenance			
	Printing and Publications			
	Travel, Conferences & Meetings	\$3,600		\$3,600
	Insurance			
	Specific Assistance To Individuals	\$105,925		\$105,925
	Indirect Costs	\$40,000		\$40,000
	<b>GRAND TOTAL</b>	<b>\$432,000</b>	<b>\$0.00</b>	<b>\$432,000</b>

**Metro Nashville Office of Homeless Services: ARP Supportive Services FY 2024  
Park Center Capacity Building Proposal**

**Experience, Qualifications and References**

**Organizational Experience:** For 35 years, Park Center has provided supportive housing and other wraparound services for people recovering from mental illness, addiction, and homelessness who have extremely low incomes and high barriers to housing. Park Center's Permanent Supportive Housing (PSH) program currently supports 118 program participants—known at Park Center as members—with maintaining housing stability by combining deeply affordable permanent housing units with an evidence-based case management model, Pathways to Housing Intensive Case Management (ICM). Through the provision of high quality, intensive, and individualized supportive services, Park Center's PSH program has achieved a 95% housing retention rate over the past five years.

Park Center has been the leading organization in Nashville for connecting people to employment services and disability benefits for over 15 years. Park Center has a Supported Employment program that uses an evidence-based model, Individual Placement and Support (IPS), to connect people to competitive employment of their choosing. Park Center also works with people seeking support with connection to disability benefits through Social Security Administration (SSA) by using the SSI/SSDI, Outreach, Access and Recovery (SOAR) model. Through these two models, members can access income and insurance to help build financial stability and maintain stability in their community.

Empower Tennessee (TN) works to increase access to stable housing by providing information and referral, skills training, peer support, resource navigation, and financial assistance to pay rent or utility deposits, back rent or utilities due to loss of income, first-time home supplies, and/or home modifications to make their home more accessible.

**Organizational Performance:** For over 20 years, Park Center has managed a large block grant (currently \$793,987) from the Tennessee Department of Mental Health and Substance Abuse Services (TDMHSAS) to provide PSH services to low-income single adults with living with a serious mental illness. All funds have been drawn down and fully spent in a timely manner. Additionally, Park Center has effectively managed multiple grants from the U.S. Department of Housing and Urban Development (HUD), U.S. Substance Abuse and Mental Health Services Administration (SAMHSA), Metropolitan Development and Housing Agency (MDHA), and Metropolitan Nashville-Davidson County. In addition to achieving the extraordinary housing retention outcomes described above, Park Center has exceeded national, state, and local benchmarks in increasing employment and non-employment income, improving access to healthcare, and enhancing member engagement within the community.

**MCO Contracts:** Park Center has negotiated fee-for-service contracts with all three MCOs that have been in place for over 20 years. The PSH program routinely bills the MCOs for Peer Support and will begin billing for Case Management in November of this year.

**Qualified Status:** We are a qualified TennCare provider.

**Team Experience:** Housing First supportive services will be provided by Park Center and Empower TN. The experience described below and resumes provided correspond with these service providers and supervisors. The additional position proposed for this project (i.e., Data and Quality Assurance Coordinator) is described in a later section of this proposal.

Park Center's Director of PSH has overseen the program since 2016 and began implementing the evidence-based Pathways Housing First model in 2020. The PSH Program Manager and 6 service providers each bring several years of clinical experience to their roles and have served on the PSH team for a range of 2 to 5 years. In early 2023, the team completed 6 months of intensive training and technical assistance with Housing First University. Three of the service providers are Certified Peer Recovery Specialists (CPRS), and 1 is a Licensed Alcohol and Drug Abuse Counselor (LADAC).

Empower TN's Director of Innovation and Independent Living Specialist has worked directly with clients with disabilities who seek to establish or maintain their independence in housing since 2017. She is a certified Community Partner Work Incentives Counselor (CPWIC) and serves on the Metro Nashville Continuum of Care.

**CPRS:** For over a decade, Park Center has led the community in employing and providing internship opportunities for CPRS. Currently, the PSH program employs 3 and Homeless Outreach employs 5. We are open in interviews about valuing both member and staff experiences and providing staff the ability to become trained to become a CPRS.

**Required Experience & Training:** Each employee that works with the PSH team must have at least 3 years' experience working in a human services field and demonstrate strong clinical competencies and ethical behavior. The non-peer positions require a bachelor's degree in social work or related field, with a master's degree preferred. Peer providers must identify as a person in recovery from mental illness, addiction, or both, and must be a CPRS or be willing to obtain that credential within 90 days of hire. They must also have at least 1 year of experience working in a peer recovery support role and at least 3 years' experience working in a human services field. For CPRS, a high school diploma or equivalent is required, and a bachelor's degree in a human services field is preferred.

Before joining the team, all service providers must have completed comprehensive training and 1 year of practice in Trauma-informed Care and Motivational Interviewing. Team members complete 14 hours of online training covering a range of clinical and compliance topics. Park Center provides all service providers with in-person training on CPR, First Aid, Narcan, suicide prevention, crisis intervention, sexual and interpersonal violence, Motivational Interviewing, Trauma-informed Care, and the Fair Housing Act. Each new PSH team member with Park Center and Empower TN will participate in 46 hours of pre-recorded training on the Housing First model.

**Employee Duties:** More information about the positions proposed for this project is included below. The 2 PSH Recovery Support Coordinators will report to Park Center’s PSH Manager and provide Housing First case management to chronically homeless people with disabilities. The Data and Quality Assurance Coordinator will report to Park Center’s Director of PSH and serve both Park Center and Empower TN’s Housing First PSH programs. Empower TN’s Independent Living Specialist will report to Empower TN’s Executive Director and provide Housing First case management to chronically homeless people with disabilities.

**Hours & Schedule:** All 4 positions requested in this proposal will work full-time regular business hours except when an exception is required to fulfill job duties. All positions will be FLSA Non-exempt.

**Metro Relationship:** Park Center has a productive and collaborative relationship with Metro, and has since 2006, as we have had a SOAR contract through Metro since that time. We have staff integrated with the Office of Homeless Services (OHS) by sitting on committees and attending all in-person and virtual meetings. Shanley Deignan is Chair of the HMIS Oversight Committee., Bill Friskics-Warren serves on the Equity Committee. Paul Sandford serves on the Data Committee. Kenna Smith serves on the Standards of Care Committee. Jessica Asby serves on the Encampment Prioritization Committee. Representatives from outreach and PSH teams attend the weekly Care Coordination and Encampment Surge meetings and the bi-weekly large Outreach meeting and small Outreach Leadership meetings. We also take referrals for SOAR outreach and PSH through CE. We attend the OHS resource events for encampments as scheduled and take referrals for street outreach during these events.

**Current Litigation:** Dorothy Carter v. McCasland and Park Center, Inc.

**Licensing Violations:** There are no employee licensing violations during the past five (5) years.

## **Project Approach and Process**

**Low-barrier Approach:** Park Center’s property management team eliminates all housing barriers within the limitations of local laws (e.g., location restrictions for people on the sex offender registry). Service providers have access to multiple funds to cover any housing-related costs for households with no income. In accordance with the Pathways Housing First Fidelity Scale, “participants have the right to choose, modify, or refuse services and supports at any time, except one face-to-face visit with staff a week.” Participants are not required to participate in psychiatric or substance use treatment. This project also aligns with the fidelity scale by avoiding “coercive activities such as leveraging housing or services to promote adherence to clinical provisions or having excessive intrusive surveillance with participants.” Finally, the program follows the model’s guidance with a commitment to re-house participants who have been evicted and to continue providing services through episodes of housing loss. Rental assistance and/or support services would only be terminated as required by law or policy, or in cases of abandonment or participants’ choice to cease all communication. Individuals served by Empower TN will be offered their choice of housing location and type, to include scattered-site units supported by rental subsidies such as the 18 set-aside Housing Choice Vouchers (HCVs), Shelter Plus Care (SPC), etc.

While Park Center has served as a community leader in providing high-fidelity Housing First PSH, we recognize there is much work to be done to address widespread disparities in program access and outcomes for unhoused Nashvillians. Highlighting just one such disparity, the Racial Disparities within Nashville’s Homeless Population report presented by Nashville-Davidson County Continuum of Care Data Committee Chair Bill Friskics-Warren, noted that while the 2018 U.S. Census data identified roughly 28% of Nashville’s population as African American, “43% of the 2,337 persons identified as experiencing homelessness in Nashville’s 2018 PIT count were African American” and “52% percent of people experiencing housing crises in Nashville were African American” according to 2018 HMIS data. Concurrently, a homelessness service provider survey found that “80% of 128 respondents identified themselves as white while only 14% selected Black or African American as the one racial designation that best described them.”

Park Center will take a multifaceted approach to addressing these issues. Firstly, we will onboard a Data and Quality Assurance Coordinator. This role will improve the quality of data and analyze disparities in access and outcomes. Additionally, this position will monitor and enhance our adherence to Managed Care Organization (MCO) standards and ensure fidelity to the Housing First model, aligning with our billing objectives. Furthermore, we will form a partnership with Empower TN to hire and train an Independent Living Specialist to provide Housing First case management services specifically dedicated to serving individuals with disabling conditions that extend beyond the specialized areas currently covered by Nashville Housing First service providers. This local gap has been identified through the Shelter Plus Care Advisory Council as a significant barrier to access for people whose disability is not mental illness or HIV/AIDS.

**Co-location of Housing & Services:** Park Center offers community-based units that are scattered across Davidson County. Some benefits of Park Center serving as landlord is managing the tenant screening process, compassionate lease enforcement, and the commitment to rehouse people who have been evicted. While housing and services are not co-located, other drawbacks of housing provided by the same entity as services have been mitigated by functionally separating supportive services from property management through the development of a property management team with a distinct administrative hierarchy.

Consistent, structured communication between service providers and property managers is a key strategy for maintaining housing stability. Park Center and Empower TN's support teams will actively engage property managers to address common challenges and issues, encourage mindful lease enforcement, advocate for reasonable rules and expectations, and support harm reduction efforts and creative problem solving. Service providers will work with property managers to develop communication plans, clarify roles, proactively and preventatively intervene, and promote nonjudgmental, compassionate tenant interactions.

**Commitment to Serve the Population:** People that experience chronic homelessness face unique barriers as they often do not have access to a natural support network with resources or have trust in systems that have failed them in the past. With few exceptions, Nashvillians who are chronically unhoused also live with at least one disabling condition such as chronic illness, addiction, serious mental illness, and mobility impairments. People without housing often overutilize ambulance rides, emergency department visits, hospital stays, contacts with law enforcement, and jail stays. These conditions often lead to people living in crisis mode and everyday just trying to survive without the support needed. For example, one common pitfall is newly housed individuals inviting friends to live in their apartments. Utilizing a trauma-informed approach, providers will encourage participants to develop a proactive "Personal Guest Management" plan that preserves their self-determination and recognizes the difficulty of saying "no" by roleplaying conversations.

Park Center serves some of the most vulnerable people in the community seeking mental health, substance use and homelessness support. The way Park Center addresses a member in these situations is by creating a trusted relationship and meeting people where they are in their journey and molding services to fit what they need and not what others need. We and Empower TN employ staff with lived experience of mental illness, substance use and other disabilities to do the work. We are interested in continuing to work with this population because we believe every person deserves a place of community, support, and housing.

**Households Served:** Park Center will serve 64 individuals experiencing chronic homelessness with a mental illness and/or substance use disorder during this grant period. Empower TN will serve an additional 16 individuals experiencing chronic homelessness, prioritizing people whose primary disability is not a mental illness or substance use disorder (e.g., physical/motor, sensory, neurological, etc.). Empower TN will also accept referrals for chronically homeless families (i.e., families with an adult member who has a disabling condition and meets the duration/frequency criterion) while maintaining an overall ratio of 16:1, effectively substituting family households for individual households. Empower TN will serve a minimum of 13 households regardless of their individual makeup.

**Housing & Financial Self-sufficiency:** Park Center and Empower TN will provide residents with a comprehensive tenancy and recovery support program following the Pathways Housing First Intensive Case Management (ICM) model. In this model, "participants can keep their housing with no requirements for continued tenancy, other than adhering to a standard lease and seeing staff for a face-to-face visit once a week." This model employs a harm reduction approach in which "participants are not required to abstain from alcohol and/or drugs and staff work consistently with participants to reduce the negative consequences of use." Harm reduction strategies, along with motivational interviewing and assertive engagement, support households in maintaining their lease and problem-solving threats to ongoing tenancy.

The ICM model follows a recovery-oriented housing focused approach, and services may be provided directly or brokered. All services are offered according to participants' goals and preferences. Examples of services provided by PSH support team members are coaching on tenancy skills (i.e., paying rent, maintaining the property, and managing guests), life skills such as healthy sleep and budgeting, identifying meaningful daily activities, and building a natural support network. Brokered services may include physical and mental healthcare, peer support (though Park Center PSH offers this directly), SOAR, employment, and substance use treatment. All services are framed around the overall goal of promoting awareness and teaching strategies that reduce the likelihood of a return to homelessness.

During the first month of tenancy, the focus is to proactively anticipate and plan for common threats that undermine the goal of housing stability. Additionally, Park Center will manage dedicated, recurring funds to meet temporary financial needs that may jeopardize ongoing tenancy (e.g., rental arrears, medical expenses, transportation costs). These funds also support a partnership with a third-party service provider (Insight Counseling) which provides specialized therapy such as trauma treatment to program participants as needed. In addition, Park Center employs a landlord liaison who can identify and secure alternative housing arrangements should the need arise.

Beyond housing stability, the project will support participants in increasing both employment and non-employment income (e.g., disability benefits), accessing healthcare including mental health and substance use treatment, building independent living skills, integrating into the community, developing a natural support network, and moving beyond PSH into other permanent housing.

**HMIS/CE:** Park Center was one of the first organizations in Nashville to use HMIS and continues to use it, even for programs where it is not a requirement. Each program has a separate Project for accurate reporting and will continue with this new funding. Park Center

has been consistently using Coordinated Entry (CE) for all data tracking, including case notes, document storage and current living arrangements for unhoused individuals, even for programs where it is not a requirement. The entries discontinue when a member has been housed. PSH and SOAR currently take referrals from CE and will continue with this new funding. Empower TN will take all referrals for this project from CE.

## **Equity and Cultural Competence**

**Organizational Cultural Competence:** Park Center has an active Justice, Equity, Diversity, and Inclusion (JEDI) Task Force that was established in the summer of 2020. Park Center's strategic plan set a goal of becoming "an organization rooted in justice, equity, diversity, and inclusion, demonstrated by all members, staff, and board members, thereby representing all the communities we engage." To that end, Park Center will "analyze current/internal and external data to determine underserved populations...and create an action plan for increasing outreach to identified communities." Park Center is building our capacity to serve a more diverse range of chronically homeless individuals and to contribute to a more equitable system for ending homelessness in our city, and to support our community partners collaborating in these efforts. Park Center is committed to expanding PSH access for underserved groups of varying racial, ethnic, cultural, and religious backgrounds, as well as groups that vary by geography, nationality, language, and disability. By pursuing these objectives, Park Center aims to lead the community toward housing justice, equity, and inclusion.

Empower TN is a Center for Independent Living that is governed and staffed by people with disabilities. The organization serves people of all ages, with any disability, from any racial, ethnic, or socio-economic group, regardless of sexual orientation or gender identity, including people from traditionally unserved or underserved populations. We contract with the Language Line to provide services in any language and offer materials in alternative formats including Braille transcription. All employees take part in ongoing professional development including cultural competence training.

**Cultural Sensitivity Training:** Staff at Park Center have attended trainings around Trauma Informed Care, Narcan Administration, Motivational Interviewing, Recovery Language, Asian American Pacific Islander Anti-Racism Virtual Workshop provided by Vanderbilt University, Creating an Open and Affirming Space for LGBTQ+ provided by Oasis Center, Introduction to Systemic Racism Workshop and Critical Cultural Competency trainings provided by Crossroads and a 2-part Anti-Racism Training provided by The Burnett Group.

**Evaluation of Disparities:** Quarterly, the Outreach team evaluates data disaggregated by race, ethnicity, gender identity, age etc. and geographical data to identify any gaps in services. Outreach efforts are adjusted to ensure gaps are being filled. The Data and Quality Assurance Coordinator position is aimed at providing more intentional oversight and improvements to achieve our equity goals.

To increase equitable access, PSH voluntarily began taking referrals through CE in the spring of 2023. However, Park Center recognizes its limited ability to address program access directly, because other organizations play a significant role in identifying and entering people into CE. By leveraging the work of the Data and Quality Assurance Coordinator, Park Center will improve overall system equity by offering community education and sharing best practices with CoC members who conduct outreach and CE enrollment. Additionally, this proposal will equip Park Center to enhance its processes to evaluate and improve equitable program access and outcomes.

**Consumer Inclusion:** Park Center's dedication to incorporating the perspectives and experiences of individuals with lived experience is evident in our organization's structure. CPRS' are among our staff advocates for inclusive, equitable, and respectful policies while participating in all levels of organizational leadership. This collaborative approach includes meaningful consumer input through representation on our Board of Directors and an active Resident Advisory Council, which convenes monthly to provide feedback on services, program enhancements, policy changes, and introducing new components.

In addition, our commitment to consumer engagement extends to our PSH service providers, where 3 out of 6 are CPRS. This not only fosters trusting relationships for eliciting valuable feedback but also facilitates effective advocacy within our organization. Furthermore, at Empower TN, most of the employees are individuals with disabilities, a core aspect of their service model that mirrors the outcomes achieved by Park Center's inclusive approach.

**Board & Staff Diversity:** Park Center's Board of Directors has 26 members, 5 Black, 1 Latinx, and 20 White, with 14 women and 12 men. One member is a PSH resident, and 1 member has disclosed their mental illness. Park Center has 93 total employees, 37 Black, 2 Asian, 2 Hispanic or Latinx, 2 multi-race, and 47 White (2 individuals declined to disclose their race), with 68 women and 24 men.

**METROPOLITAN GOVERNMENT OF  
NASHVILLE AND DAVIDSON COUNTY  
GRANT SPENDING PLAN**

<b>RECIPIENT NAME:</b>	Park Center, Inc.
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<b>THE FOLLOWING IS APPLICABLE TO EXPENSES PLANNED TO BE INCURRED DURING THE CONTRACT GRANT PERIOD: 5/8/2024 through December 31, 2025</b>				
	EXPENSE OBJECT LINE-ITEM CATEGORY	METRO GRANT FUNDS	RECIPIENT MATCH (participation)	TOTAL PROJECT
	Salaries and Wages	\$197,500.00		\$197,500.00
	Benefits and Taxes (25%)	\$49,375.00		\$49,375.00
	Professional Fees	\$0.00		\$0.00
	Supplies	\$30,800.00		\$30,800.00
	Communications	\$4,800.00		\$4,800.00
	Postage and Shipping	\$0.00		\$0.00
	Occupancy	\$0.00		\$0.00
	Equipment Rental and Maintenance	\$0.00		\$0.00
	Printing and Publications	\$0.00		\$0.00
	Travel/ Conferences and Meetings	\$3,600.00		\$3,600.00
	Insurance	\$0.00		\$0.00
	Specific Assistance to Individuals	\$105,925.00		\$105,925.00
	Other Non-Personnel	\$0.00		\$0.00
	Indirect (10%)	\$40,000.00		\$40,000.00
	<b>GRAND TOTAL</b>	<b>\$432,000.00</b>	<b>\$0.00</b>	<b>\$432,000.00</b>



<b>Direct Cost Only</b>	<b>Column 1 Annual Salary Rate</b>	<b>Column 2 # of MOS. BUDG.</b>	<b>Column 3 Time</b>
<b>1. Position/Name/ Credentials</b>			
PSH Recovery Support Coordinator / to be hired / BS Degree	\$49,000	12	100%
PSH Recovery Support Coordinator / to be hired / BS Degree	\$49,000	12	100%
Data & Quality Assurance Coordinator / to be hired / BS Degree	\$47,000	12	100%
Independent Living Specialist / to be hired/ BS Degree	\$52,500	12	100%
<b>Category Total</b>			<b>\$197,500</b>

<b>Column 1 Detailed Budget For This Period (Continued)</b>	<b>Column 2 Total Amount Required</b>
<b>2. Related Benefits</b> <b>List Benefits and Amounts:</b>	
Payroll Taxes	\$17,775
Health Insurance	\$25,675
Retirement match (3%)	\$5,925
<b>Category Total</b>	<b>\$49,375</b>

<b>3. Travel</b>	
Mileage (\$100/month x 12 months x 3 service providers)	\$3,600
<b>Category Total</b>	<b>\$3,600</b>

<b>4. Operating Costs</b>	
Specific Assistance to Individuals: household items for new tenants, mobility equipment and medical supplies, bus passes, and other basic needs assistance	\$105,925
Communications: Cell phone and hot spot for 4 staff members (\$100/month x 12 months x 4 FTE)	\$4,800
<b>Category Total</b>	<b>\$110,725</b>

<b>5. Supplies</b>	
Office Supplies	\$6,750
Laptops & Accessories for 4 new positions (\$2,000 x 4)	\$8,000
Tech & Accessibility Equipment	\$16,050
<b>Category Total</b>	<b>\$30,800</b>

**Financial Sustainability Plan:**

Park Center is committed to the sustainability of this project. The positions included in this request have been committed and future funding has been identified to sustain these roles. The two (2) PSH Recovery Support Coordinators and related costs will be funded in future years with new grant funds and by the expected increase in services billing revenue. The Data & Quality Assurance Coordinator and related costs will be funded in future years by the expected increase in services billing revenue. The implementation of a new Electronic Health Record, coupled with recently awarded rate increases and contract expansions for all three Managed Care Organizations will generate additional revenue in future years. The Independent Living Specialist and related costs will be sustained with new grant funds. Our partners, Empower Tennessee, will utilize this funding opportunity to grow their knowledge and experience for managing government grants. This experience will prepare them to independently seek new funding to cover this position in future years.