

**GRANT CONTRACT  
BETWEEN THE JUVENILE JUSTICE CENTER  
(Metro Juvenile Court),  
A DEPARTMENT OF THE METROPOLITAN GOVERNMENT  
OF NASHVILLE AND DAVIDSON COUNTY  
AND  
THE FIND DESIGN**

This Grant Contract issued and entered pursuant to **RS2023-** \_\_\_\_\_ by and between the Juvenile Justice Center, a Department of the Metropolitan Government of Nashville and Davidson County, a municipal corporation of the State of Tennessee hereinafter referred to as "Metro", and **The F.I.N.D. Design Inc.** hereinafter referred to as the "Grantee," is for the **Forever Loving Yourself (F.L.Y.) Girl** program to provide **preventative and intervention services to black girls and other girls of color, ages 11-17, to improve their positive mental health and well-being by reducing unhealthy behaviors** as further defined in the "SCOPE OF PROGRAM." (Attachment 1).

**RECITALS**

**WHEREAS**, Metro Juvenile Court is the Recipient and Grantor of funds from the Metropolitan Government of Nashville Davidson County Community Partnership Fund and,

**WHEREAS** **The F.I.N.D. Design Inc.** (hereinafter called "Grantee") is the Grantee of funds from the Community Partnership Fund; and,

**WHEREAS** expenditures will take place or have been retroactively used during the time frame from **July 1, 2023, through June 30, 2024**; and,

**WHEREAS** Analyzing data from Tennessee's National Children's Health Survey spanning 2016 to 2019, a stark reality emerges, black girls face elevated risks of living in households with challenging basic needs of encountering neighborhood violence, parental loss, parental incarceration, parental divorce, and racial or ethnic discrimination. These adverse childhood experiences have the potential to significantly impact their education, development, and overall well-being. and,

**WHEREAS** the Grantee will serve black girls and other girls of color aged 11-17, who often face systemic and personal trauma; and,

**WHEREAS** the Grantee will provide weekly, culturally relevant and strengths-based healing circles creating a safe space for healing and self-discovery. The F.L.Y. Girl program collaborates with licensed mental health professionals to offer individual counseling and wellness support; and,

**WHEREAS** the Grantee's goals include:

**Goal 1:** Foster the mental health, well-being, and dreams of 20 Black girls by creating culturally relevant spaces that celebrate Black girl joy and encourage healing.

**Objective 1.1:** Foster emotional well-being, aspirations, and bonding among 20 Black and Brown girls through engaging healing circles and skill-building sessions.

**Activity 1.1:** Facilitate 64 culturally responsive S.H.I.N.E. (Safe Spaces, Holistic Growth, Intimate Relationships, Nurturing Community, Empowerment) Group Healing Circles, conducted bi-weekly directly at the participants' school, fostering an environment of trust, empowerment, and holistic growth.

**Objective 1.2:** Strengthen Emotional Resilience through Culturally Relevant Individual 1:1 Therapy.

**Activity 1.2:** Program participants will engage in 32 intensive, personalized counseling sessions with licensed therapists who share similar life experiences and cultural backgrounds, ensuring a deeply empathetic and resonant therapeutic connection.

**Goal 2:** To promote culturally responsive education and culturally responsive education for 50 educators.

**Objective 2.1:** Improve mental health awareness and recognition of stereotypes and bias through the professional and personal development of 50 educators.

**Activity 2.1:** Educators and community members will undergo a total of 24 hours of professional and personal development hours.

- 20 girls referred to the program (25)
- 20 recruited, screened, and enrolled.
- 64 group healing circles completed (80% of participants complete)
- Number of girls matched with a licensed therapist (92% of girls will be matched with a licensed therapist)
- Number of girl counseling hours completed (80% will complete 32 hours)
- Program completion rate, satisfaction rate, and overall quality (80%)
- Number of educators trained (50)
- Check-ins for therapist, parents, and girls (7)
- Percentage of evaluation materials completed by staff, mentors, youth, and parents (80% satisfaction)
- Percentage of relationships sustained for one year (70%)

**WHEREAS** Measurable outcomes include:

- 1) 70% will report increased self-esteem and a deeper sense of community belonging.
- 2) 70% will demonstrate improved behavioral wellness, as evidenced by a 50% decrease in unhealthy behavioral responses including juvenile court interaction.
- 3) 70% will demonstrate improved emotional resilience and mental health, with a 40% reduction in anxiety and depression symptoms
- 4) 70% will report increased basic life functioning, coping mechanisms, and decision-making abilities, enabling participants to navigate life's challenges confidently and resiliently.
- 5) 80% of educator participants will identify four specific signs and symptoms of mental health concerns that may be more prevalent among Black girls, such as depression, anxiety, or trauma, and understand the importance of early intervention and appropriate referrals.
- 6) 80% of educator participants will identify four common stereotypes and biases Black girls face in schools. They will then analyze the effects of these stereotypes on academic performance, mental health, and self-esteem.
- 7) 80% of educator participants will develop a comprehensive action plan to implement the knowledge and strategies gained from the course in their classrooms and environments, demonstrating their readiness to create more inclusive and supportive educational spaces.

**WHEREAS**, Juvenile Court and **The F.I.N.D. Design Inc.** propose to utilize **ninety thousand (\$90,000) dollars**, of the CPF grant to fund the grantee to serve Davidson County runaway female youth.

**A. RECITALS AND SCOPE OF PROGRAM:**

All of the above stated Recitals are incorporated into and made a substantive part of this Contract.

**SCOPE OF PROGRAM:**

- A.1. The Grantee will use the funds for the following:
- A.2. The Grantee shall spend these funds consistent with their proposed use in the Grantee's funding application, hereinafter referred to as the Grant Spending Plan (Application and budget), attached and incorporated herein as **Attachment 1**. The Grantee shall collect data as mandated by the scope of program services, Metro Grants Manual requirements and Metro to evaluate the effectiveness of their services and shall provide those results to Metro upon request.

- A.3. The Grantee shall only utilize these funds for services the Grantee 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. Grantee agrees that it will not use Metro funding for services to non-Davidson County residents.
- A.4. Additionally, the Grantee shall collect general demographic 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 shall be for a period of twelve (12) months, commencing on July 1, 2023, and ending on June 30, 2024. This grant is retroactive, beginning July 1, 2023. Metro shall have no obligation for services rendered by the Grantee which are not performed within this term.

**C. PAYMENT TERMS AND CONDITIONS:**

**C.1. Maximum Liability.**

In no event shall the maximum liability of Metro under this Grant Contract exceed **ninety thousand (\$90,000) dollars**. The Grant Spending Plan is attached and incorporated herein as part of **Attachment 1** and shall constitute the maximum amount to be provided to the Grantee by Metro for all of the Grantee's obligations hereunder.

The Grant Spending Plan line items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct program costs incurred or to be incurred by the Recipient during the contract term. Indirect costs are not allowable for this grant.

This amount shall constitute the Grant Amount and the entire compensation to be provided to the Grantee by Metro.

**C.2. Compensation Firm.**

The maximum liability of Metro is not subject to escalation for any reason. The Grant Spending Plan amount is firm for the duration of the Grant Contract and is not subject to escalation for any reason unless the grant contract is amended.

**C.3. Payment Methodology.**



The Grantee shall be compensated on a reimbursement basis for actual direct program costs based upon the Grant Spending Plan, not to exceed the maximum liability established in Section C.1.

All invoices shall be sent **electronically** to the attention of the Grants Management team: [JoeAtchley@jnsnashville.gov](mailto:JoeAtchley@jnsnashville.gov) (Mr. Joe Atchley, Juvenile Court Accountant, Sr.) and copy [CatherineMMiddlebrooks@jnsnashville.gov](mailto:CatherineMMiddlebrooks@jnsnashville.gov) (Mrs. Middlebrooks, Juvenile Court Grants Coordinator, and [shelleyHUDSON@jnsnashville.gov](mailto:shelleyHUDSON@jnsnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager). Said payment shall not exceed the maximum liability of this Grant Contract. See the Metro Grants Manual, Chapter 3: Standards for Financial Management, Section: Supporting Documentation, page 17 for examples.

Generally, invoices submitted for reimbursement will be accepted on a **quarterly basis**. Juvenile Court Grant Management team will consider electronic written requests for monthly reimbursements and advise the Grantee if approved.

Supporting documentation shall serve as proof of delivered services of a kind and type and shall accompany submission of invoices in order to be eligible for payment. See the Metro Grants Manual, Chapter 3: Standards for Financial Management System.

**Final invoices for the contract period must be received by Juvenile Court by July 12, 2024.**

**Any invoice not received by the deadline date will not be processed and all remaining grant funds will expire.**

C.5. **Payment of Invoice.**

The payment of any invoice by Metro shall not prejudice Metro's right to object to the invoice or any matter in relation thereto. Such payment by Metro shall 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.6. **Allowable, Unallowable, and Indirect Costs.**

The Grantee shall meet all allowable and unallowable Metro Grants cost requirements. See the Metro Grants Manual, Chapter 5: Allowable Costs, and Chapter 6: Unallowable Costs. This grant contract does not allow for indirect cost. The Grantee's invoice shall 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 unallowable.

Grantees that receive grant funds from Metro shall ensure that expenditures incurred for the purpose of the grant meet certain criteria. Cost incurred must be:

- a reasonable use of funds,
- a necessary use of funds,
- for a reasonable amount,
- for a clear purpose,
- consistent with the purpose of the Grantee's program, compliant with the terms and purpose of the Metro grant, authorized within the budget,
- properly approved, and
- adequately documented

Long-distance non-business-related calls are not reimbursable.

Tips included on supplies and service are not reimbursable.

**C.7. Deductions.**

Metro reserves the right to adjust any amounts which are or shall become due and payable to the Grantee by Metro under this or any Contract by deducting any amounts which are or shall become due and payable to Metro by the Grantee under this or any Contract.

**C.8. Travel Compensation.**

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by a Grantee or Grantee's employee who is in travel status on official business of the organization. Conference and or meeting costs include seminars designed to increase the vocational effectiveness of employees, including registration fees and other related costs. Travel, conferences, and meeting costs are allowable when they are directly attributable to specific work under the grant or are incurred in the normal course of administration of the organization. Travel costs must be evidenced by an approved travel claim. **Grantees must establish and use their own internal travel policy.** Each grantee is subject to their established travel policy. See Grants Manual, Chapter 5: Allowable Costs.

**Grantee's internal travel policy will also include the following language:**

Payment to the Grantee for travel, meals, or lodging shall be subject to amounts and limitations specified by Metro and the Grantee's Grant Spending Plan.

When traveling, Grantees should be as conservative as circumstances permit. The lower cost shall be selected whenever possible. Reimbursement for travel shall be based upon the most direct or expeditious route possible. Grantee traveling by an indirect route must assume any extra expense incurred.

The standard mileage reimbursement rate used by a Grantee is established by the United States General Services Administration. When using a personal vehicle, only mileage on official Grantee business may be claimed for

reimbursement. Mileage published by Rand-McNally or similar reliable internet travel sites (starting point and destination) for driving routes will be regarded as official.

When using a personal vehicle, procedures for calculating mileage are based on the fact that Metro does not reimburse a Grantee for normal commuting mileage.

Travel advancements are not allowed. The Grantee shall use personal funds during the trip for meals, ground transportation and similar minor expenses and follow the procedure for travel expense reimbursement upon return.

Travel reimbursement claims must be submitted fifteen (15) days of return, along with all required receipts and backup documentation.

Reasonable taxi or rideshare fares are allowable from airports. Bus, limousine, or light rail services to or from airports will be used when available and practical. In traveling between hotel, other lodging, meeting or conference sites, reasonable taxi or rideshare fees will be allowed. Taxi or rideshare reimbursements are not allowed from conference and meeting sites for meals unless exceptional circumstances are documented.

Physical damage insurance with a deductible (collision and comprehensive) shall be purchased when renting a vehicle for official business. A copy of the rental authorization form or rental contract, and itemized receipt must be attached to the travel claim.

Reasonable tolls and ferry fees and parking charges will be allowed.

When a Grantee uses their personal vehicle for official business, their personal auto coverage will be primary up to limits of their policies. In the event of an accident that results in damage to a Grantee's personal vehicle, the Grantee is responsible for that damage.

If travel is by air, the Grantee will be reimbursed the allowable mileage reimbursement for one round trip from the Grantee's official work station (or residence on weekends/evenings) and long-term airport parking; or the cost of one round trip taxi or rideshare fare from the Grantee's official work station (or residence on weekends/evenings) if the taxi or rideshare fare is lesser than mileage and airport parking; or the appropriate mileage reimbursement for two round trips from the Grantee's official workstation or residence when dropped off at the airport.

Receipts are required for the handling of conference and meeting materials and/or equipment.

Maximum lodging reimbursement rates for out-of-town and in-state are the same as those maintained by the United States General Services Administration within the continental United States (CONUS). The CONUS list contains a maximum reimbursement rate for lodging. Lodging receipts are required and must itemize room charges, taxes by date, and surcharges, if a convention rate exceeds the

maximum reimbursement rate, and is documented by convention information, a higher reimbursement rate will be allowed.

The maximum meal reimbursement rates for out-of-state travel are the same as those maintained by the United States General Services Administration within the continental United States (CONUS). The fixed M&I (Meal and Incidental Expense) rate on CONUS represents the maximum daily meal reimbursement for the Grantee

**C.9. Electronic Payment.**

Metro requires as a condition of this contract that the Grantee shall complete and sign Metro's **iSupplier** form authorizing electronic payments to the Grantee. Grantees who have not already submitted the form to Metro will have thirty (30) days from the beginning of the contract to complete, sign, and return the form. Thereafter, all payments to the Grantee, under this or any other contract the Grantee has with Metro, must be made electronically.

The process is initiated by clicking on "Register with iSupplier" at the following link on Nashville.gov:

<https://www.nashville.gov/Finance/Procurement/How-To-Do-Business-With-Metro.aspx>

**Note:** This is a critical step that can only be accomplished by the Grantee seeking payment by Metro. At the conclusion of the vendor registration process, registrants receive an email advising them of their system assigned iSupplier number and of having successfully registered. They should email [iSupplier@nashville.gov](mailto:iSupplier@nashville.gov) if they have questions about or issues with navigating the vendor registration process.

By default, Metro sets up vendors on Net 30 payment terms. This means that it will take approximately 30 days for a Grantee to receive payment after an approved invoice is forwarded for reimbursement.

The Grantee shall make proposed changes in writing by email to the attention of [JoeAtchley@jisnashville.gov](mailto:JoeAtchley@jisnashville.gov) (Mr. Joe Atchley, Juvenile Court Accountant, Sr.) for questions regarding iSupplier.

Grantees receiving reallocated funding do not have to register with Metro's iSupplier.

**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. The Grantee shall make proposed changes in writing by email to the attention of [CatherineMMiddlebrooks@jjsnashville.gov](mailto:CatherineMMiddlebrooks@jjsnashville.gov) (Mrs. Catherine Middlebrooks, Juvenile Court Grants Coordinator). The Juvenile Court Grants Management team will review the requested changes to determine if the changes are allowable, and if they warrant a contract amendment.

D.3. **Termination for Cause.**

Should the Grantee fail to properly perform its obligations under this Grant Contract or if the Recipient violates any terms of this Grant Contract, Metro shall have the right to immediately terminate the Grant Contract and the Grantee shall return to Metro any and all grant monies for services or programs under the grant not performed as of the termination date. The Grantee shall also return to Metro any and all funds expended for purposes contrary to the terms of the Grant. Such termination shall not relieve the Grantee of any liability to Metro for damages sustained by virtue of any breach by the Grantee. See the Metro Grants Manual, Section: Failure to Comply, page 5.

D.4. **Subcontracting.**

The Grantee shall not assign this Grant Contract or enter a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of Metro. The Grantee shall make subcontracting requests in writing by email to the attention of [CatherineMMiddlebrooks@jjsnashville.gov](mailto:CatherineMMiddlebrooks@jjsnashville.gov) (Mrs. Catherine Middlebrooks, Juvenile Court Grants Coordinator). The Juvenile Court Grants Management team will review the request to determine if subcontracting is allowable. Notwithstanding any use of approved subcontractors, the Grantee shall be considered the prime grant Recipient and shall be responsible for all work performed.

D.5. **Conflicts of Interest.**

The Grantee warrants that no part of the total Grant Amount shall 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 Grantee in connection with any work contemplated or performed relative to this Grant Contract.

D.6. **Nondiscrimination.**

The Grantee hereby agrees, warrants, and assures that no person shall 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 Grantee on the grounds of disability, age, race, color, religion,

sex, national origin, or any other classification which is in violation of applicable laws. **The Grantee shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees, clients, and applicants, notices of nondiscrimination.**

D.7. **Records, Records Access, and Maintenance.**

The Grantee shall maintain all financial records, supporting documentation, program documentation, and all other relevant records pertaining to the Metro grant contract for a period of at least three (3) years after the completion of the grant period.

The Grantee shall retain all books of original entry, source documents to support accounting transactions, general ledger(s), subsidiary ledger(s), personnel and payroll records, cancelled checks, and documents and records related to the funds provided by Metro.

The Grantee shall maintain and identify the records by fiscal and/or grant period(s) separately and maintain the information in such a manner that they can be easily identified. The grantee shall ensure the records are adequately protected against theft, fire, or other damage.

The Grantee shall allow Metro Government, or any duty-authorized representatives to have access to any applicable books, documents, papers, or other records of the grantee that pertain to, support, or document the Metro grant funds for monitoring, auditing, or examination purposes. The right of access shall not be limited to the retention period but shall extend as long as the records are retained by the organization.

Financial statements shall be prepared in accordance with generally accepted accounting principles.

See the Metro Grants Manual, Chapter 9: Record Retention and Access Requirements.

D.8. **Monitoring.**

Monitoring is the review process used to determine the Grantee's compliance with the requirements of Federal, State, and/or local laws, regulations, and measures of progress toward stated results and outcomes. Monitoring determine the level of compliance with program expectations and identify operational changes. Monitoring also determines if the financial management and the accounting system are adequate to account for program funds in accordance with government requirements.

The Grantee's activities conducted, and records maintained pursuant to this Grant Contract shall be subject to monitoring and evaluation by the Juvenile Court Grant Management Team, the Metropolitan Office of Financial Accountability (OFA), and/or Metro's duly appointed representatives.

The Grantee shall 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. See the Metro Grants Manual, Chapter 10: Monitoring Requirements.

D.9. **Reporting.**

Reporting details the Grantee's progress on each of the core performance measures identified in the grant solicitation and any program specific and/or outcome measures identified in the Grantee's Grant Spending Plan as funded under this Grant Contract. The Grantee is required to gather and maintain statistical data relating to grant project activities. This includes number of person's served (not approximations), identifying information to confirm that person's served reside in Davidson County, and information on date and location of all funded services provided. The data collected should support the activities, objectives and measurable program outcomes and other reporting requirements.

The Grantee shall submit quarterly program updates to the Juvenile Court Grants Management team. The team will provide this report directly to the Grantee.

The Grantee shall submit an **Interim Program Report** no later than **January 8, 2024**. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding **January 8, 2024**.

The Grantee shall submit a **Final Program Report** no later than **July 8, 2024**. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding **July 8, 2024**.

The Grantee shall submit an **Annual Expenditure Report**, to reconcile grant receipts with grant revenues. The report is due 45 days after the end of the grant period. The grantee can submit the report earlier. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding **August 14, 2024**. Said report shall be in form and substance acceptable to Metro and shall be prepared by a **Certified Public Accounting Firm or the Chief Financial Officer** of the Recipient Organization.

The Grantee shall send all reports electronically to the attention of the Grants Management team: [JoeAtchley@iisnashville.gov](mailto:JoeAtchley@iisnashville.gov) (Mr. Joe Atchley, Juvenile Court Accountant, Sr.); [CatherineMMiddlebrooks@iisnashville.gov](mailto:CatherineMMiddlebrooks@iisnashville.gov) (Mrs. Middlebrooks, Grants Coordinator); and [shelleyhudson@iisnashville.gov](mailto:shelleyhudson@iisnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager).

See the Metro Grants Manual, Chapter 8: Reporting Requirements.

D.10. **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 shall not be construed as a waiver or relinquishment of any such term, covenant,



condition, or provision. No term or condition of this Grant Contract shall be held 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.11. **Insurance.**

The Grantee agrees to carry adequate public liability and other appropriate forms of insurance, and to pay all applicable taxes incident to this Grant Contract.

D.12. **Metro Liability.**

Metro shall have no liability except as specifically provided in this Grant Contract.

D. 13. **Independent Contractor.**

Nothing herein shall in any way be construed or intended to create a partnership or joint venture between the Grantee and Metro or to create the relationship of principal and agent between or among the Recipient and Metro. The Grantee shall not hold itself out in a manner contrary to the terms of this paragraph. Metro shall not become liable for any representation, act, or omission of any other party contrary to the terms of this paragraph.

D. 14. **Indemnification and Hold Harmless.**

(a) Grantee shall 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 Grantee, 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 Grantee, 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 Grantee from any claims, regardless of any language in any attachment or other document that the Grantee may provide.

(c) Grantee shall pay Metro any expenses incurred as a result of Grantee's failure to fulfill any obligation in a professional and timely manner under this Contract.

(d) Grantee's duties under this section shall survive the termination or expiration of the grant.

D.15. **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 Contract arising from a Force Majeure Event is not a breach under this 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. Grantee 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.16. **State, Local and Federal Compliance.**

The Grantee agrees to comply with all applicable federal, state and local laws and regulations in the performance of this Grant Contract.

D.17. **Governing Law and Venue.**

The validity, construction and effect of this Grant Contract and any and all extensions and/or modifications thereof shall be governed by and construed in accordance with the laws of the State of Tennessee. The venue for legal action concerning this Grant Contract shall be in the courts of Davidson County, Tennessee.

D.18. **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.19. **Headings.**

Section headings are for reference purposes only and shall not be construed as part of this Grant Contract.

D.20. **Metro Interest in Equipment.**

The Grantee shall take legal title to all equipment, 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" shall be 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 Grantee 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 Grantee shall request written approval from Metro for any proposed disposition of equipment purchased with Grant funds. All equipment shall 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.

**Equipment purchased with grant funds is listed on an equipment log. (See Juvenile Court Equipment Summary Report) and note project staff using said equipment.**

**D. 21. Assignment - Consent Required.**

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

**D.22. Gratuities and Kickbacks.**

It shall 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 shall 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.23. Lobbying.**

The Grantee certifies, to the best of its knowledge and belief, that:

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

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

**D.25. Public Accountability.**

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

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

**D. 26. Disclosure of Personal Identity Information.**

The Grantee shall report to Metro any instances of unauthorized disclosure of personally identifiable information that comes to the Grantee's attention. The Grantee shall make any such report within twenty-four (24) hours after the

instance has come to the Grantee's attention. The Grantee, at the sole discretion of Metro, shall provide no cost credit monitoring services for individuals that are deemed to be part of a potential disclosure. The Grantee shall bear the cost of notification to individuals having personally identifiable information involved in a potential disclosure event, including individual letters or public notice. The remedies set forth in this Section are not exclusive and are in addition to any claims or remedies available to Metro under this Grant Contract or otherwise available at law.

**D.23. Written Policies and Procedures.**

The Grantee should establish written policies and procedures to express management's position on all operational procedures such as accounting, purchasing, personnel, travel, and other such policies and procedures that guide normal business activities to ensure consistent operation of the agency's programs and adequate documentation for an audit. See the Metro Grants Manual, Chapter 3: Standards for Financial Management.

**D.25. Communications and Contacts.**

All instructions, notices, consents, demands, or other communications from the Grantee required or contemplated by this Grant Contract shall be in writing by email addressed to the respective party 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 inquiries regarding programming and invoices:

**Metro Juvenile Court CPF Grants Program Management Team Contact:**

Catherine Middlebrooks  
Grants Coordinator  
Juvenile Court  
P.O. Box 196306  
Nashville, Tennessee 37219-6306  
Office: 615-862-8079  
[CatherineMMiddlebrooks@jjsnashville.gov](mailto:CatherineMMiddlebrooks@jjsnashville.gov)

Shelley Hudson  
Special Project Program Manager  
Juvenile Court  
P.O. Box 196306  
Nashville, Tennessee 37219-6306

Office: 615-862-8079  
Cell: 615-500-3391  
[shelleyhudson@jnsnashville.gov](mailto:shelleyhudson@jnsnashville.gov)

**Metro Juvenile Court CPF Fiscal Grant Management and Invoicing Contact.**

Joe Atchley  
Juvenile Court Accountant, Sr.  
Juvenile Court  
P.O. Box 196306  
Nashville, Tennessee 37219-6306  
Office: (615) 880-2368  
[JoeAtchley@jnsnashville.gov](mailto:JoeAtchley@jnsnashville.gov)

**Recipient:**

Name : Kara James  
Title : Executive Director  
Agency Name : The FIND Design  
Address : 2787 Smith Springs Rd.  
City : Nashville, State : Tennessee, Zip 37217  
Phone : 615-543-6606  
Email : [kjames@thefinddesign.org](mailto:kjames@thefinddesign.org)

**D. 25. Effective Date.**

This contract shall not be binding upon the parties until it has been signed first by the Grantee 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 signed and filed, this contract shall be effective as of the date first written above.

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THE METROPOLITAN  
GOVERNMENT OF NASHVILLE  
AND DAVIDSON COUNTY:

RECIPIENT: The F.I.N.D. Design  
By: Kara James  
Title: Executive Director

APPROVED AS TO  
AVAILABILITY OF FUNDS:

Kevin Crumbo/mjw A P  
Director of Finance

Sworn to and subscribed to before me a  
Notary Public, this 8 day  
of November, 2023

APPROVED AS TO FORM AND  
LEGALITY

Notary Public

Phylinda Ramsey  
Metropolitan Attorney

Morgan Langos

My Commission  
expires 1.31.24

FILED IN THE OFFICE OF THE  
CLERK:

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



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<b>GRANT BUDGET</b>				
<b>AGENCY NAME: The F.I.N.D. Design</b>				
<b>The grant budget line-item amounts below shall be applicable only to expense incurred</b>				
	<b>EXPENSE OBJECT LINE-ITEM CATEGORY</b>	<b>GRANT CONTRACT</b>	<b>GRANTEE MATCH</b>	<b>TOTAL PROJECT</b>
	Salaries and Wages	\$50,000	\$112,500	\$162,500
	Benefits and Taxes (PERCENT)	\$7,800	\$11,920	\$19,720
	Professional Fees	\$32,200	\$38,260	\$70,460
	Supplies	\$0	\$41,280	\$41,280
	Communications	\$0	\$0	\$0
	Postage and Shipping	\$0	\$0	\$0
	Occupancy	\$0	\$0	\$0
	Equipment Rental and Maintenance	\$0	\$0	\$0
	Printing and Publications	\$0	\$0	\$0
	Travel/Conferences and Meetings	\$0	\$26,155	\$26,155
	Insurance	\$0	\$3,230	\$3,230
	Specific Assistance to Individuals	\$0	\$5,000	\$5,000
	Other Non-Personnel	\$0	\$0	\$0
	<b>GRAND TOTAL</b>	<b>\$90,000</b>	<b>\$238,345</b>	<b>\$328,345</b>

<b>Total Match Amount</b>	\$238,345		
<b>Total Match Percentage</b>	73%	UNKNOWN	<b>Fund Source</b>

\$0

**GRANT BUDGET LINE-ITEM DETAIL:**

AGENCY NAME: The F.I.N.D. Design

<b>SALARIES, WAGES, BENEFITS AND TAXES:</b>	<b>AMOUNT</b>
Summary of individual positions that will support project activities. Review Instructions for examples.	
Position 1: Director of Programmatic Innovation - This role is dedicated to providing direct services, staff supervision, program implementation, assessments, and program fidelity oversight. The total annual cost, including salary (\$70,000)+ Taxes/Benefits-FICA (7.65% or \$5,355), Unemployment (3.40% or \$238), and medical/dental/life insurance (\$4,500) for 12 months=\$70000+0\$10,093=\$80,093. We propose charging 50% of the total salary (\$35000) + 50% of total taxes and benefits (approx \$5100 )=approx \$40100, to be charged to the CPF 2024 Grant. The remaining 50% \$40,050 will be covered by other funding sources.	\$40,100
Position 2: Programs Architect (PTE) - This role dedicates 100% of their time to ensuring program success, partnership oversight and communication, monitoring progress, and managing staff as a "floater." The total annual cost, including salary (\$32,500), FICA (7.65% or \$2,448), Unemployment (3.40% or \$238), and a health insurance stipend (\$2,250) for PTE, amounts to \$37,436. We propose charging 46% of the total salary (approx \$15000) + 46% of the total Taxes, Benefits, and Insurance (apprx \$2700) totaling (\$17,770) to be charged to this CPF grant. The remaining 54% (\$20,798) to be funded through alternative sources.	\$17,700
<b>TOTAL</b>	<b>\$57,800</b>

*Note: Benefits must be calculated at the same or lesser percentage as the salary for each position.*

<b>PROFESSIONAL FEES:</b>	<b>AMOUNT</b>
The program allocates funds for individual therapy sessions for each participant at \$50 per session, @ \$50 per session (32 total) for 20 girls = \$1600pp; Total Cost for All Girls = \$50 * 32 * 20 = \$32,000. 78% or \$25000 will be charged to the CPF Grant.	\$25,000
The program partners with Martin Psychological Services to offer a total of 24 hours of professional development to educators, which can be delivered as either (3) 8-hour sessions or (6) 4-hour sessions. This cost covers the instructor fee, training materials, and participant resources amounting to \$11,260. We propose that approximately 64% of this cost, which is approximately \$7,200, be charged to the CPF 2024 Grant.	\$7,200
<b>TOTAL</b>	<b>\$32,200</b>

**Total CPF Funds Requested** **\$90,000**

**FY 24 Community Partnership Funds (CPF)  
Grant Application For Reallocated Program Funds  
Provided by the Davidson County Juvenile Court  
Youth Violence Reduction Program Application**

Name of Organization/Agency Applicant	
Is the Applicant the primary (Parent) or secondary (Child) applicant?	<input checked="" type="checkbox"/> Primary <input type="checkbox"/> Secondary
<b>If your organization/agency is filing under another agency's financial audit, then your organization is considered the secondary (Child) agency. If the applicant is a secondary (Child) applicant, then their parent (Primary) applicant must file for this grant and subcontract with the secondary (child) agency.</b>	
Name of Program Supported by the Grant:	F.L.Y. Girl
Name of Individual Signing the Contract:	Kara James
Position:	Executive Director
Primary Phone:	615-647-8222
Email:	<a href="mailto:kjames@thefinddesign.org">kjames@thefinddesign.org</a>
A) Is the Applicant a prior Metro CPF Recipient? Enter Year: 2022, 2023	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
B) If yes, is the Applicant requesting a continuation of Funding?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No      Amount:
C) Is the Applicant a prior year Metro Direct Appropriation	<input type="checkbox"/> Yes <input type="checkbox"/> No      Amount:
<b>REALLOCATED FUNDING REQUESTED AMOUNT</b>	Maximum Requested Amount: \$90000 Minimum Requested Amount: \$90000
<b>TERM OF GRANT FUNDING</b>	<b>JULY 1, 2023 – JUNE 30, 2024</b>
<b>SECTION I</b>	<b>Please include the names (s) of the person (s) and contact information below</b>
Name of Individual Completing Application:	Name: Kara James Title: Executive Director Phone number: 615-647-8222 Email: <a href="mailto:kjames@thefinddesign.org">kjames@thefinddesign.org</a>
Name of Individual Over Program Monitoring:	Name: Destini Burns

<b>Name of Individual Over Financial Monitoring:</b>	Title: Director of Program Innovation Phone number:615-647-8222 ext 2 Email: Dburns@thefinddesign.org  Name: Sharese Chapman Title: Director of Operations Phone number: 615-647-8222 Email: Schapman@thefinddesign.org
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**SECTION II: ELIGIBILITY CRITERIA**

In order to be eligible to receive Reallocated CPF funding, an applicant must meet the following criteria:

**1. Applicants must serve residents of Nashville, Davidson County.**

Yes  No

**2. Applicants must have a 501(c) (3) designation of exemption from federal taxation from the Internal Revenue Service (IRS) as provided by 26 U.S. C. A.;**

Yes  No

If Yes, has there been a change in the applicant's 501(c) (3) status?

Yes  No

If yes, please explain \_\_\_\_\_.

**Required Attachment: Copy of the agency's 501 (c) (3) document with this application. x**

**3. Applicants must have an incorporation as a non-profit with a registration identification number provided by the Secretary of State as a Charitable Organization or proof of such exemption as allowed.**

Yes  No

If Yes, has there been a change in the applicant's non-profit status?

Yes  No

If yes, please explain \_\_\_\_\_.

**Required Attachment: Copy of the agency's non-profit registration and identification document with this application.**

**4. Applicants must have been in existence for at least one full year by application due date.**

Yes  No

If yes, how long has the applicant been in existence? \_\_\_\_\_.

**5. Applicants must be in compliance with grant contract award requirements from Metro in any previous year(s).**

Yes  No

If yes, when was the last time the applicant was audited by Metro? 2022

Was the applicant in compliance?

Yes  No

If no, did the applicant correct Metro audit concerns to Metro's satisfaction?

Yes  No

6. Applicants must provide a copy of a financial audit of its latest completed fiscal year by a certified public accountant. The year-end or the issue date of the report should be within the preceding 12 months of the application due date. .

**NOTE:** Applicants filing under a PARENT organization: Parent organizations are required to file as the primary recipient and subcontract with the CHILD agency as a subgrantee.

**NOTE:** The Audit requirement may be waived for non-profits with annual budgets of less than \$50,000 and requests for grants of less than \$5,000, per Ordinance No. BL2013-578.

### SECTION III: VISION, MISSION, AND VALUES STATEMENTS

#### **DAVIDSON COUNTY JUVENILE COURT VISION STATEMENT:**

Davidson County Juvenile Court strives to be the national model for youth justice by taking a holistic approach that promotes the health, well-being, and safety of children, families, and communities.

#### **DAVIDSON COUNTY JUVENILE COURT MISSION STATEMENT:**

Davidson County Juvenile Court's mission is to prevent problems, promote the positive potential in all people, and pursue fairness and hope.

- **Vision statement – Informs the agency's goals (What the agency wants to accomplish or achieve).**
- **Mission statement – Informs the agency's purpose (How the agency achieves their vision).**
- **Values statement – Informs the agency's culture (Agency core principle and values).**

**Provide the agency's vision, mission, and values statements here AND briefly discuss how your agencies philosophy supports the Davidson County Juvenile Court's mission and vision.**

The F.I.N.D. Design's mission and vision statements reflect a strong commitment to addressing the unique challenges faced by Black girls and other girls of color in the age group of 11-17. Our mission, which aims to mitigate the effects of systemic and personal trauma through safe spaces, long-term mentorships, and transformative programming, aligns with the core values of empathy, inclusivity, and social justice.

In the context of Davidson County Juvenile Court's mission and vision, The F.I.N.D. Design's philosophy plays a vital role in supporting the overarching goals of the court. Davidson County Juvenile Court seeks to be a national model for juvenile justice with a holistic approach focused on promoting the health, well-being, and safety of children, families, and communities.

The F.I.N.D. Design's philosophy supports the court's mission and vision by through the following:

**1.Safety and Well-being:** The F.I.N.D. Design's commitment to providing safe spaces for healing directly contributes to the court's emphasis on safety and well-being. By addressing the trauma experienced by Black girls and girls of color, we contribute to creating safer and more supportive environments within the community.

**2. Holistic Approach:** Both The F.I.N.D. Design and Davidson County Juvenile Court recognize the importance of holistic approaches. Our emphasis on mental health and overall well-being aligns with the court's holistic approach to juvenile justice, ensuring that the needs of the whole child are met.

**3. Inclusivity and Equity:** The F.I.N.D. Design's focus on addressing systemic trauma experienced by Black girls and girls of color demonstrates a commitment to inclusivity and equity. This resonates with the court's vision of promoting the health and well-being of all children, irrespective of their background.

**4. Community Impact:** The F.I.N.D. Design's mission to transform mental health and overall well-being not only benefits individual girls but also has a broader impact on families and communities. This aligns with the court's goal of positively influencing communities through its holistic juvenile justice approach.

#### **SECTION IV: NEEDS STATEMENT**

**A fact-based and data driven statement to continue funding for the grantee. These lay the foundation for the grant application.**

**1) Briefly describe your agency's need/problem for program funding with a fact-based and data driven statement.**

In 2021, Time Magazine highlighted a concerning and often overlooked mental health crisis: the unaddressed mental health needs of Black girls. Alarming data from the American Academy of Pediatrics (2019) revealed a disturbing trend, where suicide attempts among Black youth increased significantly, with an alarming 182% surge in suicide rates among Black girls aged 13 to 19 between 2001 and 2017 (National Library of Medicine, 2019).

Analyzing data from Tennessee's National Children's Health Survey spanning 2016 to 2019, a stark reality emerges. Black girls face elevated risks, including a 1.43 times higher likelihood of living in households with challenging basic needs, a 1.53 times higher risk of encountering neighborhood violence, a 1.5 times higher risk of parental loss, a 1.11 times higher risk of parental incarceration, and a 1.64 times higher risk of parental divorce, alongside an astonishing 3.33 times higher risk of racial or ethnic discrimination (Joseph, Dinger, Moore, 2022). These adverse childhood experiences have the potential to significantly impact their education, development, and overall well-being.

Despite efforts by schools to provide mental health support, the harsh reality is that Tennessee's average counselor-to-student ratio is 339:1 ([www.nacacnet.org](http://www.nacacnet.org)). Only 12% of girls attend schools with full-time equivalent school psychologists, and 7% attend schools with full-time equivalent school social workers (Joseph, Dinger, Moore, 2022). This situation underscores the urgent need for robust mental health support for Black girls in Tennessee.

#### **Criminalization of Black Girls.**

Instead of addressing the mental health needs of Black and Brown girls, they are often pushed into the juvenile court system. "Black girls are constantly adultified, and the environments that surround them view them as 'less innocent,' and in need of less nurturing, protection, support, and comfort. Adultification contributes to the disproportionate rates of punitive treatment in the education and juvenile systems for Black girls" (Georgetown Law Center on Poverty and Inequality, 2017).

In Tennessee, Black girls have 4.22 times the risk of a single out-of-school suspension, over 15 times the risk of multiple out-of-school suspensions, and 1.37 times the risk of referrals to law enforcement (Joseph, Dinger, Moore, 2022). School systems must acknowledge how they are adultifying Black girls, perpetuating negative perceptions that lead to mental health challenges, criminalization, and systemic inequalities.

**Program Description: The F.L.Y. Girl Program**

The F.L.Y. Girl Program is a transformative initiative addressing the unique challenges faced by Black girls, rooted in an understanding of the mental health burdens arising from anti-Black racism and entrenched social inequalities. Through dedicated efforts, the program provides essential social support, fostering a secure and encouraging space for collective healing that nurtures unity and resilience. The program collaborates with licensed mental health professionals to offer individual counseling and wellness support, delivering culturally responsive mental health care and treatment through a trauma-focused lens. Additionally, the program works towards creating inclusive and empowering educational environments through professional development, embracing a holistic approach that instills a sense of belonging and growth. This comprehensive effort empowers Black girls to transcend challenges and embrace their fullest potential.

**Program Component 1: Collective Healing Circles**

The F.L.Y. Girl Program prioritizes healing for Black girls' mental health through S.H.I.N.E. Circles. These circles, held twice weekly during and after school, create safe spaces for collective healing, self-discovery, and community-building. Trained facilitators lead these sessions in designated trauma-informed spaces, fostering engagement, expression, and resilience.

**Program Component 2: Culturally Relevant Mental Health Counseling**

Through a partnership with Truth Counseling and Wellness, the program offers tailored individual counseling for Black girls. Licensed mental health coaches, including Black women as Lifelong Resilience Specialists, provide expertise and empathy, challenging stigmas and offering personalized support. This initiative reshapes mental health narratives and provides positive role models.

**Program Component 3: Professional Development for Supportive Environments**

The program educates educators, administrators, and communities to create inclusive, empowering educational settings for Black and Brown girls. This component aims to confront biases, challenge stereotypes, and promote cultural competence, dismantling systemic barriers for a more equitable community.

**Impact of Non-Implementation:**

Neglecting Black girls' mental health and well-being without services like F.L.Y. Girl can lead to ongoing challenges, unequal education, and lost potential contributions. It may perpetuate generational trauma, hinder community growth, increase juvenile incarceration and cost, increase long-term healthcare costs, and sustain inequalities. Providing essential support is crucial for their well-being and future success.

**2) Briefly describe how funds will continue to help your agency meet program needs.**

Funding is essential to enhance and sustain our agency's programs. These funds will support the hiring of qualified professionals who can provide culturally relevant, licensed, mental health services using evidence-based therapy. Additionally it allows the expansion of service offerings, ensure accessibility, and enable ongoing training and research to refine our approach. Additionally, community outreach and education efforts will reduce stigma and promote participation.

**3) Briefly describe how your Agency promotes equity in the community.**

The F.I.N.D. DESIGN (F.I.N.D.) organization is dedicated to advancing equity in the community, particularly for Black girls and other girls of color aged 11-17, who often face systemic and personal trauma. Our mission is to mitigate the effects of this trauma by providing safe spaces for healing, long-term mentorships, and culturally relevant programming that enhances mental health and overall well-being.

F.I.N.D. promotes equity by addressing the unique needs of Black girls and girls of color, recognizing the impact of racism, intergenerational trauma, and gender discrimination on their lives. We challenge the narrative that these

girls need "fixing" and instead create environments where they can be themselves, feel valued, supported, and empowered. Our programs and services are healing-centered, strength-based, and culturally relevant, fostering an ecosystem of support that builds health, wealth, and community.

We also lead efforts to increase awareness of harmful practices such as criminalization and adultification, conducting historical trauma and implicit bias training for school and juvenile court personnel and community members. By doing so, we aim to strengthen the bond between Black girls, their schools, and their communities. Through these initiatives, our program participants experience significant mental health gains and an overall enhancement of their well-being.

Since our inception in 2014, F.I.N.D. has made a substantial impact, graduating over 600 girls through our school-based program, reaching 200 through summer leadership and entrepreneurship programming, engaging with 2,200 children and families through community outreach, and providing training to over 600 educators, police, sheriff, and juvenile court personnel. Our commitment to equity and empowerment drives our work, ensuring that Black girls and girls of color have the support and opportunities they deserve to thrive as high achievers in their schools and communities.

#### **SECTION V: GOALS, OBJECTIVES, ACTIVITIES**

**Program success is defined by establishing goals, objectives, and activities. These inform strategic planning and program improvements. Goals are broad and measurable statements about what the program intends to accomplish. These align with the agency mission and flow from the community need. Generally state 1 or 2 goals. Objectives are what the program intends to achieve. These are realistic, specific, measurable, and focused on outcomes. Objectives include who (program clients) what (desired measurable change) and how (program activities), and are generally stated with a verb as an increase, decrease, expand, improve or change in behavior or condition, etc. Activities are efforts conducted to achieve the program objectives and tie into outputs: if the activities are completed then the outputs are produced. Activities use action words: provide, train, establish, etc. Grantee to provide minimally two (2) goals and is also allowed to add more goals, objectives, and activities as needed to this template.**

**Goal 1- Foster the mental health, well-being, and dreams of 20 Black girls by creating culturally relevant spaces that celebrate Black girl joy and encourage healing.**

**Objective 1.1:**Foster emotional well-being, aspirations, and bonding among 20 Black and Brown girls through engaging healing circles and skill-building sessions.

**Activity 1.1-** Facilitate 64 culturally responsive S.H.I.N.E. (Safe Spaces, Holistic Growth, Intimate Relationships, Nurturing Community, Empowerment) Group Healing Circles, conducted bi-weekly directly at the participants' school, fostering an environment of trust, empowerment, and holistic growth.

**Objective 2:** Strengthen Emotional Resilience through Culturally Relevant Individual 1:1 Therapy.

Activity 1.2: Program participants will engage in 32 intensive, personalized counseling sessions with licensed therapists who share similar life experiences and cultural backgrounds, ensuring a deeply empathetic and resonant therapeutic connection.

**Goal 2: To promote culturally responsive education and culturally responsive education for 50 educators.**

Objective 2.1: Improve mental health awareness and recognition of stereotypes and bias through the professional and personal development of 50 educators.

Activity 2.1: Educators and community members will undergo a total of 24 hours of professional and personal development hours.

- 20 girls referred to the program (25)
- 20 recruited, screened, and enrolled.
- 64 group healing circles completed (80% of participants complete)
- Number of girls matched with a licensed therapist (92% of girls will be matched with a licensed therapist)



- Number of girl counseling hours completed (80% will complete 32 hours)
- Program completion rate, satisfaction rate, and overall quality (80%)
- Number of educators trained (50)
- Check-ins for therapist, parents, and girls(7)
- Percentage of evaluation materials completed by staff, mentors, youth, and parents (80% satisfaction)
- Percentage of relationships sustained for one year (70%)

**SECTION VI: MEASURABLE OUTCOMES**

**Measurable outcomes are quantifiable (numeric value, percentage, scores, value, or characteristic) used to measure achievement of program outcomes: events, occurrences, or changes in conditions or attitudes that indicate progress toward a program’s goals. These are specific, measurable and meaningful. Achieving an outcome indicates fulfillment of purpose and program toward long-term goals. Measurable goals are stated in a % outcome (i.e., % of clients with report/increase...etc.)**

**List and describe below a minimum of three measurable outcomes of your program that will be achieved as a result of this reallocated funding (Measurable outcomes must support goals and objectives). Grantee is allowed to add more measurable outcomes as needed to this template.**

- 1) (70%) will report increased self-esteem and a deeper sense of community belonging.
- 2) (70%) will demonstrate improved behavioral wellness, as evidenced by a 50% decrease in unhealthy behavioral responses including juvenile court interaction.
- 3)70% will demonstrate improved emotional resilience and mental health, with a 40% reduction in anxiety and depression symptoms.
- 4)70% will report increased basic life functioning, coping mechanisms, and decision-making abilities, enabling participants to navigate life's challenges confidently and resiliently.

***Educators will demonstrate:***

- 5) **Improved Mental Health Awareness (80%):** 40 out of 50 participants will identify four specific signs and symptoms of mental health concerns that may be more prevalent among Black girls, such as depression, anxiety, or trauma, and understand the importance of early intervention and appropriate referrals.
- 6) **Increased Stereotypes and Bias Recognition (80%):**40 out of 50 participants will identify four common stereotypes and biases Black girls face in schools. They will then analyze the effects of these stereotypes on academic performance, mental health, and self-esteem.
- 7) **Implemented Action Plan (80%):** 40 out of 50 participants will develop a comprehensive action plan to implement the knowledge and strategies gained from the course in their classrooms and environments, demonstrating their readiness to create more inclusive and supportive educational spaces.

**SECTION VII: PROGRAM INPUTS**

**Describe the factors (inputs) dedicated to this program to conduct its’ activities and to achieve its goals and objectives.**

**1) Agency resources:** The program relies on various inputs and resources to conduct its activities and achieve its goals and objectives. These resources include:

**Secured Funding:**

1. BEAM (Black Mental Health Collective) - \$5,000.00,
2. Big Brothers Big Sisters of Middle TN (BBBSMT) - \$18,007.00
3. Girls for Grantmakers of Color (G4GC) - \$50,000.00,
4. Metro Nashville Public Schools (MNPS) - \$9,000.00
5. Metro Nashville Mayor's Office - \$40,000.00,
6. TN Commission on Children & Youth (TCCY) - \$56,540.00
7. New Profit - \$12,500.00,
8. Healing Trust - \$30,000.00,
9. Holloway Foundation - \$5,000.00
10. Juvenile Court - \$90,000.00

**Pending Funding:**

10. Emma Lou Foundation - \$30,000.00,
11. Healing Trust - \$35,000.00,
12. New Profit - \$100,000.00

13. Community Foundation - \$12,000.00

**These resources encompass both secured and pending financial support from various sources and contribute to the program's ability to carry out its activities effectively and achieve its objectives.**

**2) Agency collaborations:**

**University of Tennessee**-Provides interns, evaluations and assessment support for the FLY Girl Program to measure its effectiveness and impact.

**Junior League of Middle Tennessee**-Provides volunteers and interns for program support roles.

**Tennessee State University**- Provides volunteers and interns for program support roles.

**Juvenile Court of Metro Nashville and Davidson County**-Offers financial support, referrals, and assistance related to the juvenile justice system for the program's participants.

**Metro Nashville Public Schools School System**-Provides in-kind program and office space, along with financial support and referrals. Also assists with professional development opportunities.

**Black Mental Health Village**- Enhancement workshop partner- provides workshops that focus on mental health and well-being.

**Big Brothers and Big Sisters**-Contributes program interns, assists in mentor vetting and training for the program.

**Truth Empowered Counseling and Wellness**-Delivers individual and group trauma therapy sessions, as well as training for the agency's staff and partners.

**Martin Psychological Services, Professional LLC**-Provides both personal and professional to educators and community members to include facilitating courses and assessing learning outcomes to support this development.

**Priest Lake Presbyterian Church**- In-kind office space for training.

**3) Evidence-based programming:** The F.L.Y. Girl program is firmly grounded in evidence-based practices and adopts a multi-faceted approach to support the mental health and well-being of Black and Brown girls. Several key evidence-based factors and inputs are integral to the program's effectiveness:

**Sisters of Nia Framework:** The program is founded on the Sisters of Nia framework, which has a documented history of producing positive outcomes, including increased ethnic identity development, improved understanding of gender dynamics, and decreased relational aggression (Belgrave, et al. 2004).

**Healing-Centered Positive Youth Development:** Utilizing a strengths-based, healing-centered positive youth development framework, the program focuses on building skills, assets, and competencies that encourage healthy relationships with peers and adults.

**Evidence-Based Psychotherapy:** The F.L.Y. Girl program incorporates evidence-based psychotherapy methods, such as Eye Movement Desensitization and Reprocessing (EMDR) therapy, supported by research articles like Adler-Tapia & Settle (2009), Barron (2018), and Jarero et al. (2013). EMDR therapy is known for its efficacy with children and adolescents in individual psychotherapy.

**Culturally Relevant (Mentoring):** The program employs an OJJDP evidence-based Youth Mentoring and Delinquency Prevention mentoring approach, which plays a vital role in increasing the social-emotional development of children and adolescents, improving cognitive development and thinking skills, and facilitating identity development (Rhodes, 2002, 2005; Dubois et al., 2011).

**Micro and Macro-Level Strategies:** The F.L.Y. Girl program adopts both micro and macro-level strategies. On a micro-level, it provides direct support to girls, while on a macro-level, it aims to disrupt inequitable practices and foster safe, supportive environments that prioritize the mental health and well-being of Black and Brown girls.

**Review Conducted by University of Tennessee:** Furthermore, the program underwent a comprehensive evaluation by the University of Tennessee in May 2023. This evaluation assessed its cultural adaptations and effectiveness, confirming the program's robust evidence base, with a particular emphasis on the Sisters of Nia framework. Notably, the program's practice of co-leading interventions by Black and Brown women who actively solicit real-time feedback aligns with best practices outlined by McKelvie (2023). Additionally, the program's dedication to

culturally-relevant adaptations recognizes their vital role in enhancing relatability, which significantly influences program outcomes and the development of meaningful relationships between practitioners and participants (Barrera & Castro, 2006, as cited in Marsiglia, 2015; Parra-Cardona, 2018). "In light of these comprehensive findings, it can be conclusively stated that the F.L.Y. Girl curriculum has been effectively and appropriately adapted to meet the unique needs of its target demographic. Nevertheless, ongoing research and review will remain essential to assess its long-term impact and potential adaptability to serve other racial or ethnic minorities, as well as diverse gender identities in the future."

#### **SECTION VIII: MONITOR AND TRACKING PROGRAM SERVICE DELIVERY**

**Briefly describe below the agency's plans to monitor and track the quality of the agency's progress toward program service delivery? These may include output measures (*products of your activities*) which are process measures that quantify the activities of your program and outcome measures which are measure the achievement, effect or results that are attributed to program efforts that determine impact and success**

The agency has a comprehensive plan in place to monitor and track the quality of its progress toward program service delivery. This includes the use of various evaluation tools and questions, as well as specific outcome measures to determine the impact and success of the program. These measures encompass both output, process, and outcome evaluation components.

#### **Evaluation Tools:**

1. **Subjective Units of Disturbance (SUDS) Scale:** This tool is utilized to measure the level of distress experienced by individuals during trauma treatment. A reduction in SUDS scores indicates a decrease in distress over time.
2. **Volition of Cognition (VOC) Scale:** The VOC scale assesses the growth of a person's belief in a positive outcome as they undergo trauma treatment, providing insights into mindset changes.
3. **Child's Reaction to Traumatic Events Scale (CRTES):** The CRTES measures children's responses to traumatic events, allowing for the evaluation of shifts in reactions before and after treatment.
4. **Short PTSD Rating Interview (SPRINT):** This interview employs targeted questions about PTSD symptoms to evaluate symptom improvement before and after treatment.
5. **Self, Teacher, and Parent Report Instruments:** Questionnaires completed by children, teachers, and parents offer insights into changes in behavior, emotions, and overall well-being throughout and after treatment.

#### **ADDITIONAL SUCCESS MEASUREMENTS:**

1. **Research Question 1:** How much do mental health literacy and perceptions of mental health wellness among enrolled girls improve?
2. **Measured Outcome:** Participants will report maintained or increased knowledge regarding mental health literacy components after completing the FLY Girl program, including self-help strategies, mental health help-seeking, and knowledge of mental health problems.
3. **Research Question 2:** To what extent does the F.L.Y Girl program reduce school discipline and juvenile justice involvement of black and brown girls enrolled?
4. **Measured Outcome:** School discipline data for girls enrolled in the F.L.Y Girl program will be analyzed across each academic quarter, demonstrating a decline in discipline measures such as suspensions, referrals, and detentions.

**Data Collection:**The agency also uses Salesforce for data collection and client relationship management. Key metrics for tracking progress include:

- 20 girls referred to the program (25)
- 20 recruited, screened, and enrolled.

- 64 group healing circles completed (80% of participants complete)
- Number of girls matched with a licensed therapist (80%)
- Number of girl counseling hours completed (80% will complete 32 hours)
- Program completion rate, satisfaction rate, and overall quality (80%)
- Number of educators trained (50)
- Check-ins for therapist, parents, and girls(7)
- Percentage of evaluation materials completed by staff, mentors, youth, and parents (80% satisfaction)
- Percentage of relationships sustained for one year (70%)

These comprehensive evaluation tools and measures are designed to provide a clear picture of the agency's progress and the impact of the F.L.Y Girl program, ensuring accountability and effectiveness for government grant purposes.

**SECTION IX: PROGRAM EVALUATION PLAN**

**Briefly describe below the agency’s plan to evaluate program effectiveness and corrective action plans: This includes completeness of the evaluation plan to include what you will do to judge the success or effectiveness of your program.**

The F.I.N.D. Design, has a comprehensive plan in place to evaluate the effectiveness of the F.L.Y. Girl program. The evaluation plan encompasses various components to judge the success and impact of the program:

- 1) Outcome Metrics:** The agency tracks a range of outcome metrics, including but not limited to increased ethnic identity development, improved understanding of gender dynamics, reduced relational aggression, enhanced social-emotional development, improved cognitive skills, and facilitated identity development among participants. These metrics are assessed through pre and post-program evaluations, surveys, and qualitative interviews.
- 2) Participation Data:** Data on the number of girls engaged in the program, the duration of their participation, and their level of engagement is collected and analyzed. This data helps in understanding the reach and depth of the program's impact.
- 3) Feedback Mechanisms:** Real-time feedback is actively solicited from program participants, mentors, and other stakeholders. Feedback is considered an integral part of program delivery, and it is used to adapt and enhance program activities.
- 4) University Evaluation:** As mentioned previously, the program undergoes external evaluation by the University of Tennessee. This evaluation assesses cultural adaptations, effectiveness, and alignment with evidence-based practices. The findings from this evaluation contribute to ongoing program improvement.
- 5) Corrective Action Plans:** In the event that program evaluations reveal areas of improvement or challenges, the agency has established corrective action plans. These plans outline steps to address identified issues, adapt program activities, and enhance overall effectiveness.
- 6) Community Engagement:** The agency actively engages with the community and collaborates with partner organizations to gather feedback and assess the broader impact of the program on the community as a whole.
- 7) Regular Program Reviews:** Periodic reviews and assessments are conducted internally to ensure that program activities align with the agency's mission and goals. These reviews help identify areas where adjustments are needed.

**SECTION X: BUDGET, DETAILED BUDGET NARRATIVE, AND ORGANIZATIONAL PLAN**

**Grant Recipients shall be compensated on a quarterly (July-September, October-December, January-March; and, April-June) reimbursement basis for actual direct program costs based upon the Grant Spending Plan, not to exceed the maximum liability. Documentation shall serve as proof of delivered services of a kind and type as specified by the contract and accompany the submission of invoices in order to be eligible for payment. The Recipient's invoice shall 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 Metro Grants allowable and unallowable costs (See Metro Grants Manual). Indirect costs are not allowable for**

**this grant funding. Juvenile Court Grant Management personnel will consider written requests for monthly reimbursements and advise Recipient in writing if approved.**

**Describe the processes and systems in place related to the Agency’s financial administration and accounting practices:**The F.I.N.D. Design has implemented a robust financial oversight system, with primary responsibility resting with our Director of Operations and our dedicated bookkeeper, who manage grant-related matters, budgets, and financial controls. Our Money Team conducts monthly reviews of transactions to ensure accuracy and compliance. We maintain a strong commitment to transparency, providing regular reports to grantors and maintaining thorough financial records to adhere to regulatory standards. Our organization places a high value on financial integrity, with our team collaborating effectively to uphold sound financial practices.

**Required Attachments:**

- **Attach the applicant’s budget (s) x**
- **Attach the detailed budget narrative (s) x**
- **Attach the agency organizational chartx**

**SECTION XI: SUSTAINABILITY PLAN**

**Describe the agency’s plan to sustain this funded project in the future if Metro funding decreases or discontinues in the future.**

Prioritizing diversified funding sources, The F.I.N.D. Design and its leadership are dedicated to the Radical Freedom Dream Plan, which sets ambitious goals to boost revenue streams and organizational capacity. Funding strategies encompass individuals, corporations, foundations, and government support. Additionally, ongoing collaboration with organizations such as Bell Wether Education Partners is a cornerstone for nationwide program scaling, ensuring consistent revenue. The Radical Freedom Plan underlines a commitment to long-term wealth sustainability, achieved through social enterprise, revenue-generating services, fundraising, and financial management. This strategy fuels sustained growth and lasting impact by lessening reliance on grants and fostering financial autonomy.

**SECTION XII: DATA COLLECTION**

**Describe the data collection procedures the agency undertakes to collect and report the outputs and outcomes of the planned services or interventions. (E.g. stakeholder questionnaires, client satisfaction surveys, case records, etc.)**

The agency employs a multifaceted approach to data collection to assess and report the outputs and outcomes of its planned services or interventions effectively. This includes the use of various assessment tools and surveys:

- 1) Subjective Units of Disturbance (SUDS) Scale:** Administered to individuals undergoing trauma treatment, this scale measures distress levels. Data from SUDS scales are collected before and after treatment to track changes in distress levels, with decreasing scale numbers indicating reduced distress over time.
- 2) Volition of Cognition (VOC) Scale:** To assess shifts in participants' belief in positive outcomes during trauma treatment, the VOC scale is used. This tool offers insights into mindset changes, with data collected to monitor belief system shifts.
- 3) Child’s Reaction to Traumatic Events Scale (CRTES):** The CRTES measures children's responses to traumatic events. Administered before and after treatment, it identifies changes in reactions and assesses intervention effectiveness.
- 4) Short PTSD Rating Interview (SPRINT):** To evaluate improvements in post-traumatic stress disorder (PTSD) symptoms, the agency conducts SPRINT interviews before and after treatment. Targeted questions help assess symptom improvement, providing valuable outcome data.
- 5) Self, Teacher, and Parent Report Instruments:** Comprehensive insights into participants' well-being are gained through questionnaires distributed to children, teachers, and parents. These instruments are completed throughout and after the treatment process, offering insights into changes in behavior, emotions, and overall well-being.

**Describe how the agency will use the data collected to evaluate the goals of the project and the work performed and plan accordingly.**

**1) Goal Alignment:** Data will be assessed against the project's goals to measure alignment and determine whether the objectives are being met.

**2) Outcome Assessment:** The agency will evaluate the effectiveness of interventions by analyzing data from tools such as the SUDS Scale, VOC Scale, CRTES, SPRINT, and self/teacher/parent reports to gauge changes in distress levels, mindset, reactions to trauma, and symptom improvement.

**3) Stakeholder Feedback:** Insights from participant, teacher, and parent questionnaires will provide a comprehensive understanding of program impact on behavior and well-being.

**4) Corrective Action Planning:** If goals are not met, the agency will identify areas needing improvement and devise corrective action plans, which may involve refining strategies or enhancing program components.

**Program Adaptation:** Based on data analysis, the agency will adapt the program to better align with objectives and participant needs.

**Describe how the agency shares data with the agency's board and other community partners.**

The organization ensures transparent and consistent communication of data with the agency's board (tribe) and community partners. On a regular basis, the organization delivers monthly reports to tribe members and partners, offering a detailed overview of ongoing activities, progress made, and any emerging trends or challenges.

Additionally, an annual report is prepared to showcase evaluation data, goals, objectives, and outcomes achieved throughout the year. This comprehensive report not only highlights the program's advancement towards each goal but also serves as a valuable resource for stakeholders, providing a deeper understanding of the program's impact and contributing to informed decision-making and collaborative efforts within the community.

**JUVENILE COURT GRANTS MANAGEMENT TEAM CONTACT INFORMATION**

<p><b>Metro Juvenile Court Finance Director</b>  <b>Mr. Jim Swack, J.D.</b>          Juvenile Court Deputy Court Administer          Finance and Business Operations          (615) 862-8022  <a href="mailto:jimswack@jnsnashville.gov">jimswack@jnsnashville.gov</a></p>	<p><b>Metro Juvenile Court Accountant, Sr.</b>  <b>Mr. Joe Atchley</b>          Juvenile Court Accountant, Sr          (615) 880-2368  <a href="mailto:JoeAtchley@jnsnashville.gov">JoeAtchley@jnsnashville.gov</a></p>
<p><b>Metro Juvenile Court Grants Coordinator</b>          Mrs. Catherine Middlebrooks, M.S.          Juvenile Court Grants Coordinator          (615) 862-8063  <a href="mailto:CatherineMMiddlebrooks@jnsnashville.gov">CatherineMMiddlebrooks@jnsnashville.gov</a></p>	<p><b>Metro Juvenile Court Special Projects Manager</b>  <b>Mrs. Shelley Hudson, M.A.</b>          Juvenile Court Special Projects Program Manager          (615) 862-8079  <a href="mailto:shelleyhudson@jnsnashville.gov">shelleyhudson@jnsnashville.gov</a></p>

**GRANT CONTRACT  
BETWEEN THE JUVENILE JUSTICE CENTER  
(Metro Juvenile Court),  
A DEPARTMENT OF THE METROPOLITAN GOVERNMENT  
OF NASHVILLE AND DAVIDSON COUNTY  
AND  
OASIS CENTER INC.**

This Grant Contract issued and entered pursuant to RS2023- \_\_\_\_\_ by and between the Juvenile Justice Center, a Department of the Metropolitan Government of Nashville and Davidson County, a municipal corporation of the State of Tennessee hereinafter referred to as "Metro", and **Oasis Center Inc.** hereinafter referred to as the "Grantee," is for the **Reaching Excellence As Leader (REAL) Program**, to provide **evidence based programming for youth of color to empower them with strengths and skills to perform better in school, develop positive relationships and avoid court involvement** as further defined in the "SCOPE OF PROGRAM." (Attachment 1).

**RECITALS**

**WHEREAS**, Metro Juvenile Court is the Recipient and Grantor of funds from the Metropolitan Government of Nashville Davidson County Community Partnership Fund and,

**WHEREAS The Oasis Center Inc.** (hereinafter called "Grantee") is the Grantee of funds from the Community Partnership Fund; and,

**WHEREAS** expenditures will take place or have been retroactively used during the time frame from July 1, 2023, through June 30, 2024; and,

**WHEREAS** according to the Department of Justice, youth of color are five times more likely to be detained or committed compared to white youth; and,

**WHEREAS** the Reaching Excellence As Leader (REAL) program equips youth to improve their personal behaviors and attitudes in order to avoid justice involvement and transition into a healthy adulthood and use their voice to positively impact their community; and,

**WHEREAS** the Grantee will serve 50 youth who are involved with the justice system or at-risk of justice involvement; and,

**WHEREAS** the Grantee's goals include:

**Goal 1:** Equip youth (who are involved with the justice system or at-risk of justice involvement) to improve their personal behaviors & attitudes in order to avoid justice involvement and transition into a healthy adulthood

**Objective 1.1:** 50 youth will develop skills and tactics to maintain/improve healthy behaviors and mindsets that help them avoid justice involvement.

**Activity 1.1** Utilizing the PLAAY (Preventing Long-term Anger and Aggression in Youth) curriculum, REAL staff will engage participants in weekly group sessions that promote the development of helpful coping skills through evidence-based cognitive behavioral strategies.

**Goal 2:** Empower youth to explore and use their voice to positively impact their lives and their community

**Objective 2.1:** 50 youth will gain opportunities to positively impact their community.

**Activity 2.1:** REAL participants can actively take steps to improve their community by engaging in service-learning activities that directly address issues important to them.

**Objective 2.2:** 50 youth will build a positive identity and improve their sense of self.

**Activity 2.2:** Youth will engage in weekly discussions with positive adults, peers, local professionals, and volunteer mentors, to explore their sense of self, dismantle negative stigmas/stereotypes, and identify personal, educational, and professional interests and goals as well as pathways to achieving those goals.

**WHEREAS** Measurable outcomes include:

1) 75% (38 of 50) of participants will have no new adjudicated charges as reported by the Juvenile Court at three months post-program exit.

2) 75% (38 of 50) of participants will report feeling more connected to their community.

3) 70% (35 of 50) of participants will report feeling a good about themselves and their futures.

**WHEREAS**, Juvenile Court and **Oasis Center Inc.** propose to utilize **(fifty thousand (\$50,000) dollars**, of the CPF grant to fund the grantee to serve Davidson County runaway female youth.



**A. RECITALS AND SCOPE OF PROGRAM:**

All of the above stated Recitals are incorporated into and made a substantive part of this Contract.

**SCOPE OF PROGRAM:**

- A.1. The Grantee will use the funds for the following:
- A.2. The Grantee shall spend these funds consistent with their proposed use in the Grantee's funding application, hereinafter referred to as the Grant Spending Plan (Application and budget), attached and incorporated herein as **Attachment 1**. The Grantee shall collect data as mandated by the scope of program services, Metro Grants Manual requirements and Metro to evaluate the effectiveness of their services and shall provide those results to Metro upon request.
- A.3. The Grantee shall only utilize these funds for services the Grantee 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. Grantee agrees that it will not use Metro funding for services to non-Davidson County residents.
- A.4. Additionally, the Grantee shall collect general demographic 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 shall be for a period of twelve (12) months, commencing on July 1, 2023, and ending on June 30, 2024. This grant is retroactive, beginning July 1, 2023. Metro shall have no obligation for services rendered by the Grantee which are not performed within this term.

**C. PAYMENT TERMS AND CONDITIONS:**

**C.1. Maximum Liability.**

In no event shall the maximum liability of Metro under this Grant Contract exceed **fifty thousand (\$50,000.00) dollars**. The Grant Spending Plan is attached and incorporated herein as part of **Attachment 1**, and shall constitute the maximum amount to be provided to the Grantee by Metro for all of the Grantee's obligations hereunder.

The Grant Spending Plan line items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct program costs incurred or to be

incurred by the Recipient during the contract term. Indirect costs are not allowable for this grant.

This amount shall constitute the Grant Amount and the entire compensation to be provided to the Grantee by Metro.

C.2. **Compensation Firm.**

The maximum liability of Metro is not subject to escalation for any reason. The Grant Spending Plan amount is firm for the duration of the Grant Contract and is not subject to escalation for any reason unless the grant contract is amended.

C.3. **Payment Methodology.**

The Grantee shall be compensated on a reimbursement basis for actual direct program costs based upon the Grant Spending Plan, not to exceed the maximum liability established in Section C.1.

All invoices shall be sent **electronically** to the attention of the Grants Management team: [JoeAtchley@jnsnashville.gov](mailto:JoeAtchley@jnsnashville.gov) (Mr. Joe Atchley, Juvenile Court Accountant, Sr.) and copy [CatherineMMiddlebrooks@jnsnashville.gov](mailto:CatherineMMiddlebrooks@jnsnashville.gov) (Mrs. Middlebrooks, Juvenile Court Grants Coordinator, and [shelleyhudson@jnsnashville.gov](mailto:shelleyhudson@jnsnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager). Said payment shall not exceed the maximum liability of this Grant Contract. See the Metro Grants Manual, Chapter 3: Standards for Financial Management, Section: Supporting Documentation, page 17 for examples.

Generally, invoices submitted for reimbursement will be accepted on a **quarterly basis**. Juvenile Court Grant Management team will consider electronic written requests for monthly reimbursements and advise the Grantee if approved.

Supporting documentation shall serve as proof of delivered services of a kind and type and shall accompany submission of invoices in order to be eligible for payment. See the Metro Grants Manual, Chapter 3: Standards for Financial Management System.

**Final invoices for the contract period must be received by Juvenile Court by July 12, 2024.**

**Any invoice not received by the deadline date will not be processed and all remaining grant funds will expire.**

C.5. **Payment of Invoice.**

The payment of any invoice by Metro shall not prejudice Metro's right to object to the invoice or any matter in relation thereto. Such payment by Metro shall

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.6. **Allowable, Unallowable, and Indirect Costs.**

The Grantee shall meet all allowable and unallowable Metro Grants cost requirements. See the Metro Grants Manual, Chapter 5: Allowable Costs, and Chapter 6: Unallowable Costs. This grant contract does not allow for indirect cost. The Grantee's invoice shall 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 unallowable.

Grantees that receive grant funds from Metro shall ensure that expenditures incurred for the purpose of the grant meet certain criteria. Cost incurred must be:

- a reasonable use of funds,
- a necessary use of funds,
- for a reasonable amount,
- for a clear purpose,
- consistent with the purpose of the Grantee's program, compliant with the terms and purpose of the Metro grant, authorized within the budget,
- properly approved, and
- adequately documented

Long-distance non-business-related calls are not reimbursable.

Tips included on supplies and service are not reimbursable.

C.7. **Deductions.**

Metro reserves the right to adjust any amounts which are or shall become due and payable to the Grantee by Metro under this or any Contract by deducting any amounts which are or shall become due and payable to Metro by the Grantee under this or any Contract.

C.8. **Travel Compensation.**

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by a Grantee or Grantee's employee who is in travel status on official business of the organization. Conference and or meeting costs include seminars designed to increase the vocational effectiveness of employees, including registration fees and other related costs. Travel, conferences, and meeting costs are allowable when they are directly attributable to specific work under the grant or are incurred in the normal course of administration of the organization. Travel costs must be evidenced by an approved travel claim. **Grantees must establish and use their own internal travel policy.** Each grantee is subject to their established travel policy. See Grants Manual, Chapter

5: Allowable Costs.

**Grantee's internal travel policy will also include the following language:**

Payment to the Grantee for travel, meals, or lodging shall be subject to amounts and limitations specified by Metro and the Grantee's Grant Spending Plan.

When traveling, Grantees should be as conservative as circumstances permit. The lower cost shall be selected whenever possible. Reimbursement for travel shall be based upon the most direct or expeditious route possible. Grantee traveling by an indirect route must assume any extra expense incurred.

The standard mileage reimbursement rate used by a Grantee is established by the United States General Services Administration. When using a personal vehicle, only mileage on official Grantee business may be claimed for reimbursement. Mileage published by Rand-McNally or similar reliable internet travel sites (starting point and destination) for driving routes will be regarded as official.

When using a personal vehicle, procedures for calculating mileage are based on the fact that Metro does not reimburse a Grantee for normal commuting mileage.

Travel advancements are not allowed. The Grantee shall use personal funds during the trip for meals, ground transportation and similar minor expenses and follow the procedure for travel expense reimbursement upon return.

Travel reimbursement claims must be submitted fifteen (15) days of return, along with all required receipts and backup documentation.

Reasonable taxi or rideshare fares are allowable from airports. Bus, limousine, or light rail services to or from airports will be used when available and practical. In traveling between hotel, other lodging, meeting or conference sites, reasonable taxi or rideshare fees will be allowed. Taxi or rideshare reimbursements are not allowed from conference and meeting sites for meals unless exceptional circumstances are documented.

Physical damage insurance with a deductible (collision and comprehensive) shall be purchased when renting a vehicle for official business. A copy of the rental authorization form copy of rental contract, and itemized receipt must be attached to the travel claim.

Reasonable tolls and ferry fees and parking charges will be allowed.

When a Grantee uses their personal vehicle for official business, their personal auto coverage will be primary up to limits of their policies. In the event of an accident that results in damage to a Grantee's personal vehicle, the Grantee is responsible for that damage.

If travel is by air, the Grantee will be reimbursed the allowable mileage reimbursement for one round trip from the Grantee's official work station (or residence on weekends/evenings) and long-term airport parking; or the cost of one round trip taxi or rideshare fare from the Grantee's official work station (or residence on weekends/evenings) if the taxi or rideshare fare is lesser than mileage and airport parking; or the appropriate mileage reimbursement for two round trips from the Grantee's official workstation or residence when dropped off at the airport.

Receipts are required for the handling of conference and meeting materials and/or equipment.

Maximum lodging reimbursement rates for out-of-town and in-state are the same as those maintained by the United States General Services Administration within the continental United States (CONUS). The CONUS list contains a maximum reimbursement rate for lodging. Lodging receipts are required and must itemize room charges, taxes by date, and surcharges, if a convention rate exceeds the maximum reimbursement rate, and is documented by convention information, a higher reimbursement rate will be allowed.

The maximum meal reimbursement rates for out-of-state travel are the same as those maintained by the United States General Services Administration within the continental United States (CONUS). The fixed M&I (Meal and Incidental Expense) rate on CONUS represents the maximum daily meal reimbursement for the Grantee

C.9. **Electronic Payment.**

Metro requires as a condition of this contract that the Grantee shall complete and sign Metro's **iSupplier** form authorizing electronic payments to the Grantee. Grantees who have not already submitted the form to Metro will have thirty (30) days from the beginning of the contract to complete, sign, and return the form. Thereafter, all payments to the Grantee, under this or any other contract the Grantee has with Metro, must be made electronically.

The process is initiated by clicking on "Register with iSupplier" at the following link on Nashville.gov:

**<https://www.nashville.gov/Finance/Procurement/How-To-Do-Business-With-Metro.aspx>**

Note: This is a critical step that can only be accomplished by the Grantee seeking payment by Metro. At the conclusion of the vendor registration process, registrants receive an email advising them of their system assigned iSupplier number and of having successfully registered. They should email [iSupplier@nashville.gov](mailto:iSupplier@nashville.gov) if they have questions about or issues with navigating the vendor registration process.

By default, Metro sets up vendors on Net 30 payment terms. This means that it will take approximately 30 days for a Grantee to receive payment after an approved invoice is forwarded for reimbursement.

The Grantee shall make proposed changes in writing by email to the attention of [JoeAtchley@jisnashville.gov](mailto:JoeAtchley@jisnashville.gov) (Mr. Joe Atchley, Juvenile Court Accountant, Sr.) for questions regarding iSupplier.

Grantees receiving reallocated funding do not have to register with Metro's iSupplier.

**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. The Grantee shall make proposed changes in writing by email to the attention of [CatherineMMiddlebrooks@jisnashville.gov](mailto:CatherineMMiddlebrooks@jisnashville.gov) (Mrs. Catherine Middlebrooks, Juvenile Court Grants Coordinator). The Juvenile Court Grants Management team will review the requested changes to determine if the changes are allowable, and if they warrant a contract amendment.

**D.3. Termination for Cause.**

Should the Grantee fail to properly perform its obligations under this Grant Contract or if the Recipient violates any terms of this Grant Contract, Metro shall have the right to immediately terminate the Grant Contract and the Grantee shall return to Metro any and all grant monies for services or programs under the grant not performed as of the termination date. The Grantee shall also return to Metro any and all funds expended for purposes contrary to the terms of the Grant. Such termination shall not relieve the Grantee of any liability to Metro for damages sustained by virtue of any breach by the Grantee. See the Metro Grants Manual, Section: Failure to Comply, page 5.

**D.4. Subcontracting.**

The Grantee shall not assign this Grant Contract or enter a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of Metro. The Grantee shall make subcontracting requests in writing by email to the attention of [CatherineMMiddlebrooks@jisnashville.gov](mailto:CatherineMMiddlebrooks@jisnashville.gov) (Mrs. Catherine Middlebrooks, Juvenile Court Grants Coordinator). The Juvenile Court Grants Management team will review the request to determine if

subcontracting is allowable. Notwithstanding any use of approved subcontractors, the Grantee shall be considered the prime grant Recipient and shall be responsible for all work performed.

D.5. **Conflicts of Interest.**

The Grantee warrants that no part of the total Grant Amount shall 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 Grantee in connection with any work contemplated or performed relative to this Grant Contract.

D.6. **Nondiscrimination.**

The Grantee hereby agrees, warrants, and assures that no person shall 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 Grantee on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification which is in violation of applicable laws. **The Grantee shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees, clients, and applicants, notices of nondiscrimination.**

D.7. **Records, Records Access, and Maintenance.**

The Grantee shall maintain all financial records, supporting documentation, program documentation, and all other relevant records pertaining to the Metro grant contract for a period of at least three (3) years after the completion of the grant period.

The Grantee shall retain all books of original entry, source documents to support accounting transactions, general ledger(s), subsidiary ledger(s), personnel and payroll records, cancelled checks, and documents and records related to the funds provided by Metro.

The Grantee shall maintain and identify the records by fiscal and/or grant period(s) separately and maintain the information in such a manner that they can be easily identified. The grantee shall ensure the records are adequately protected against theft, fire, or other damage.

The Grantee shall allow Metro Government, or any duty-authorized representatives to have access to any applicable books, documents, papers, or other records of the grantee that pertain to, support, or document the Metro grant funds for monitoring, auditing, or examination purposes. The right of access shall not be limited to the retention period, but shall extend as long as the records are retained by the organization.

Financial statements shall be prepared in accordance with generally accepted accounting principles.

See the Metro Grants Manual, Chapter 9: Record Retention and Access Requirements.

D.8. **Monitoring.**

Monitoring is the review process used to determine the Grantee's compliance with the requirements of Federal, State, and/or local laws, regulations, and measures of progress toward stated results and outcomes. Monitoring determine the level of compliance with program expectations and identify operational changes. Monitoring also determines if the financial management and the accounting system are adequate to account for program funds in accordance with government requirements.

The Grantee's activities conducted, and records maintained pursuant to this Grant Contract shall be subject to monitoring and evaluation by the Juvenile Court Grant Management Team, the Metropolitan Office of Financial Accountability (OFA), and/or Metro's duly appointed representatives.

The Grantee shall 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. See the Metro Grants Manual, Chapter 10: Monitoring Requirements.

D.9. **Reporting.**

Reporting details the Grantee's progress on each of the core performance measures identified in the grant solicitation and any program specific and/or outcome measures identified in the Grantee's Grant Spending Plan as funded under this Grant Contract. The Grantee is required to gather and maintain statistical data relating to grant project activities. This includes number of person's served (not approximations), identifying information to confirm that person's served reside in Davidson County, and information on date and location of all funded services provided. The data collected should support the activities, objectives and measurable program outcomes and other reporting requirements.

The Grantee shall submit quarterly program updates to the Juvenile Court Grants Management team. The team will provide this report directly to the Grantee.

The Grantee shall submit an **Interim Program Report** no later than **January 8, 2024**. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding January 8, 2024.

The Grantee shall submit a **Final Program Report** no later than **July 8, 2024**. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding July 8, 2024.



The Grantee shall submit an **Annual Expenditure Report**, to reconcile grant receipts with grant revenues. The report is due 45 days after the end of the grant period. The grantee can submit the report earlier. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding **August 14, 2024**. Said report shall be in form and substance acceptable to Metro and shall be prepared by a **Certified Public Accounting Firm or the Chief Financial Officer** of the Recipient Organization.

The Grantee shall send all reports electronically to the attention of the Grants Management team: [JoeAtchley@jnsnashville.gov](mailto:JoeAtchley@jnsnashville.gov) (Mr. Joe Atchley, Juvenile Court Accountant, Sr.); [CatherineMMiddlebrooks@jnsnashville.gov](mailto:CatherineMMiddlebrooks@jnsnashville.gov) (Mrs. Middlebrooks, Grants Coordinator); and [shelleyhudson@jnsnashville.gov](mailto:shelleyhudson@jnsnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager).

See the Metro Grants Manual, Chapter 8: Reporting Requirements.

D.10. **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 shall not be construed as a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Grant Contract shall be held 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.11. **Insurance.**

The Grantee agrees to carry adequate public liability and other appropriate forms of insurance, and to pay all applicable taxes incident to this Grant Contract.

D.12. **Metro Liability.**

Metro shall have no liability except as specifically provided in this Grant Contract.

D. 13. **Independent Contractor.**

Nothing herein shall in any way be construed or intended to create a partnership or joint venture between the Grantee and Metro or to create the relationship of principal and agent between or among the Recipient and Metro. The Grantee shall not hold itself out in a manner contrary to the terms of this paragraph. Metro shall not become liable for any representation, act, or omission of any other party contrary to the terms of this paragraph.

D. 14. **Indemnification and Hold Harmless.**

(a) Grantee shall 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 Grantee, 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 Grantee, 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 Grantee from any claims, regardless of any language in any attachment or other document that the Grantee may provide.

(c) Grantee shall pay Metro any expenses incurred as a result of Grantee's failure to fulfill any obligation in a professional and timely manner under this Contract.

(d) Grantee's duties under this section shall survive the termination or expiration of the grant.

**D.15. 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 Contract arising from a Force Majeure Event is not a breach under this 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. Grantee 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.16. State, Local and Federal Compliance.**

The Grantee agrees to comply with all applicable federal, state and local laws and regulations in the performance of this Grant Contract.

**D.17. Governing Law and Venue.**

The validity, construction and effect of this Grant Contract and any and all extensions and/or modifications thereof shall be governed by and construed in accordance with the laws of the State of Tennessee. The venue for legal action concerning this Grant Contract shall be in the courts of Davidson County, Tennessee.

D.18. **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.19. **Headings.**

Section headings are for reference purposes only and shall not be construed as part of this Grant Contract.

D.20. **Metro Interest in Equipment.**

The Grantee shall take legal title to all equipment, 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" shall be 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 Grantee 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 Grantee shall request written approval from Metro for any proposed disposition of equipment purchased with Grant funds. All equipment shall 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.

**Equipment purchased with grant funds is listed on an equipment log. (See Juvenile Court Equipment Summary Report) and note project staff using said equipment.**

D. 21. **Assignment - Consent Required.**

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

**D.22. Gratuities and Kickbacks.**

It shall 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 shall 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.23. Lobbying.**

The Grantee certifies, to the best of its knowledge and belief, that:

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

sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-Grantees shall certify and disclose accordingly.

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

**D.25. Public Accountability.**

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

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

**D. 26. Disclosure of Personal Identity Information.**

The Grantee shall report to Metro any instances of unauthorized disclosure of personally identifiable information that comes to the Grantee's attention. The Grantee shall make any such report within twenty-four (24) hours after the instance has come to the Grantee's attention. The Grantee, at the sole discretion of Metro, shall provide no cost credit monitoring services for individuals that are deemed to be part of a potential disclosure. The Grantee shall bear the cost of notification to individuals having personally identifiable information involved in a potential disclosure event, including individual letters or public notice. The remedies set forth in this Section are not exclusive and are in addition to any claims or remedies available to Metro under this Grant Contract or otherwise available at law.

**D.23. Written Policies and Procedures.**

The Grantee should establish written policies and procedures to express management's position on all operational procedures such as accounting, purchasing, personnel, travel, and other such policies and procedures that guide normal business activities to ensure consistent operation of the agency's programs and adequate documentation for an audit. See the Metro Grants Manual, Chapter 3: Standards for Financial Management.

**D.25. Communications and Contacts.**

All instructions, notices, consents, demands, or other communications from the Grantee required or contemplated by this Grant Contract shall be in writing by email addressed to the respective party 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 inquiries regarding programming and invoices:

**Metro Juvenile Court CPF Grants Program Management Team Contact:**

Catherine Middlebrooks  
Grants Coordinator  
Juvenile Court  
P.O. Box 196306  
Nashville, Tennessee 37219-6306  
Office: 615-862-8079  
[CatherineMMiddlebrooks@jisnashville.gov](mailto:CatherineMMiddlebrooks@jisnashville.gov)

Shelley Hudson  
Special Project Program Manager  
Juvenile Court  
P.O. Box 196306  
Nashville, Tennessee 37219-6306  
Office: 615-862-8079  
Cell: 615-500-3391  
[shelleyhudson@jisnashville.gov](mailto:shelleyhudson@jisnashville.gov)

**Metro Juvenile Court CPF Fiscal Grant Management and Invoicing Contact.**

Joe Atchley  
Juvenile Court Accountant, Sr.  
Juvenile Court  
P.O. Box 196306  
Nashville, Tennessee 37219-6306  
Office: (615) 880-2368  
[JoeAtchley@jisnashville.gov](mailto:JoeAtchley@jisnashville.gov)

**Recipient:**

Name : Mark Dunkerley  
Title : President and CEO  
Agency Name : Oasis Center Inc.  
Address : 1704 Charlotte Ave. Suite 200  
City : Nashville, State : Tennessee, Zip : 37203  
Phone : 615-983-6859  
Email : mdunkerley@oasiscenter.org

D. 25. **Effective Date.**

- This contract shall not be binding upon the parties until it has been signed first by the Grantee 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 signed and filed, this contract shall be effective as of the date first written above.

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THE METROPOLITAN  
GOVERNMENT OF NASHVILLE  
AND DAVIDSON COUNTY:

APPROVED AS TO  
AVAILABILITY OF FUNDS:

Kevin Crumbo/mjw A P  
Director of Finance

APPROVED AS TO FORM AND  
LEGALITY

Phylinda Ramsey  
Metropolitan Attorney

FILED IN THE OFFICE OF THE  
CLERK:

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

RECIPIENT: Oasis Center

By: MJW

Title: President & CEO

Sworn to and subscribed to before me a  
Notary Public, this 18<sup>th</sup> day  
of September, 2023

Notary Public

Kimberly Reese

My Commission  
expires 01/06/2025





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**REAL**  
**Operational Budget**  
**2023-2024**

**Revenue:**

Donations	\$3,000
Special Events	\$0
Foundations	\$0
United Way	\$36,485
Federal and State Grants	\$103,226
Local Grants	\$50,000
Consulting / Training	\$0
Miscellaneous Income	\$0
Investment Income	\$0
<b>Total Revenue</b>	<b>\$192,711</b>

**Expenditures:**

Salaries and Fringe Benefits	\$132,590
Professional Fees	\$1,628
Special Events	\$0
Supplies	\$6,778
Telephone	\$1,127
Printing and Publications	\$0
Postage and Shipping	\$0
Occupancy	\$4,877
Maintenance and Equipment	\$356
Travel, Conferences, and Meetings	\$300
Specific Assistance	\$13,402
Grants and Collaborations	\$0
Insurance	\$885
Miscellaneous	\$0
Depreciation	\$0
<b>TOTAL DIRECT</b>	<b>\$161,942</b>
Indirect (19%)	\$30,769
<b>Total Expenses</b>	<b>\$192,711</b>

**Net Operating Income** **\$0**

**FY 24 Community Partnership Funds (CPF)  
Grant Application For Reallocated Program Funds  
Provided by the Davidson County Juvenile Court  
Youth Violence Reduction Program Application**

Name of Organization/Agency Applicant	Oasis Center, Inc.
Is the Applicant the primary (Parent) or secondary (Child) applicant?	<input checked="" type="checkbox"/> Primary <input type="checkbox"/> Secondary
If your organization/agency is filing under another agency's financial audit then your organization is considered the secondary (Child) agency. If the applicant is a secondary (Child) applicant, then their parent (Primary) applicant must file for this grant and subcontract with the secondary (child) agency.	
Name of Program Supported by the Grant:	Reaching Excellence As Leaders (REAL)
Name of Individual Signing the Contract:	Mark Dunkerley
Position:	President & CEO
Primary Phone:	615-983-6859
Email:	mdunkerley@oasiscenter.org
A) Is the Applicant a prior Metro CPF Recipient? Enter Year: 2022	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
B) If yes, is the Applicant requesting a continuation of Funding?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$50,000 (current request; prev. \$45,000)
C) Is the Applicant a prior year Metro Direct Appropriation	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Amount:
<b>REALLOCATED FUNDING REQUESTED AMOUNT</b>	Maximum Requested Amount: \$50,000 Minimum Requested Amount: \$50,000
<b>TERM OF GRANT FUNDING</b>	<b>JULY 1, 2023 – JUNE 30, 2024</b>
<u>SECTION I</u>	Please include the names (s) of the person (s) and contact information below
Name of Individual Completing Application:	Name: Laurel Reeves Centi Title: Director of Grants Phone number: 615-327-4455 (ext 5507) Email: lreeves@oasiscenter.org
Name of Individual Over Program Monitoring:	Name: Lee Gray Title: Senior Director of School-Based Programs Phone number: 615-983-6853 Email: lgray@oasiscenter.org

Name of Individual Over Financial Monitoring:	Name: Kim Reese Title: Chief Financial Officer Phone number: 615-983-6857 Email: kreese@oasiscenter.org
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**SECTION II: ELIGIBILITY CRITERIA**

In order to be eligible to receive Reallocated CPF funding, an applicant must meet the following criteria:

1. Applicants must serve residents of Nashville, Davidson County.  
 Yes  No
  
2. Applicants must have a 501(c) (3) designation of exemption from federal taxation from the Internal Revenue Service (IRS) as provided by 26 U.S. C. A.;  
 Yes  No  
 If Yes, has there been a change in the applicant’s 501(c) (3) status?  
 Yes  No  
 If yes, please explain \_\_\_\_\_  
**Required Attachment: Copy of the agency’s 501 (c) (3) document with this application.**
  
3. Applicants must have an incorporation as a non-profit with registration identification number provided by the Secretary of State as a Charitable Organization or proof of such exemption as allowed.  
 Yes  No  
 If Yes, has there been a change in the applicant’s non-profit status?  
 Yes  No  
 If yes, please explain \_\_\_\_\_  
**Required Attachment: Copy of the agency’s non-profit registration and identification document with this application.**
  
4. Applicants must have been in existence for at least one full year by application due date.  
 Yes  No  
 If yes, how long has the applicant been in existence? 54 years
  
5. Applicants must be in compliance with grant contract award requirements from Metro in any previous year(s).  
 Yes  No  
 If yes, when was the last time the applicant was audited by Metro? January 5, 2023  
 Was the applicant in compliance?  
 Yes  No  
 If no, did the applicant correct Metro audit concerns to Metro’s satisfaction?  
 Yes  No

6. Applicants must provide a copy of a financial audit of its latest completed fiscal year by a certified public accountant. The year-end or the issue date of the report should be within the preceding 12 months of the application due date.

**NOTE:** Applicants filing under a PARENT organization: Parent organizations are required to file as the primary recipient and subcontract with the CHILD agency as a subgrantee.

**NOTE:** The Audit requirement may be waived for non-profits with annual budgets of less than \$50,000 and requests for grants of less than \$5,000, per Ordinance No. BL2013-578.

### SECTION III: VISION, MISSION, AND VALUES STATEMENTS

#### **DAVIDSON COUNTY JUVENILE COURT VISION STATEMENT:**

Davidson County Juvenile Court strives to be the national model for youth justice by taking a holistic approach that promotes the health, well-being, and safety of children, families, and communities.

#### **DAVIDSON COUNTY JUVENILE COURT MISSION STATEMENT:**

Davidson County Juvenile Court's mission is to prevent problems, promote the positive potential in all people, and pursue fairness and hope.

- Vision statement – Informs the agency's goals (What the agency wants to accomplish or achieve).
- Mission statement – Informs the agency's purpose (How the agency achieves their vision).
- Values statement – Informs the agency's culture (Agency core principle and values).

**Provide the agency's vision, mission, and values statements here AND briefly discuss how your agencies philosophy supports the Davidson County Juvenile Court's mission and vision.**

**Vision:** Our vision is to live in a world where all young people are safe, valued, connected to caring adults, and prepared to lead productive and fulfilling lives. We believe that progress is made toward this goal when we develop and encourage perspectives based on hope, opportunities, and the courage to act. We cultivate this change through caring relationships, meaningful action, and thoughtful reflection.

**Mission:** Oasis Center's mission is building relationships that advance youth well-being, amplify youth voice, and inspire action toward a just community.

**Values:** Oasis views young people as full stakeholders and active participants in addressing some of the most challenging problems facing Nashville's youth, including violence, inequitable access to educational opportunities, housing instability, bullying, discrimination, intolerance, and more. We work alongside young people to create equity and justice in the complex systems that impact youth. We believe in always providing an open and affirming environment for youth, staff, and guests, where everyone feels emotionally and physically safe. We recognize differences in race, color, ethnicity, ability, religion, gender, gender identity, gender expression, and sexual orientation in an atmosphere of mutual respect. We take an active role in creatively engaging ourselves and others in the mission of increasing awareness about culture, confronting and working through issues of intolerance, insensitivity, and discrimination, and moving toward the goal of cultural humility and acceptance.

Our agency's philosophy is directly aligned with the mission and vision of the Davidson County Juvenile Court; we, too, take a holistic approach to serving youth and families using evidence-based approaches. Together, our 20+ programs and services create a network of support that addresses the diverse needs of youth and families (from mental health, to community connection, to housing, education, and more). Both together and individually, our programs work toward outcomes in four impact areas based on the principles of Positive Youth Development and aligned with the mission of the Juvenile Court: 1) Safety, 2) Belonging, 3) Empowerment, and 4) Generosity/Justice (see section VII for more detail). By focusing on these impact areas, we not only address the needs, but we also get ahead of issues, providing clients with the tools they need to avoid problems and instead attain long-term health and well-being. What's more, our services are focused on young people living in communities that are typically under-resourced, promoting justice, fairness, and hope for those striving to break cycles of poverty and inequity.

#### **SECTION IV: NEEDS STATEMENT**

A fact-based and data driven statement to continue funding for the grantee. These lay the foundation for the grant application.

**1) Briefly describe your agency's need/problem for program funding with a fact-based and data driven statement.**

Through REAL (Reaching Excellence As Leaders), Oasis seeks to provide evidence-based programming for youth of color to empower them with strengths and skills to perform better in school, develop positive relationships, and avoid court involvement. According to the U.S. Department of Justice, youth of color are more than five times as likely to be detained or committed to youth facilities compared to White youth. While overall juvenile placements have been decreasing over the last 15 years, they are decreasing at inequitable rates for Black youth versus their White counterparts. For instance, in October of 2015, 44% of youth in juvenile facilities were Black/African American despite the fact that Black/African American youth only comprised 16% of all youth in the United States<sup>1</sup>. For youth, court-involvement is not an appropriate solution; it actually increases the odds of future delinquency and criminal justice involvement, decreases educational opportunities, and can permanently damage a youth's sense of self<sup>2</sup>. According to the National Resource Center for Juvenile Justice, trauma-informed, culturally responsive, cognitive skill-building and service-learning activities (like those utilized in REAL) have shown effective behavior change in adolescents and reductions in recidivism.

**2) Briefly describe how funds will continue to help your agency meet program needs.**

Annually, the REAL program receives funding from the TN Department of Mental Health & Substance Abuse Services, United Way, the Nashville Economic Club, and individual donations. After committed funding, REAL still has an expense gap of approximately \$50,000. Funds from the Community Partnership Fund will enable our agency to fill this significant budget gap and maintain this vital and unique program for at-risk youth in Nashville. Requested funds will be used to support salary and benefit costs of staff dedicated to program operations. This is our greatest expense for the REAL program and the most important. Our staff are the crux of the program, forming positive relationships and providing a deeply impactful program experience for youth participants.

<sup>1</sup> <https://www.sentencingproject.org/publications/black-disparities-youth-incarceration/>

<sup>2</sup> <https://youth.gov/youth-topics/juvenile-justice/youth-involved-juvenile-justice-system#:~:text=Youth%20involved%20with%20the%20juvenile%20justice%20system%20often,rates%20across%20various%20types%20of%20mental%20health%20disorders.>

**3) Briefly describe how your Agency promotes equity in the community.**

Oasis programs are designed to advance equity by providing support for marginalized individuals in our community (BIPOC, religious minority persons, LGBTQ+ persons, persons with disabilities, persons who live in rural areas, and/or persons affected by persistent poverty and inequality). We intentionally target our services for these marginalized groups, with the intent to provide resources and opportunities to help them overcome some of the barriers and injustices they face (e.g., cyclical poverty, disparities in educational achievement), which are created by systemic inequities. We also work to eliminate these disparities at the root, by working with policy-makers and advocating for the rights, safety, health, and well-being of those impacted by discriminatory practices, policies, and beliefs. For instance, our Just Us program provides LGBTQ+ equity trainings for fellow providers across the state who work in systems that directly impact youth (schools, foster care providers, etc.) to ensure that LGBTQ+ youth can receive appropriate care and feel safe and supported in their communities.

To support these goals, all staff must complete equity and cultural awareness training upon hire; existing staff must include equity- and inclusion-related trainings and/or events in their yearly work plan. Additionally, at the beginning of 2020, we launched the Oasis Anti Racism Cultural Connection (ARCC, formerly known as the Anti-Racism Committee) to examine our shortfalls and direct our agency toward becoming a more anti-racist organization. The ARCC has identified targeted objectives and action steps in "Oasis Center's Racial Equity Strategic Plan," which outlines agency goals in areas such as leadership and governance, practice and policies, staff composition, youth programming, and organizational climate and culture. Each staff member is given an Equity Lens Tool, developed by our ARCC, to help them identify and eliminate discriminatory practices or policies within our agency and with partner providers; staff are also encouraged to introduce new practices/policies that reduce disparities. In addition, we are increasingly diversifying our staff to better reflect the populations we serve, and BIPOC voice is represented in every staffing level and in executive, Board, and leadership decisions. We regularly solicit feedback from clients (via surveys, focus groups, etc.), particularly those who represent underserved populations, to assess whether or not our services adequately meet their needs and, if not, learn how we can improve. Moreover, we have hired a Director of Diversity, Equity, & Inclusion to help us further our equity agenda and ensure that we are meeting our goals.

**SECTION V: GOALS, OBJECTIVES, ACTIVITIES**

Program success is defined by establishing goals, objectives, and activities. These inform strategic planning and program improvements. Goals are broad and measurable statements about what the program intends to accomplish. These align with the agency mission and flow from the community need. Generally state 1 or 2 goals. Objectives are what the program intends to achieve. These are realistic, specific, measurable, and focused on outcomes. Objectives include who (program clients) what (desired measurable change) and how (program activities), and are generally stated with a verb as an increase, decrease, expand, improve or change in behavior or condition, etc. Activities are efforts conducted to achieve the program objectives and tie into outputs: if the activities are completed then the outputs are produced. Activities use action words: provide, train, establish, etc. Grantee to provide minimally two (2) goals and is also allowed to add more goals, objectives, and activities as needed to this template.

**Goal 1:** Equip youth (who are involved with the justice system or at-risk of justice involvement) to improve their personal behaviors & attitudes in order to avoid justice involvement and transition into a healthy adulthood

**Objective 1.1:** 50 youth will develop skills and tactics to maintain/improve healthy behaviors and mindsets that help them avoid justice involvement.

**Activity 1.1:** Utilizing the PLAAY (Preventing Long-term Anger and Aggression in Youth) curriculum, REAL staff will engage participants in weekly group sessions that promote the development of helpful coping skills through evidence-based cognitive behavioral strategies.

**Goal 2:** Empower youth to explore and use their voice to positively impact their lives and their community

**Objective 2.1:** 50 youth will gain opportunities to positively impact their community.

**Activity 2.1:** REAL participants can actively take steps to improve their community by engaging in service-learning activities that directly address issues important to them.

**Objective 2.2:** 50 youth will build a positive identity and improve their sense of self.

**Activity 2.2:** Youth will engage in weekly discussions with positive adults, peers, local professionals, and volunteer mentors, to explore their sense of self, dismantle negative stigmas/stereotypes, and identify personal, educational, and professional interests and goals as well as pathways to achieving those goals.

#### SECTION VI: MEASURABLE OUTCOMES

Measurable outcomes are quantifiable (numeric value, percentage, scores, value, or characteristic) used to measure achievement of program outcomes: events, occurrences, or changes in conditions or attitudes that indicate progress toward a program's goals. These are specific, measurable and meaningful. Achieving an outcome indicates fulfillment of purpose and program toward long-term goals. Measurable goals are stated in a % outcome (i.e., \_\_% of clients with report/increase...etc.)

**List and describe below a minimum of three measurable outcomes of your program that will be achieved as a result of this reallocated funding (Measurable outcomes must support goals and objectives). Grantee is allowed to add more measurable outcomes as needed to this template.**

- 1) 75% (38 of 50) of participants will have no new adjudicated charges as reported by the Juvenile Court at three months post-program exit.
- 2) 75% (38 of 50) of participants will report feeling more connected to their community.
- 3) 70% (35 of 50) of participants will report feeling a good about themselves and their futures.

#### SECTION VII: PROGRAM INPUTS

Describe the factors (inputs) dedicated to this program to conduct its' activities and to achieve its goals and objectives.

**1) Agency resources:**

Two full-time staff will dedicate 100% of their time to carrying out the REAL program, with the support and supervision of the Senior Director of School-Based Programs. REAL operates within the Youth Opportunity Center (Oasis's main location), a shared-space collaboration with five other youth-serving organizations, including STARS, Boys and Girls Club, and Big Brothers Big Sisters, among others. Among the first of its kind in the Southern U.S., the YOC opened in 2009 to create a "one-stop" location for



comprehensive youth services. The YOC is designed explicitly – in style, purpose, and functionality – to promote a safe, accessible, and inviting environment for the youth and families we serve.

To implement the PLAAY curriculum, REAL will have the support of the PLAAY nation-wide network in program training and implementation.

In addition to hired and contracted staff, REAL will have the support of dedicated volunteers, pre-screened and trained by Oasis's Volunteer and Corporate Relations Manager.

REAL also streamlines services with other Oasis programs. For examples, they can access one-on-one college counseling through Oasis College Connection, free mental health services for youth and families through our clinical counseling program, and opportunities to create art projects in the Oasis Underground Art Studio. Oasis also provides connections to specific services for teens who are homeless/runaways, identify as LGBTQ+, or are New Americans.

## **2) Agency collaborations:**

REAL thrives on meaningful partnerships that integrate services, expand opportunities, and promote collective impact. We partner closely with the Juvenile Court, receiving ongoing youth referrals and coordinating with Court officers to ensure that youth are successfully completing diversion requirements. The Court also shares longitudinal recidivism data for program graduates. Other external partners include: STARS (substance abuse treatment); local colleges and universities (connection with college culture, near-peer role models, college tours, service projects, etc.); Metro Parks & Recreation (fitness and healthy lifestyle activities); Econ Club (cultural enrichment activities helping youth and families build stronger relationships and access the arts through culturally relevant performances); and Planned Parenthood (sexual health education, STI testing, etc.). We also partner with the Metropolitan Nashville Police Department to build stronger, more positive relationships among youth and officers.

In addition, MNPS has been a long-time referral partner and provides student academic data. We also continue to partner with MNPS's Johnson Alternative Learning Center and recently started a new partnership Glenciff High School, which enables us to provide services directly within their schools for youth who have been identified by school personnel as at-risk for juvenile court involvement.

## **3) Evidence-based programming:**

The REAL program curriculum is derived from the evidence-informed model PLAAY (Preventing Long-term Anger and Aggression in Youth) and evidence-based practices of Positive Youth Development (PYD) and Trauma-Informed Care. PLAAY is a culturally relevant intervention that relies on the stress reduction benefits of physical activity and RECAST (Racial Encounter Coping Appraisal and Socialization Theory) to promote the development of healthy coping skills for Black male youth. REAL staff, like all Oasis staff, are trained in evidence-based practices of PYD and Trauma-Informed Care as part of their onboarding process and through yearly required trainings.

Across all of our programs, we work toward four "Impact Areas," founded in PYD principles: 1) Safety, 2) Belonging, 3) Empowerment, and 4) Generosity/Justice. Based on adolescent brain research (e.g, Brendtro, Brokenleg, Van Bockern, 2013), these protective factors align closely with the Substance Abuse and Mental Health Services Administration's (SAMHSA's) six concepts of a trauma-informed approach (Safety, Trustworthiness, Peer Support, Collaboration, Empowerment, and Addressing Cultural, Historical,

and Gender Issues) and are core to supporting youth's social-emotional well-being, relationship-building, long-term resilience, and healing from trauma.

This foundation of evidence-based programming engenders a strengths-based approach, in which staff recognize youth's resilience, build on personal assets, and promote new skill development. REAL staff integrate these principles in every aspect of the REAL program, as well as other therapeutic and calming activities that equip youth with their own strategies to mitigate a history of trauma. REAL also relies on service-learning as another key strategy for helping youth mitigate trauma. Meaningful youth-led service-learning is active learning; it not only helps youth develop valuable life skills but also helps young people feel valued, equal, and in control of their environments, all of which are necessary for healing.

Through strategies such as counseling, family engagement, skill-building workshops, mentorships, and service-learning, REAL addresses conditions and behaviors that lead to youth delinquency and violence before they become more challenging to modify. Through REAL, youth gain stronger connections to their families and communities, learn tools to manage their feelings and behavior, build positive relationships with caring adults, and create pathways to academic and career achievement. In doing so, they also gain healthy behaviors and supports necessary to avoid recidivism.

#### SECTION VIII: MONITOR AND TRACKING PROGRAM SERVICE DELIVERY

Briefly describe below the agency's plans to monitor and track the quality of the agency's progress toward program service delivery? These may include output measures (*products of your activities*) which are process measures that quantify the activities of your program and outcome measures which are measure the achievement, effect or results that are attributed to program efforts that determine impact and success

#### **Describe the agency's plan to monitor and track the program progress:**

REAL staff meet regularly with the Director of School-Based Programs to monitor program operations. They examine data tracked in our agency's custom database and through data-sharing relationships with partners in order to assess progress toward desired program outcomes, troubleshoot issues, and make plans to adjust services, as needed. The REAL Program Manager and Program Specialist are in constant contact with probation officers, updating them on youth/family participation and achievement on program milestones (e.g., service-learning projects) on a regular basis. We maintain solid relationships with Juvenile Court staff – including data-sharing – to help continuously assess our program effectiveness and plan for necessary adjustments in service delivery. Quarterly, data is entered into a program "scorecard," which aggregates data relative to inputs and progress on outputs, outcomes, and objectives; we use this analysis to inform the improvement of operations to ensure outcomes are achieved. Scorecards are also shared quarterly with the entire agency, including executive staff and the Board, as a measure of accountability and to solicit input from individuals with diverse expertise in leading PYD programming and a wide connection to community resources.

Aside from data and their own observations, program staff also examine feedback from volunteers, partners, and youth participants (taken via surveys, interviews, etc.). Oasis's Volunteer Coordinator and program staff routinely check in with volunteer mentors, including a formalized mid-year and end-of-year reflection, to gather feedback on what's working and ideas for improvement. Likewise, each week at the close of program sessions, REAL Program staff seek input from youth participants on what parts of the program/approach we should "keep, start, and stop." A similar reflection process is employed after each

service-learning project. Youth voice is also formally collected via an end-of-program survey, where they are asked for feedback on a number of program design elements and ideas for future groups.

**SECTION IX: PROGRAM EVALUATION PLAN**

Briefly

describe below the agency's plan to evaluate program effectiveness and corrective action plans: This includes completeness of the evaluation plan to include what you will do to judge the success or effectiveness of your program.

**Describe evaluation processes and corrective action plan(s):**

At every assessment point described above, we put a plan in place to improve service delivery. The Senior Director of School-Based Programs has primary responsibility for facilitating improvement plans with REAL Program staff as needed. Staff receive ongoing feedback and coaching through regular supervision meetings with the Senior Director. Feedback is formalized through an annual performance review and accompanying work plan that is reviewed between supervisor and staff at least quarterly.

For more serious personnel issues, Oasis follows standard Corrective Action procedures that provide uniform system of progressive discipline, administered in a consistent manner. Each employee is given an opportunity to improve his/her performance or to correct a disciplinary problem. The primary objective of any type of disciplinary action is to offer the employee the opportunity to correct or improve the behavior that does not meet Oasis Center standards.

**SECTION X: BUDGET, DETAILED BUDGET NARRATIVE, AND ORGANIZATIONAL PLAN**

Grant Recipients shall be compensated on a quarterly (July-September, October-December, January-March; and, April-June) reimbursement basis for actual direct program costs based upon the Grant Spending Plan, not to exceed the maximum liability. Documentation shall serve as proof of delivered services of a kind and type as specified by the contract and accompany the submission of invoices in order to be eligible for payment. The Recipient's invoice shall 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 Metro Grants allowable and unallowable costs (See Metro Grants Manual). Indirect costs are not allowable for this grant funding. Juvenile Court Grant Management personnel will consider written requests for monthly reimbursements and advise Recipient in writing if approved.

**Please describe the processes and systems in place related to financial administration and accounting:**

Oasis Center's Chief Financial Officer (Kim Reese) assumes primary responsibility for managing agency finances, and would be responsible for the oversight of this funding. Ms. Reese has over 20 years of experience in nonprofit accounting and federal grant management, including managing multiple federal grants at Oasis Center exceeding \$3.3 million annually. Financial responsibilities are shared between the CFO, Payroll Specialist, and Accounting Assistant to ensure separation of duties and efficient operations. The CFO reports to the CEO, who (along with the Board of Directors) provides ultimate oversight of agency budgets, finances, and operations. Finance staff work with program directors and other executive staff members to ensure compliance with all record-keeping and other grant requirements, including staff time sheets, data collection, and eligible activities and expenditures. Cash accounts are reconciled monthly by the CFO and are reviewed with the CEO and program leadership, which ensures outlays are regularly compared to budget line items and analyzed in relation to program activities and outcomes.

Oasis Center's Board of Directors (independent body comprised of 23 elected individuals, serving two-year terms for up to three consecutive terms) supervises the CEO and provides oversight and strategic leadership for the agency as a whole. Our full Board meets at least seven times annually to review all program outcomes, financial data, and other relevant and pressing issues. The CFO provides the agency's financial position (actual vs. budgeted) to the CEO and Board Finance Committee monthly. Financial statements and updates are presented to the full Board at regularly scheduled meetings.

Oasis adheres to a system of internal controls to ensure assets are safe-guarded, financial data is accurate, and that we are operating efficiently and adhering to agency policy and procedures. We operate on an accrual accounting basis, with grant revenue and expenses tracked in an automated fund accounting system (SAGE). Transactions are tracked by program and funding source. Expenditures must have the joint approval of the CFO and either the Program Manager (for expenses less than \$1,000) or the CEO (\$1,000 to \$7,500). The Board Finance Committee approves expenditures greater than \$7,500. We have a written procurement manual outlining procedures for competitive procurements of items and methods to ensure purchases are necessary, reasonable, and allocated to programs based on derived benefit. Purchases include procurement and source documentation and are included in an electronic inventory traceable to the general ledger.

An independent accounting firm conducts an audit of Oasis Center's financials annually. The audit, along with any findings and the management letter are reviewed and approved by the CEO, CFO, and the Board.

**Required Attachments:**

- Attach the applicant's budget (s) ☒
- Attach the detailed budget narrative (s) ☒
- Attach the agency organizational chart ☒

**SECTION XI: SUSTAINABILITY PLAN**

**Describe the agency's plan to sustain this funded project in the future if Metro funding decreases or discontinues in the future.**

The REAL Program has become a staple of Oasis Center since its formation in 2009. Given the program's demonstrated effectiveness at reducing recidivism and the increasing community need for youth violence prevention services, Oasis is firmly committed to ensuring that the REAL Program is fully funded every year. To that end, we rely on a diversity of sources, currently including the TN Department of Mental Health and Substance Abuse Services (30% of revenue), United Way of Metro Nashville (19%), the Tennessee Commission on Youth & Children Delinquency Prevention Fund (20%), and Econ Club (1.5%), in addition to current Community Partnership Funding from Metro (26%). We are also in constant pursuit of new opportunities to sustain/expand the program; for instance, we will be applying for funds from the MDHA Summer Youth Program fund, which would enable us to close any remaining budget gaps and potentially expand programming/activities, funding permitting.

That said, Metro funding is vital for fully implementing the REAL Program. Should we receive less funding, or should funding levels change in future years, Oasis would look to close revenue gaps through unrestricted operating funds and/or raising additional revenue from individuals and foundations. We would also consider expanding collaborations with other Oasis programs that could lead to leveraging additional funding and/or sharing positions.

**SECTION XII: DATA COLLECTION**

**Describe the data collection procedures the agency undertakes to collect and report the outputs and outcomes of the planned services or interventions. (E.g. stakeholder questionnaires, client satisfaction surveys, case records, etc.)**

The REAL program utilizes pre-/post-program surveys to determine changes in skills and knowledge. We also maintain Case Logs, which capture the services provided (e.g., college application assistance, counseling sessions) and record outcomes like making progress on goals, participating in workforce development workshops, and receiving mentoring support

To have a complete picture of the youth and families we serve in the REAL program, we utilize a comprehensive enrollment form that includes 10 universal data elements (name, DOB, race, address, etc.), 15 additional considerations (income, foster care history, sexual orientation, homelessness, immigrant/refugee, disability, etc.), and any other program specific information.

All data is entered into Oasis’s central custom database (Salesforce) to create an Individual Profile, where a youth’s record of program activities is recorded along with this basic personal information. Sustaining a robust, organization-wide database enables us to not only track program/participant information, but to also extract and analyze program data at regular intervals.

**Describe how the agency will use the data collected to evaluate the goals of the project and the work performed and plan accordingly.**

As mentioned in Section IX, REAL program staff meet regularly with the Director of School-Base Programs to examine data and evaluate program effectiveness. Indicators of program success for the REAL program will include changes in mindsets/attitudes and competencies (measured by survey data) and changes in behavior (measured via discipline data provided by MNPS and court-involvement data provided by Juvenile Court). Surveys are administered at the end of each cohort experience, which last 9-12 weeks. To track progress toward court-involvement/recidivism outcomes, the Court provides follow-up data on program graduates. Additionally, staff will exam data on program attendance, participation, demographic info., etc., to monitor program success. Should the program not produce desired outcomes (e.g., participants continue to experience high rates of discipline infractions), staff will utilize observations as well as feedback from participants, partners, volunteers, etc., to adjust program delivery.

**Describe how the agency shares data with the agency’s board and other community partners.**

As mentioned in Section VIII, REAL shares programmatic data with agency leadership/executive staff on a quarterly basis via the program scorecard. Additionally, Oasis generates an Annual Report at the end of every fiscal year, which captures aggregate program data, program outcomes, and general success stories over the year. This report is published on our website and shared directly (via mail or e-mail) with our Board, funders, partners, and community stakeholders. In addition to the Annual Report, program staff utilize data to compose regular progress reports in accordance with grant requirements and/or partner agreements.

JUVENILE COURT GRANTS MANAGEMENT TEAM CONTACT INFORMATION	
<p><b>Metro Juvenile Court Finance Director</b>  <b>Mr. Jim Swack, J.D.</b>            Juvenile Court Deputy Court Administer            Finance and Business Operations            (615) 862-8022  <a href="mailto:jimswack@jnsnashville.gov">jimswack@jnsnashville.gov</a></p>	<p><b>Metro Juvenile Court Accountant, Sr.</b>  <b>Mr. Joe Atchley</b>            Juvenile Court Accountant, Sr            (615) 880-2368  <a href="mailto:JoeAtchley@jnsnashville.gov">JoeAtchley@jnsnashville.gov</a></p>
<p><b>Metro Juvenile Court Grants Coordinator</b>            Mrs. Catherine Middlebrooks, M.S.            Juvenile Court Grants Coordinator            (615) 862-8063  <a href="mailto:CatherineMMiddlebrooks@jnsnashville.gov">CatherineMMiddlebrooks@jnsnashville.gov</a></p>	<p><b>Metro Juvenile Court Special Projects Manager</b>  <b>Mrs. Shelley Hudson, M.A.</b>            Juvenile Court Special Projects Program Manager            (615) 862-8079  <a href="mailto:shelleyhudson@jnsnashville.gov">shelleyhudson@jnsnashville.gov</a></p>

**GRANT CONTRACT  
BETWEEN THE JUVENILE JUSTICE CENTER  
(Metro Juvenile Court),  
A DEPARTMENT OF THE METROPOLITAN GOVERNMENT  
OF NASHVILLE AND DAVIDSON COUNTY  
AND  
STARS**

This Grant Contract issued and entered pursuant to RS2023- \_\_\_\_\_ by and between the Juvenile Justice Center, a Department of the Metropolitan Government of Nashville and Davidson County, a municipal corporation of the State of Tennessee hereinafter referred to as "Metro", and **STARS** hereinafter referred to as the "Grantee," is for the **Youth Overcoming Drug Abuse (YODA) program to provide Intensive outpatient treatment program for adolescents and youth with substance abuse and co-occurring disorders, and who do not have insurance** as further defined in the "SCOPE OF PROGRAM." (Attachment 1).

**RECITALS**

**WHEREAS**, Metro Juvenile Court is the Recipient and Grantor of funds from the Metropolitan Government of Nashville Davidson County Community Partnership Fund and,

**WHEREAS STARS** (hereinafter called "Grantee") is the Grantee of funds from the Community Partnership Fund; and,

**WHEREAS** expenditures will take place or have been retroactively used during the time frame from **July 1, 2023, through June 30, 2024**; and,

**WHEREAS** an annual average of 218,000 persons aged 12 or older used any illicit drug in the past year. This represents 18.1 percent of the MSA population and is higher than the rates for the State of Tennessee (14.5 percent) and the Nation as a whole (14.7 percent); and,

**WHEREAS** the Grantee will serve low income, minority, at-risk youth, ages 13 to 18, having multiple risk factors for substance abuse, co-occurring disorders, and cannot afford substance treatment services; and,

**WHEREAS** the Grantee will provide free intensive outpatient services for Davidson County residents, ages 13 to 18 years old and who are uninsured or who have insurance that will not pay for treatment; and,

**WHEREAS** the Grantee's goals include:

**Goal 1:** To intervene in the rapid progression of substance use disorder and chemical dependency during critical developmental stages.

**Objective 1.1:** Clients show an increase in pro-social behavior

**Activity 1.1:** YODA program participants will participate in an eighteen session, outpatient treatment program that uses the following research-based interventions; Hazelden Matrix Model, Hazelden Adolescent Co-occurring Disorders, Adolescent Community Reinforcement Approach (ACR-A) Motivational Interviewing, and Cognitive Behavioral Therapy. The main topics include: relapse prevention, drug education and drug-refusal skills.

**Objective 1.2:** Clients show an increase in drug refusal skills

**Activity 1.2:** YODA program participants will participate in an eighteen session, outpatient treatment program that uses the following research-based interventions; Hazelden Matrix Model, Hazelden Adolescent Co-occurring Disorders, Adolescent Community Reinforcement Approach (ACR-A) Motivational Interviewing, and Cognitive Behavioral Therapy. The main topics include: relapse prevention, drug education and drug-refusal skills.

**Objective 1.3:** Clients show an increase in scholastic activity

**Activity 1.3:** YODA program participants will participate in an eighteen session, outpatient treatment program that uses the following research-based interventions; Hazelden Matrix Model, Hazelden Adolescent Co-occurring Disorders, Adolescent Community Reinforcement Approach (ACR-A) Motivational Interviewing, and Cognitive Behavioral Therapy. The main topics include: relapse prevention, drug education and drug-refusal skills.

**WHEREAS** Measurable outcomes include:

- 1) 65% of youth who complete the program will show a reduction in the rate of re-offenses with Juvenile Court.
- 2) 70% of youth who complete the program will have increased connection to people, places and experiences that support healthy development.
- 3) 70% of youth who complete the program will show an increase in cognitive skills and knowledge related to healthy alternatives.



**WHEREAS**, Juvenile Court and **STARS** propose to utilize **(twenty-five thousand) (\$25,000) dollars**, of the CPF grant to fund the grantee to serve Davidson County runaway female youth.

**A. RECITALS AND SCOPE OF PROGRAM:**

All of the above stated Recitals are incorporated into and made a substantive part of this Contract.

**SCOPE OF PROGRAM:**

- A.1. The Grantee will use the funds for the following:
- A.2. The Grantee shall spend these funds consistent with their proposed use in the Grantee's funding application, hereinafter referred to as the Grant Spending Plan (Application and budget), attached and incorporated herein as **Attachment 1**. The Grantee shall collect data as mandated by the scope of program services, Metro Grants Manual requirements and Metro to evaluate the effectiveness of their services and shall provide those results to Metro upon request.
- A.3. The Grantee shall only utilize these funds for services the Grantee 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. Grantee agrees that it will not use Metro funding for services to non-Davidson County residents.
- A.4. Additionally, the Grantee shall collect general demographic 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 shall be for a period of twelve (12) months, commencing on **July 1, 2023**, and ending on **June 30, 2024**. This grant is retroactive, beginning **July 1, 2023**. Metro shall have no obligation for services rendered by the Grantee which are not performed within this term.

**C. PAYMENT TERMS AND CONDITIONS:**

**C.1. Maximum Liability.**

In no event shall the maximum liability of Metro under this Grant Contract exceed **twenty-five thousand (\$25,000) dollars**. The Grant Spending Plan is attached and incorporated herein as part of **Attachment 1**, and shall constitute the

maximum amount to be provided to the Grantee by Metro for all of the Grantee's obligations hereunder.

The Grant Spending Plan line items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct program costs incurred or to be incurred by the Recipient during the contract term. Indirect costs are not allowable for this grant.

This amount shall constitute the Grant Amount and the entire compensation to be provided to the Grantee by Metro.

C.2. **Compensation Firm.**

The maximum liability of Metro is not subject to escalation for any reason. The Grant Spending Plan amount is firm for the duration of the Grant Contract and is not subject to escalation for any reason unless the grant contract is amended.

C.3. **Payment Methodology.**

The Grantee shall be compensated on a reimbursement basis for actual direct program costs based upon the Grant Spending Plan, not to exceed the maximum liability established in Section C.1.

All invoices shall be sent **electronically** to the attention of the Grants Management team: [JoeAtchley@jnsnashville.gov](mailto:JoeAtchley@jnsnashville.gov) (Mr. Joe Atchley, Juvenile Court Accountant, Sr.) and copy [CatherineMMiddlebrooks@jnsnashville.gov](mailto:CatherineMMiddlebrooks@jnsnashville.gov) (Mrs. Middlebrooks, Juvenile Court Grants Coordinator, and [shelleyhudson@jnsnashville.gov](mailto:shelleyhudson@jnsnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager). Said payment shall not exceed the maximum liability of this Grant Contract. See the Metro Grants Manual, Chapter 3: Standards for Financial Management, Section: Supporting Documentation, page 17 for examples.

Generally, invoices submitted for reimbursement will be accepted on a **quarterly basis**. Juvenile Court Grant Management team will consider electronic written requests for monthly reimbursements and advise the Grantee if approved.

Supporting documentation shall serve as proof of delivered services of a kind and type and shall accompany submission of invoices in order to be eligible for payment. See the Metro Grants Manual, Chapter 3: Standards for Financial Management System.

**Final invoices for the contract period must be received by Juvenile Court by July 12, 2024.**

**Any invoice not received by the deadline date will not be processed and all remaining grant funds will expire.**

C.5. **Payment of Invoice.**

The payment of any invoice by Metro shall not prejudice Metro's right to object to the invoice or any matter in relation thereto. Such payment by Metro shall 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.6. **Allowable, Unallowable, and Indirect Costs.**

The Grantee shall meet all allowable and unallowable Metro Grants cost requirements. See the Metro Grants Manual, Chapter 5: Allowable Costs, and Chapter 6: Unallowable Costs. This grant contract does not allow for indirect cost. The Grantee's invoice shall 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 unallowable.

Grantees that receive grant funds from Metro shall ensure that expenditures incurred for the purpose of the grant meet certain criteria. Cost incurred must be:

- a reasonable use of funds,
- a necessary use of funds,
- for a reasonable amount,
- for a clear purpose,
- consistent with the purpose of the Grantee's program, compliant with the terms and purpose of the Metro grant, authorized within the budget,
- properly approved, and
- adequately documented

Long-distance non-business-related calls are not reimbursable.

Tips included on supplies and service are not reimbursable.

C.7. **Deductions.**

Metro reserves the right to adjust any amounts which are or shall become due and payable to the Grantee by Metro under this or any Contract by deducting any amounts which are or shall become due and payable to Metro by the Grantee under this or any Contract.

C.8. **Travel Compensation.**

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by a Grantee or Grantee's employee who is in travel status on official business of the organization. Conference and or meeting costs include seminars designed to increase the vocational effectiveness of employees, including registration fees and other related costs. Travel, conferences, and meeting costs are allowable when they are directly attributable to specific work

under the grant or are incurred in the normal course of administration of the organization. Travel costs must be evidenced by an approved travel claim. **Grantees must establish and use their own internal travel policy.** Each grantee is subject to their established travel policy. See Grants Manual, Chapter 5: Allowable Costs.

**Grantee's internal travel policy will also include the following language:**

Payment to the Grantee for travel, meals, or lodging shall be subject to amounts and limitations specified by Metro and the Grantee's Grant Spending Plan.

When traveling, Grantees should be as conservative as circumstances permit. The lower cost shall be selected whenever possible. Reimbursement for travel shall be based upon the most direct or expeditious route possible. Grantee traveling by an indirect route must assume any extra expense incurred.

The standard mileage reimbursement rate used by a Grantee is established by the United States General Services Administration. When using a personal vehicle, only mileage on official Grantee business may be claimed for reimbursement. Mileage published by Rand-McNally or similar reliable internet travel sites (starting point and destination) for driving routes will be regarded as official.

When using a personal vehicle, procedures for calculating mileage are based on the fact that Metro does not reimburse a Grantee for normal commuting mileage.

Travel advancements are not allowed. The Grantee shall use personal funds during the trip for meals, ground transportation and similar minor expenses and follow the procedure for travel expense reimbursement upon return.

Travel reimbursement claims must be submitted fifteen (15) days of return, along with all required receipts and backup documentation.

Reasonable taxi or rideshare fares are allowable from airports. Bus, limousine, or light rail services to or from airports will be used when available and practical. In traveling between hotel, other lodging, meeting or conference sites, reasonable taxi or rideshare fees will be allowed. Taxi or rideshare reimbursements are not allowed from conference and meeting sites for meals unless exceptional circumstances are documented.

Physical damage insurance with a deductible (collision and comprehensive) shall be purchased when renting a vehicle for official business. A copy of the rental authorization form copy of rental contract, and itemized receipt must be attached to the travel claim.

Reasonable tolls and ferry fees and parking charges will be allowed.

When a Grantee uses their personal vehicle for official business, their personal auto coverage will be primary up to limits of their policies. In the event of an

accident that results in damage to a Grantee's personal vehicle, the Grantee is responsible for that damage.

If travel is by air, the Grantee will be reimbursed the allowable mileage reimbursement for one round trip from the Grantee's official work station (or residence on weekends/evenings) and long-term airport parking; or the cost of one round trip taxi or rideshare fare from the Grantee's official work station (or residence on weekends/evenings) if the taxi or rideshare fare is lesser than mileage and airport parking; or the appropriate mileage reimbursement for two round trips from the Grantee's official workstation or residence when dropped off at the airport.

Receipts are required for the handling of conference and meeting materials and/or equipment.

Maximum lodging reimbursement rates for out-of-town and in-state are the same as those maintained by the United States General Services Administration within the continental United States (CONUS). The CONUS list contains a maximum reimbursement rate for lodging. Lodging receipts are required and must itemize room charges, taxes by date, and surcharges, if a convention rate exceeds the maximum reimbursement rate, and is documented by convention information, a higher reimbursement rate will be allowed.

The maximum meal reimbursement rates for out-of-state travel are the same as those maintained by the United States General Services Administration within the continental United States (CONUS). The fixed M&I (Meal and Incidental Expense) rate on CONUS represents the maximum daily meal reimbursement for the Grantee

#### C.9. Electronic Payment.

Metro requires as a condition of this contract that the Grantee shall complete and sign Metro's **iSupplier** form authorizing electronic payments to the Grantee. Grantees who have not already submitted the form to Metro will have thirty (30) days from the beginning of the contract to complete, sign, and return the form. Thereafter, all payments to the Grantee, under this or any other contract the Grantee has with Metro, must be made electronically.

The process is initiated by clicking on "Register with iSupplier" at the following link on Nashville.gov:

<https://www.nashville.gov/Finance/Procurement/How-To-Do-Business-With-Metro.aspx>

**Note: This is a critical step that can only be accomplished by the Grantee seeking payment by Metro. At the conclusion of the vendor registration process, registrants receive an email advising them of their system assigned iSupplier number and of having successfully registered. They should email**

[iSupplier@nashville.gov](mailto:iSupplier@nashville.gov) if they have questions about or issues with navigating the vendor registration process.

By default, Metro sets up vendors on Net 30 payment terms. This means that it will take approximately 30 days for a Grantee to receive payment after an approved invoice is forwarded for reimbursement.

The Grantee shall make proposed changes in writing by email to the attention of [JoeAtchley@jnsnashville.gov](mailto:JoeAtchley@jnsnashville.gov) (Mr. Joe Atchley, Juvenile Court Accountant, Sr.) for questions regarding iSupplier.

Grantees receiving reallocated funding do not have to register with Metro's iSupplier.

**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. The Grantee shall make proposed changes in writing by email to the attention of [CatherineMMiddlebrooks@jnsnashville.gov](mailto:CatherineMMiddlebrooks@jnsnashville.gov) (Mrs. Catherine Middlebrooks, Juvenile Court Grants Coordinator). The Juvenile Court Grants Management team will review the requested changes to determine if the changes are allowable, and if they warrant a contract amendment.

**D.3. Termination for Cause.**

Should the Grantee fail to properly perform its obligations under this Grant Contract or if the Recipient violates any terms of this Grant Contract, Metro shall have the right to immediately terminate the Grant Contract and the Grantee shall return to Metro any and all grant monies for services or programs under the grant not performed as of the termination date. The Grantee shall also return to Metro any and all funds expended for purposes contrary to the terms of the Grant. Such termination shall not relieve the Grantee of any liability to Metro for damages sustained by virtue of any breach by the Grantee. See the Metro Grants Manual, Section: Failure to Comply, page 5.

**D.4. Subcontracting.**

The Grantee shall not assign this Grant Contract or enter a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of Metro. The Grantee shall make subcontracting requests in

writing by email to the attention of [CatherineMMiddlebrooks@jjsnashville.gov](mailto:CatherineMMiddlebrooks@jjsnashville.gov) (Mrs. Catherine Middlebrooks, Juvenile Court Grants Coordinator). The Juvenile Court Grants Management team will review the request to determine if subcontracting is allowable. Notwithstanding any use of approved subcontractors, the Grantee shall be considered the prime grant Recipient and shall be responsible for all work performed.

**D.5. Conflicts of Interest.**

The Grantee warrants that no part of the total Grant Amount shall 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 Grantee in connection with any work contemplated or performed relative to this Grant Contract.

**D.6. Nondiscrimination.**

The Grantee hereby agrees, warrants, and assures that no person shall 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 Grantee on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification which is in violation of applicable laws. **The Grantee shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees, clients, and applicants, notices of nondiscrimination.**

**D.7. Records, Records Access, and Maintenance.**

The Grantee shall maintain all financial records, supporting documentation, program documentation, and all other relevant records pertaining to the Metro grant contract for a period of at least three (3) years after the completion of the grant period.

The Grantee shall retain all books of original entry, source documents to support accounting transactions, general ledger(s), subsidiary ledger(s), personnel and payroll records, cancelled checks, and documents and records related to the funds provided by Metro.

The Grantee shall maintain and identify the records by fiscal and/or grant period(s) separately and maintain the information in such a manner that they can be easily identified. The grantee shall ensure the records are adequately protected against theft, fire, or other damage.

The Grantee shall allow Metro Government, or any duty-authorized representatives to have access to any applicable books, documents, papers, or other records of the grantee that pertain to, support, or document the Metro grant funds for monitoring, auditing, or examination purposes. The right of access shall



not be limited to the retention period, but shall extend as long as the records are retained by the organization.

Financial statements shall be prepared in accordance with generally accepted accounting principles.

See the Metro Grants Manual, Chapter 9: Record Retention and Access Requirements.

D.8. **Monitoring.**

Monitoring is the review process used to determine the Grantee's compliance with the requirements of Federal, State, and/or local laws, regulations, and measures of progress toward stated results and outcomes. Monitoring determine the level of compliance with program expectations and identify operational changes. Monitoring also determines if the financial management and the accounting system are adequate to account for program funds in accordance with government requirements.

The Grantee's activities conducted, and records maintained pursuant to this Grant Contract shall be subject to monitoring and evaluation by the Juvenile Court Grant Management Team, the Metropolitan Office of Financial Accountability (OFA), and/or Metro's duly appointed representatives.

The Grantee shall 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. See the Metro Grants Manual, Chapter 10: Monitoring Requirements.

D.9. **Reporting.**

Reporting details the Grantee's progress on each of the core performance measures identified in the grant solicitation and any program specific and/or outcome measures identified in the Grantee's Grant Spending Plan as funded under this Grant Contract. The Grantee is required to gather and maintain statistical data relating to grant project activities. This includes number of person's served (not approximations), identifying information to confirm that person's served reside in Davidson County, and information on date and location of all funded services provided. The data collected should support the activities, objectives and measurable program outcomes and other reporting requirements.

The Grantee shall submit quarterly program updates to the Juvenile Court Grants Management team. The team will provide this report directly to the Grantee.

The Grantee shall submit an **Interim Program Report** no later than **January 8, 2024**. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding **January 8, 2024**.



The Grantee shall submit a **Final Program Report** no later than **July 8, 2024**. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding **July 8, 2024**.

The Grantee shall submit an **Annual Expenditure Report**, to reconcile grant receipts with grant revenues. The report is due 45 days after the end of the grant period. The grantee can submit the report earlier. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding **August 14, 2024**. Said report shall be in form and substance acceptable to Metro and shall be prepared by a **Certified Public Accounting Firm or the Chief Financial Officer** of the Recipient Organization.

The Grantee shall send all reports electronically to the attention of the Grants Management team: [JoeAtchley@jnsnashville.gov](mailto:JoeAtchley@jnsnashville.gov) (Mr. Joe Atchley, Juvenile Court Accountant, Sr.); [CatherineMMiddlebrooks@jnsnashville.gov](mailto:CatherineMMiddlebrooks@jnsnashville.gov) (Mrs. Middlebrooks, Grants Coordinator); and [shelleyhudson@jnsnashville.gov](mailto:shelleyhudson@jnsnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager).

See the Metro Grants Manual, Chapter 8: Reporting Requirements.

D.10. **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 shall not be construed as a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Grant Contract shall be held 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.11. **Insurance.**

The Grantee agrees to carry adequate public liability and other appropriate forms of insurance, and to pay all applicable taxes incident to this Grant Contract.

D.12. **Metro Liability.**

Metro shall have no liability except as specifically provided in this Grant Contract.

D. 13. **Independent Contractor.**

Nothing herein shall in any way be construed or intended to create a partnership or joint venture between the Grantee and Metro or to create the relationship of principal and agent between or among the Recipient and Metro. The Grantee shall not hold itself out in a manner contrary to the terms of this paragraph. Metro shall not become liable for any representation, act, or omission of any other party contrary to the terms of this paragraph.

D. 14. **Indemnification and Hold Harmless.**

(a) Grantee shall 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 Grantee, 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 Grantee, 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 Grantee from any claims, regardless of any language in any attachment or other document that the Grantee may provide.

(c) Grantee shall pay Metro any expenses incurred as a result of Grantee's failure to fulfill any obligation in a professional and timely manner under this Contract.

(d) Grantee's duties under this section shall survive the termination or expiration of the grant.

D.15. **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 Contract arising from a Force Majeure Event is not a breach under this 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. Grantee 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.16. **State, Local and Federal Compliance.**

The Grantee agrees to comply with all applicable federal, state and local laws and regulations in the performance of this Grant Contract.

D.17. **Governing Law and Venue.**

The validity, construction and effect of this Grant Contract and any and all extensions and/or modifications thereof shall be governed by and construed in accordance with the laws of the State of Tennessee. The venue for legal action

concerning this Grant Contract shall be in the courts of Davidson County, Tennessee.

D.18. **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.19. **Headings.**

Section headings are for reference purposes only and shall not be construed as part of this Grant Contract.

D.20. **Metro Interest in Equipment.**

The Grantee shall take legal title to all equipment, 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" shall be 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 Grantee 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 Grantee shall request written approval from Metro for any proposed disposition of equipment purchased with Grant funds. All equipment shall 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.

**Equipment purchased with grant funds is listed on an equipment log. (See Juvenile Court Equipment Summary Report) and note project staff using said equipment.**

D. 21. **Assignment - Consent Required.**

The provisions of this contract shall inure to the benefit of and shall be binding upon the respective successors and assignees of the parties hereto. Except for the rights of money due to Grantee under this contract, neither this contract nor any of the rights and obligations of Grantee hereunder shall be assigned or transferred in whole or in part without the prior written consent of Metro. Any such assignment or transfer shall not release Grantee from its obligations

hereunder. Notice of assignment of any rights to money due to Grantee under this Contract must be sent to the attention of the Metro Department of Finance.

**D.22. Gratuities and Kickbacks.**

It shall 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 shall 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.23. Lobbying.**

The Grantee certifies, to the best of its knowledge and belief, that:

- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this contract, grant, loan, or cooperative agreement, the Grantee shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

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

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

**D.25. Public Accountability.**

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

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

**D. 26. Disclosure of Personal Identity Information.**

The Grantee shall report to Metro any instances of unauthorized disclosure of personally identifiable information that comes to the Grantee's attention. The Grantee shall make any such report within twenty-four (24) hours after the instance has come to the Grantee's attention. The Grantee, at the sole discretion of Metro, shall provide no cost credit monitoring services for individuals that are deemed to be part of a potential disclosure. The Grantee shall bear the cost of notification to individuals having personally identifiable information involved in a potential disclosure event, including individual letters or public notice. The remedies set forth in this Section are not exclusive and are in addition to any claims or remedies available to Metro under this Grant Contract or otherwise available at law.

**D.23. Written Policies and Procedures.**

The Grantee should establish written policies and procedures to express management's position on all operational procedures such as accounting, purchasing, personnel, travel, and other such policies and procedures that guide normal business activities to ensure consistent operation of the agency's

programs and adequate documentation for an audit. See the Metro Grants Manual, Chapter 3: Standards for Financial Management.

**D.25. Communications and Contacts.**

All instructions, notices, consents, demands, or other communications from the Grantee required or contemplated by this Grant Contract shall be in writing by email addressed to the respective party 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 inquiries regarding programming and invoices:

**Metro Juvenile Court CPF Grants Program Management Team Contact:**

Catherine Middlebrooks  
Grants Coordinator  
Juvenile Court  
P.O. Box 196306  
Nashville, Tennessee 37219-6306  
Office: 615-862-8079  
[CatherineMMiddlebrooks@jnsnashville.gov](mailto:CatherineMMiddlebrooks@jnsnashville.gov)

Shelley Hudson  
Special Project Program Manager  
Juvenile Court  
P.O. Box 196306  
Nashville, Tennessee 37219-6306  
Office: 615-862-8079  
Cell: 615-500-3391  
[shelleyhudson@jnsnashville.gov](mailto:shelleyhudson@jnsnashville.gov)

**Metro Juvenile Court CPF Fiscal Grant Management and Invoicing Contact.**

Joe Atchley  
Juvenile Court Accountant, Sr.  
Juvenile Court  
P.O. Box 196306  
Nashville, Tennessee 37219-6306  
Office: (615) 880-2368  
[JoeAtchley@jnsnashville.gov](mailto:JoeAtchley@jnsnashville.gov)

**Recipient:**

Name : Rodger Dinwiddie  
Title : CEO  
Agency Name : STARS  
Address : 1704 Charlotte Ave. Suite 200  
City : Nashville, State : Tennessee, Zip : 37203  
Phone : 615-983-6821  
Email : prdinwiddie@starsnashville.org

**D. 25. Effective Date.**

This contract shall not be binding upon the parties until it has been signed first by the Grantee 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 signed and filed, this contract shall be effective as of the date first written above.

(THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK)

THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY:

RECIPIENT: STARS Nashville

By: Rodger Rivelle

Title: CEO

APPROVED AS TO AVAILABILITY OF FUNDS:

Kevin Crumbo/mju A P  
Director of Finance

Sworn to and subscribed to before me a Notary Public, this 13<sup>th</sup> day of September, 2023

APPROVED AS TO FORM AND LEGALITY

Notary Public

Phylinda Ramsey  
Metropolitan Attorney

Anna L. Nichols



My Commission expires July 7, 2025

FILED IN THE OFFICE OF THE CLERK:

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



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GRANT BUDGET				
AGENCY NAME: STARS Nashville				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following Applicable Period:                      BEGIN: 07/01/2023                      END: 06/30/2024				
	EXPENSE OBJECT LINE-ITEM CATEGORY	GRANT CONTRACT	GRANTEE MATCH	TOTAL PROJECT
	Salaries and Wages	\$ 20,237.95	\$0.00	\$20,237.95
	Benefits and Taxes (19.5%)	\$3,946.40	\$0.00	\$3,946.40
	Professional Fees	\$0.00	\$0.00	\$0.00
	Supplies	\$815.65	\$0.00	\$815.65
	Communications	\$0.00	\$0.00	\$0.00
	Postage and Shipping	\$0.00	\$0.00	\$0.00
	Occupancy	\$0.00	\$0.00	\$0.00
	Equipment Rental and Maintenance	\$0.00	\$0.00	\$0.00
	Printing and Publications	\$0.00	\$0.00	\$0.00
	Travel/Conferences and Meetings	\$0.00	\$0.00	\$0.00
	Insurance	\$0.00	\$0.00	\$0.00
	Specific Assistance to Individuals	\$0.00	\$0.00	\$0.00
	Other Non-Personnel	\$0.00	\$0.00	\$0.00
	<b>GRAND TOTAL</b>	<b>\$25,000.00</b>	<b>\$0.00</b>	<b>\$25,000.00</b>

<b>Total Match Amount</b>	\$0.00		
<b>Total Match Percentage</b>	0.0000%	UNKNOWN	<b>Fund Source</b>

(Note: any changes to the contract budget must be pre-approved by Juvenile Court to be eligible for reimbursement)

**GRANT BUDGET LINE-ITEM DETAIL:**

AGENCY NAME: STARS Nashville

<b>SALARIES, WAGES, BENEFITS AND TAXES:</b>	<b>AMOUNT</b>
Summary of individual positions that will support project activities. Review Instructions for examples.	
Position 1: <i>Primary Specialist</i> ; \$53,675 @ 29.861%	\$ 16,027.89
Position 2: <i>IOP Program Director</i> ; \$81,464 @5.168%	\$ 4,210.06
Benefits-19.5% for FICA, Medical, Life, LTD, Worker Comp, 401K March	\$3,946.40
<b>Repeat row(s) as Necessary</b>	\$0.00
<b>TOTAL</b>	<b>\$24,184.35</b>

*Note: Benefits must be calculated at the same or lesser percentage as the salary for each position.*

<b>PROFESSIONAL FEES:</b>	<b>AMOUNT</b>
<b>Repeat row(s) as Necessary</b>	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

<b>SUPPLIES:</b>	<b>AMOUNT</b>
Snacks for group time - water, pizza, snack crackers, etc	\$ 600.00
Miscellaneous Office supplies - post it notes, paper, pens, copies, file folders, etc	\$ 15.48
Computer cloud back up at \$1000 per month split over 21 EE at .35FTE for 12 months	\$200.17
<b>Repeat row(s) as Necessary</b>	\$0.00
<b>TOTAL</b>	<b>\$815.65</b>

<b>COMMUNICATIONS:</b>	<b>AMOUNT</b>
	\$0.00
	\$0.00
	\$0.00
<b>Repeat row(s) as Necessary</b>	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

<b>POSTAGE AND SHIPPING:</b>	<b>AMOUNT</b>
	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

<b>OCCUPANCY:</b>	<b>AMOUNT</b>
<b>Repeat row(s) as Necessary</b>	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

<b>EQUIPMENT RENTAL AND MAINTENANCE:</b>	<b>AMOUNT</b>
<b>Repeat row (s) as Necessary</b>	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

PRINTING AND PUBLICATIONS:	AMOUNT
	\$0.00
TOTAL	<b>\$0.00</b>

TRAVEL/CONFERENCE AND MEETINGS:	AMOUNT
	\$0.00
Repeat row(s) as Necessary	\$0.00
TOTAL	<b>\$0.00</b>

INSURANCE:	AMOUNT
	\$0.00
Repeat row (s) as Necessary	\$0.00
TOTAL	<b>\$0.00</b>

SPECIFIC ASSISTNACE TO INDIVIDUALS:	AMOUNT
	\$0.00
Repeat row(s) as Necessary	\$0.00
TOTAL	<b>\$0.00</b>

OTHER NON-PERSONNEL:	AMOUNT
	\$0.00
	\$0.00
Repeat row(s) as Necessary	\$0.00
TOTAL	<b>\$0.00</b>

**COMMUNITY PARTNERSHIP FUND: COMMUNITY HEALTH GRANT  
SPENDING PLAN BUDGET NARRATIVE**

The applicant is required to attach a Spending Plan Narrative, which supports items and clarifies any budget item whose relationship to the proposal narrative is not obvious. The Spending Plan Narrative should be typed in this Word form. It justifies or explains Spending Plan items, relates them to project activities, and demonstrates that all costs are reasonable. For example, the narrative should explain how fringe benefits were calculated, how travel costs or other costs were estimated, or why particular equipment or supplies must be purchased in order to implement the strategies proposed.

There is no word limit in the Spending Plan Budget Narrative.

**Salaries:** Includes Primary Specialist at 13 hours per week for 43 weeks to provide education and support to IOP group participants. \$53,675 Annual Salary @ 29.861% of time = \$16,027.95. IOP Program Director to provide leadership and oversight at 2 to 2.5 hours per week for 52 weeks = 5.168% of time. \$81,464 Annual Salary @ 5.168% of time = \$4,210.28 (\$16,027.95 + \$4,210.28) = **\$20,238.23 Budget.**

**Benefits:** Benefits include health insurance, as well as Dental, Life and LTD insurance; Worker's Compensation insurance; 401 K match, FICA & SUTA taxes. Benefits are charged in a cost pool at 19.5% of salaries. - \$20,238.23 @19.5% = **\$3,946.40 Budget.**

**Supplies:** Snacks for IOP Group time at \$600 for the year; plus miscellaneous office supplies such as folders, pens, paper, etc. @ \$15.48. Cloud back up for computer files at \$1,000 per month spread over 21 on-site staff at .35 FTE = \$200.17. **Total Supplies Budget=\$815.65.**

**Community Partnership Funds (CPF)  
Grant Application For Reallocated Program Funds  
Provided by the Davidson County Juvenile Court  
Youth Violence Reduction Program Application**

Name of Organization/Agency Applicant	STARS
Is the Applicant the primary (Parent) or secondary (Child) applicant?	<input checked="" type="checkbox"/> Primary <input type="checkbox"/> Secondary
<p style="color: red;">If your organization/agency is filing under another agency's financial audit then your organization is considered the secondary (Child) agency. If the applicant is a secondary (Child) applicant, then their parent (Primary) applicant must file for this grant and subcontract with the secondary (child) agency.</p>	
Name of Program Supported by the Grant:	Youth Overcoming Drug Abuse (YODA)
Name of Individual Signing the Contract:	Rodger Dinwiddie
Position:	CEO
Primary Phone:	615-983-6821
Email:	<a href="mailto:prdinwiddie@starsnashville.org">prdinwiddie@starsnashville.org</a>
A) Is the Applicant a prior Metro CPF Recipient? <b>Enter Year:</b> 2021	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Previous Funded Amount: \$25,000
B) If yes, is the Applicant requesting a continuation of Funding?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
C) Is the Applicant a prior year Metro Direct Appropriation	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Amount:
<b>REALLOCATED FUNDING REQUESTED AMOUNT</b>	Maximum Requested Amount: Minimum Requested Amount:
<b>TERM OF GRANT FUNDING</b>	<b>JULY 1, 2023 – JUNE 30, 2024</b>
<b>SECTION I</b>	Please include the names (s) of the person (s) and contact information below
Name of Individual Completing Application:	Name: Erin Daunic Title: CDO Phone number: 615-983-6805 Email: <a href="mailto:edaunic@starsnashville.org">edaunic@starsnashville.org</a>
Name of Individual Over Program Monitoring:	Name: James Bush Title: Director of Treatment Services Phone number: Email: <a href="mailto:jbush@starsnashville.org">jbush@starsnashville.org</a>

Name of Individual Over Financial Monitoring:	Name: Cynthia Whetstone Title: CFO Phone number: 615-983-6801 Email: <a href="mailto:cwhetstone@starsnashville.org">cwhetstone@starsnashville.org</a>
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**SECTION II: ELIGIBILITY CRITERIA**

In order to be eligible to receive Reallocated CPF funding, an applicant must meet the following criteria:

1. Applicants must serve residents of Nashville, Davidson County.
  - Yes  No
  
1. Applicants must have a 501(c) (3) designation of exemption from federal taxation from the Internal Revenue Service (IRS) as provided by 26 U.S. C. A.;
  - Yes  No
  - If Yes, has there been a change in the applicant’s 501(c) (3) status?
    - Yes  No
    - If yes, please explain \_\_\_\_\_
  - Required Attachment: Copy of the agency’s 501 (c) (3) document with this application.**
  
2. Applicants must have an incorporation as a non-profit with registration identification number provided by the Secretary of State as a Charitable Organization or proof of such exemption as allowed.
  - Yes  No
  - If Yes, has there been a change in the applicant’s non-profit status?
    - Yes  No
    - If yes, please explain \_\_\_\_\_
  - Required Attachment: Copy of the agency’s non-profit registration and identification document with this application.**
  
3. Applicants must have been in existence for at least one full year by application due date.
  - Yes  No
  - If yes, how long has the applicant been in existence? 1984.
  
4. Applicants must be in compliance with grant contract award requirements from Metro in any previous year(s).
  - Yes  No
  - If yes, when was the last time the applicant was audited by Metro? Fall 2022.
  - Was the applicant in compliance?
    - Yes  No
    - If no, did the applicant correct Metro audit concerns to Metro’s satisfaction?
      - Yes  No

5. Applicants must provide a copy of a financial audit of its latest completed fiscal year by a certified public accountant. The year-end or the issue date of the report should be within the preceding 12 months of the application due date.

**NOTE:** Applicants filing under a PARENT organization: Parent organizations are required to file as the primary recipient and subcontract with the CHILD agency as a subgrantee.

**NOTE:** The Audit requirement may be waived for non-profits with annual budgets of less than \$50,000 and requests for grants of less than \$5,000.00, per Ordinance No. BL2013-578.

### SECTION III: VISION, MISSION, AND VALUES STATEMENTS

#### **DAVIDSON COUNTY JUVENILE COURT VISION STATEMENT:**

Davidson County Juvenile Court strives to be the national model for youth justice by taking a holistic approach that promotes the health, well-being, and safety of children, families, and communities.

#### **DAVIDSON COUNTY JUVENILE COURT MISSION STATEMENT:**

Davidson County Juvenile Court's mission is to prevent problems, promote the positive potential in all people, and pursue fairness and hope.

- Vision statement – Informs the agency's goals (What the agency wants to accomplish or achieve).
- Mission statement – Informs the agency's purpose (How the agency achieves their vision).
- Values statement – Informs the agency's culture (Agency core principle and values).

Provide the agency's vision, mission, and values statements here AND briefly discuss how your agencies philosophy supports the Davidson County Juvenile Court's mission and vision.

**Mission:** To help young people pursue their unlimited potential by providing hope, health, and connection.

**Vision:** The vision of YODA is to intervene in the rapid progression of substance use disorder and chemical dependency during critical developmental stages. We believe that chemical dependency affects the adolescent across multiple domains: school, family, socially and legally, and that without an appropriate intervention the likelihood of a life-long addiction can occur. Adolescents who are in need of substance abuse services do not typically respond well to the traditional didactic adult model of chemical dependency treatment. Therefore, we believe that treatment interventions must be specific to adolescent populations to restore and/or improve functioning; and, to support the integration of the person-served into the community.

**Values:** All young people have equitable access to mental health supports

### SECTION IV: NEEDS STATEMENT

A fact-based and data driven statement to continue funding for the grantee. These lay the foundation for the grant application.

- 1) Briefly describe your agency's need/problem for program funding with a fact-based and data driven statement.

According to SAMHSA, in the Nashville-Davidson-Murfreesboro-Franklin MSA, an annual average of 218,000 persons aged 12 or older used any illicit drug in the past year. This represents 18.1 percent of the MSA population and is higher than the rates for the State of Tennessee (14.5 percent) and the Nation as a whole (14.7 percent). And, 9.3 percent or 111,000 persons aged 12 or older



were classified as having a substance use disorder in the past year.

**2) Briefly describe how funds will continue to help your agency meet program needs.**

Funds will directly impact our clinical team's ability to provide free intensive outpatient treatment services for Davidson County residents, ages 13 – 18 years old and are uninsured or have insurance that will not pay for treatment.

**3) Briefly describe how your Agency promotes equity in the community.**

STARS has a proven history in providing equitable access to care and services. STARS ensures non-discriminatory and respectful services to recipients and families by employing cultural competency practices. Ongoing improvement and widespread dissemination of these efforts evidences STARS's commitment to the provision of culturally appropriate services and care.

**SECTION V: GOALS, OBJECTIVES, ACTIVITIES**

Program success is defined by establishing goals, objectives, and activities. These inform strategic planning and program improvements. **Goals** are broad and measurable statements about what the program intends to accomplish. These align with the agency mission and flow from the community need. Generally state 1 or 2 goals. **Objectives** are what the program intends to achieve. These are realistic, specific, measurable, and focused on outcomes. Objectives include who (program clients) what (desired measurable change) and how (program activities), and are generally stated with a verb as an increase, decrease, expand, improve or change in behavior or condition, etc. **Activities** are efforts conducted to achieve the program objectives and tie into outputs: if the activities are completed then the outputs are produced. Activities use action words: provide, train, establish, etc. Grantee to provide minimally two (2) goals and is also allowed to add more goals, objectives, and activities as needed to this template.

**Goal:** To intervene in the rapid progression of substance use disorder and chemical dependency during critical developmental stages.

**Objective 1.1:** Clients show an increase in pro-social behavior

**Activity 1.1:** YODA program participants will participate in an eighteen session, outpatient treatment program that uses the following research-based interventions; Hazelden Matrix Model, Hazelden Adolescent Co-occurring Disorders, Adolescent Community Reinforcement Approach (ACR-A) Motivational Interviewing, and Cognitive Behavioral Therapy. The main topics include: relapse prevention, drug education and drug-refusal skills.

**Objective 1.2:** Clients show an increase in drug refusal skills

**Activity 1.2:** YODA program participants will participate in an eighteen session, outpatient treatment program that uses the following research-based interventions; Hazelden Matrix Model, Hazelden Adolescent Co-occurring Disorders, Adolescent Community Reinforcement Approach (ACR-A) Motivational Interviewing, and Cognitive Behavioral Therapy. The main topics include: relapse prevention, drug education and drug-refusal skills.

**Objective 1.3:** Clients show an increase in scholastic activity

**Activity 1.3:** YODA program participants will participate in an eighteen session, outpatient treatment program that uses the following research-based interventions; Hazelden Matrix Model, Hazelden Adolescent Co-occurring Disorders, Adolescent Community Reinforcement Approach (ACR-A)

Motivational Interviewing, and Cognitive Behavioral Therapy. The main topics include: relapse prevention, drug education and drug-refusal skills.

#### **SECTION VI: MEASURABLE OUTCOMES**

Measurable outcomes are quantifiable (numeric value, percentage, scores, value, or characteristic) used to measure achievement of program outcomes: events, occurrences, or changes in conditions or attitudes that indicate progress toward a program's goals. These are specific, measurable and meaningful. Achieving an outcome indicates fulfillment of purpose and program toward long-term goals. Measurable goals are stated in a % outcome (i.e., \_\_\_% of clients with report/increase...etc.)

List and describe below a minimum of three measurable outcomes of your program that will be achieved as a result of this reallocated funding (Measurable outcomes must support goals and objectives). Grantee is allowed to add more measurable outcomes as needed to this template.

- 1) **Outcome 1:** 65% of youth who complete the program will show a reduction in the rate of re-offenses with Juvenile Court.
- 2) **Outcome 2:** 70% of youth who complete the program will have increased connection to people, places and experiences that support healthy development.
- 3) **Outcome 3:** 70% of youth who complete the program will show an increase in cognitive skills and knowledge related to healthy alternatives.

#### **SECTION VII: PROGRAM INPUTS**

Describe the factors (inputs) dedicated to this program to conduct its' activities and to achieve its goals and objectives.

- 1) **Agency resources:**  
STARS provides clinical supervision to all our clinicians, who meet regularly to review client charts and progress. STARS is dedicated to the professional development of all our clinicians offering annual PD trainings and opportunities via our RELIAS system.
- 2) **Agency collaborations:**  
YODA staff sit on the treatment team of Juvenile Drug Court as a clinical consultants and collaborators with probation officers and other legal, social and mental health providers. STARS partners with the Tennessee Department of Education and the Tennessee Office of Civil Rights to provide state-wide Policy to Practice trainings for educators and school districts to address the issue of bullying and harassment called: Bullying, Harassment, and Hazing: Policy and Best Practice Updates Tennessee Department of Education from the Office of Safe and Supportive Schools and in partnership with STARS. Our staff are members of the Tennessee Association of Alcohol, Drug & other Addiction Services, a statewide, consumer-oriented, association representing consumers in recovery, family members, healthcare professionals & providers, to educate, support and engage our members and public, influence policy and advocate for prevention, treatment and recovery services.
- 3) **Evidence-based programming:**  
The YODA model centers around evidence-based therapeutic practices including cognitive behavioral and motivational enhancement therapies offered with consideration of the realities and diversity of our patients. We believe that there is no wrong door to treatment for substance abuse and mental health disorders. Mental health disorders are addressed either by our direct services or a collaborating partner in our service community.

Our clinical services are accredited by the Commission for the Accreditation of Rehabilitation Facilities (CARF) and STARS as an agency is recognized by the Substance Abuse & Mental Health Services Administration (SAMHSA)'s National Registry of Evidence-Based Programs and Practices (NREPP). The YODA program is an eighteen session, outpatient treatment program that uses interventions that are all derived from the National Registry Evidenced-based Programs and Practices (NREPP). The programs are the Hazelden Matrix Model, Hazelden Adolescent Co-Occurring Disorders, Adolescent Community Reinforcement Approach (ACR-A) Motivational Interviewing, and Cognitive Behavioral Therapy. The main topics covered include: relapse prevention, drug education and drug-refusal skills. By learning this new information, persons served show decreases in substance abuse and have lower criminal arrests than those who do not participate in the program. "The consequences of undiagnosed, untreated, or undertreated co-occurring disorders can lead to a higher likelihood of experiencing homelessness, incarceration, medical illnesses, suicide, or even early death (SAMHSA website, 2016).

**SECTION VIII: MONITOR AND TRACKING PROGRAM SERVICE DELIVERY**

**Briefly describe below the agency's plans to monitor and track the quality of the agency's progress toward program service delivery? These may include output measures (*products of your activities*) which are process measures that quantify the activities of your program and outcome measures which are measure the achievement, effect or results that are attributed to program efforts that determine impact and success**

**Briefly describe the agency's plan to monitor and track the program progress:**

We utilize audits of the following: our progress notes; patient progress conducted within six months through on-site interview utilizing the ASI, or telephone interview; and an audit of drug court proceedings and information gathered from probation officers. All clients complete a client satisfaction survey at the end of treatment services which measures the clients coping skills; program impact on recovery; ability to self-regulate behaviors; value of group interventions; perceived impact of hopefulness; feelings of safety outside program; and perceived impact on life activities. All of these audits and reports will be made available to the Juvenile Court.

**SECTION IX: PROGRAM EVALUATION PLAN**

**Briefly**

**describe below the agency's plan to evaluate program effectiveness and corrective action plans: This includes completeness of the evaluation plan to include what you will do to judge the success or effectiveness of your program.**

**Briefly describe evaluation processes and corrective action plan(s):**

YODA youth will be evaluated during intake, and at discharge with the Teen Addiction Severity Index (T-ASI). We utilize audits of the following: our progress notes; patient progress conducted within six months through on-site interview utilizing the ASI, or telephone interview; and an audit of drug court proceedings and information gathered from probation officers. All clients complete a client satisfaction survey at the end of treatment services which measures the clients coping skills; program impact on recovery; ability to self-regulate behaviors; value of group interventions; perceived impact of hopefulness; feelings of safety outside program; and perceived impact on life activities. All of these audits and reports will be made available to the Juvenile Court. Should there be a need to take corrective action, our Compliance Officer would work with the Compliance committee to investigate and amend any infractions found.

**SECTION X: BUDGET, DETAILED BUDGET NARRATIVE, AND ORGANIZATIONAL PLAN**

Grant Recipients shall be compensated on a quarterly (July-September, October-December, January-March; and, April-June) reimbursement basis for actual direct program costs based upon the Grant Spending Plan, not to exceed the maximum liability. Documentation shall serve as proof of delivered services of a kind and type as specified by the contract and accompany the submission of invoices in order to be eligible for payment. The Recipient's invoice shall 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 Metro Grants allowable and unallowable costs (See Metro Grants Manual). Indirect costs are not allowable for this grant funding. Juvenile Court Grant Management personnel will consider written requests for monthly reimbursements and advise Recipient in writing if approved.

**Please describe the processes and systems in place related to financial administration and accounting:**

STARS uses a cloud based accounting software that is capable of segregating revenue and expenses by designated funding sources ensuring grant funds are not co-mingled. STARS has experienced and qualified accounting personnel that monitor transactions ensuring 2 C.F.R 200 Uniform Administrative Requirements are followed. STARS monitors and follows all policies related to internal controls and conflict of interests. STARS financial statements are approved on a monthly basis by the board and the agency has an audit completed each year by an independent accounting firm.

**If the applicant is requesting more than \$5,000.00 for continuation of funding, please provide a maximum budget and narrative, and a minimum budget and narrative for consideration.**

**Required Attachments:**

- **Attach the applicant's budget (s)**
- **Attach the detailed budget narrative (s)**
- **Attach the agency organizational chart**

**SECTION XI: SUSTAINABILITY PLAN**

**Please describe the agency's plan to sustain this funded project in the future if Metro funding decreases or discontinues in the future.**

Due to the diversity of our funding sources, our evidence-based prevention, intervention and treatment programs are not reliant upon one source of financial support. STARS is diligent to ensure the agency maintains a healthy balance of unrestricted cash on hand. The budget is monitored throughout the year and adjustments are made when necessary to keep the bottom line as close to break-even as possible. STARS **hosts three** annual events each year: HART GOLF CLASSIC (\$25K); FARM TO TABLE(AUX) fundraising with art and silent auction (\$75K). We have returned to in-person events and adhere to all CDC guidelines. Along with this, STARS has a proven history in its ability to leverage funds into each county we serve, whether by United Way support, private foundations, corporate support, or individual donors.

**SECTION XII: DATA COLLECTION**

**Describe the data collection procedures the agency undertakes to collect and report the outputs and outcomes of the planned services or interventions. (E.g. stakeholder questionnaires, client satisfaction surveys, case records, etc.)**

The T-ASI assessment process is an individual, face-to face, interview with the Primary Counselor and the person-served to review, evaluate and document their involvement with alcohol and other drugs, including the type of substances used, route of administration, amount, frequency and duration of use. Family members or legal guardians are encouraged to attend the assessment meeting to assist the Primary Counselor in data collection and to establish an accurate history of presenting problems.

Using a multidimensional assessment tool, the Teen-Addiction Severity Index (T-ASI) (Appendix R), the YODA Primary Counselor assesses and documents the person’s-served involvement with alcohol and other drugs. The Primary Counselor then reviews the results with the individual and completes an Assessment of Outcome form which states the level of care/treatment recommendations. If person meets the program requirements, then the person-served completes the intake process.

Individuals are screened, assessed utilizing a standardized evaluation tool prior to admission to determine appropriate level of care, identify needs and establish a framework for an individualized treatment plan. This is a collaborative effort between the Primary Counselor and the person-served.

Upon completion of the program, all clients have

- Completion Certificate (including to/from dates)
- YODA Person-Served Exit Survey
- Post-treatment Personal Drug Use Quest (SOCRATES 8D)
- Discharge- TNWITS – Teen-ASI Assessment (post-treatment assessment - Online State Report)
- Discharge- Summary/ Aftercare Plan
- Client satisfaction survey

**Describe how the agency will use the data collected to evaluate the goals of the project and the work performed and plan accordingly.**

Evaluation is critical in assessing the effectiveness of services and providing opportunities for quality improvement. Multiple stakeholders’ perspectives are collected to examine the relationship between program activities and client outcomes.

**Describe how the agency shares data with the agency’s board and other community partners.**

STARS is dedicated to data transparency providing bi-monthly reports to our Board of Directors detailing programmatic updates, staffing changes, financial updates, and any other significant challenges or opportunities. We share evaluation data and programmatic implementation updates with our community partners on an annual basis, or upon request.

**JUVENILE COURT GRANTS MANAGEMENT TEAM CONTACT INFORMATION**

<p><b>Metro Juvenile Court Finance Director</b>  <b>Mr. Jim Swack, J.D.</b>          Juvenile Court Deputy Court Administer          Finance and Business Operations          (615) 862-8022</p>	<p><b>Metro Juvenile Court CPF Grant Invoicing Contact</b>  <b>Mr. Joe Atchley</b>          Juvenile Court Accountant III          (615) 880-2368  <a href="mailto:JoeAtchley@jnsnashville.gov">JoeAtchley@jnsnashville.gov</a></p>
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<a href="mailto:jimswack@jnsnashville.gov">jimswack@jnsnashville.gov</a>	
<b>Metro Juvenile Curt CPF Grant Program Team Member</b> <b>Mrs. Shelley Hudson, M.A.</b> Juvenile Court Special Projects Program Manager (615) 862-8079 <a href="mailto:shelleyhudson@jnsnashville.gov">shelleyhudson@jnsnashville.gov</a>	

**GRANT CONTRACT  
BETWEEN THE JUVENILE JUSTICE CENTER  
(Metro Juvenile Court),  
A DEPARTMENT OF THE METROPOLITAN GOVERNMENT  
OF NASHVILLE AND DAVIDSON COUNTY  
AND  
EPIC GIRL INC.**

This Grant Contract issued and entered pursuant to RS2023- \_\_\_\_\_ by and between the Juvenile Justice Center, a Department of the Metropolitan Government of Nashville and Davidson County, a municipal corporation of the State of Tennessee hereinafter referred to as "Metro", and EPIC GIRL Inc. hereinafter referred to as the "Grantee," is for the Epic Girl Program program to empower girls ages 14-18 to reach their full potential through educational programs, mentoring, counseling, and community activities as further defined in the "SCOPE OF PROGRAM." (Attachment 1).

**RECITALS**

**WHEREAS**, Metro Juvenile Court is the Recipient and Grantor of funds from the Metropolitan Government of Nashville Davidson County Community Partnership Fund and,

**WHEREAS EPIC GIRL Inc.** (hereinafter called "Grantee") is the Grantee of funds from the Community Partnership Fund; and,

**WHEREAS** expenditures will take place or have been retroactively used during the time frame from July 1, 2023, through June 30, 2024; and,

**WHEREAS** Since 2017 EPIC Girl has screened over 1200 girls to assess for safety and increased rapport and stability. 80 % of girls report a better understanding of safety and risk, healthy connections, and report increased ability to identify their healthy support systems after contact with EPIC Girl.; and,

**WHEREAS** EPIC GIRL Inc. will serve 100 girls between the ages of 14-18. Services are offered to any youth regardless of race, ethnicity, religious or sexual preference.; and,

**WHEREAS** safety assessments, the 24/7 accessibility to on-call staff, empowerment classes and strength-based case management services are essential to build resilient

girls through consistent healthy relationships, to connect with community resources and build safe connections and,

**WHEREAS** the Grantee's goals include:

Goal 1: EPIC Girl will provide 24/7 on call support to 100 runaways in collaboration with the juvenile detention center

Objective 1.1: We will serve 100 female runaways by providing Safety Assessments

Activity 1.1: Case Managers will provide services using 24/7 on call phone

Objective 1.2: We will provide risk level assessment to ensure youth is receiving proper support

Activity 1.2: Make recommendations based on risk level assessment

Goal 2: We will work with the Runaway Specialist at Juvenile Court to develop resource plan for youth served

Objective 2.1: Identify program opportunities/referral appropriations

Activity 2.1: Bi-monthly meetings with runaway specialist

Objective 2.2: Track follow-up runaway behaviors based on connection to services

Activity 2.2: Identify repeat vs. initial screens related to services

**WHEREAS** Measurable outcomes include:

1) 100 girls will be screened using the safety assessment

2) 100 girls will be given access to services

3) 25 girls will receive a safety class through EPIC Girl

**WHEREAS**, Juvenile Court and **EPIC GIRL Inc.** propose to utilize **(five thousand) (\$5,000) dollars**, of the CPF grant to fund the grantee to serve Davidson County runaway female youth.

**A. RECITALS AND SCOPE OF PROGRAM:**

All of the above stated Recitals are incorporated into and made a substantive part of this Contract.



**SCOPE OF PROGRAM:**

- A.1. The Grantee will use the funds for the following:
- A.2. The Grantee shall spend these funds consistent with their proposed use in the Grantee's funding application, hereinafter referred to as the Grant Spending Plan (Application and budget), attached and incorporated herein as **Attachment 1**. The Grantee shall collect data as mandated by the scope of program services, Metro Grants Manual requirements and Metro to evaluate the effectiveness of their services and shall provide those results to Metro upon request.
- A.3. The Grantee shall only utilize these funds for services the Grantee 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. Grantee agrees that it will not use Metro funding for services to non-Davidson County residents.
- A.4. Additionally, the Grantee shall collect general demographic 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 shall be for a period of twelve (12) months, commencing on July 1, 2023, and ending on June 30, 2024. This grant is retroactive, beginning July 1, 2023. Metro shall have no obligation for services rendered by the Grantee which are not performed within this term.

**C. PAYMENT TERMS AND CONDITIONS:**

**C.1. Maximum Liability.**

In no event shall the maximum liability of Metro under this Grant Contract exceed **five thousand (\$5,000) dollars**. The Grant Spending Plan is attached and incorporated herein as part of **Attachment 1**, and shall constitute the maximum amount to be provided to the Grantee by Metro for all of the Grantee's obligations hereunder.

The Grant Spending Plan line items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct program costs incurred or to be incurred by the Recipient during the contract term. Indirect costs are not allowable for this grant.

This amount shall constitute the Grant Amount and the entire compensation to be provided to the Grantee by Metro.

C.2. **Compensation Firm.**

The maximum liability of Metro is not subject to escalation for any reason. The Grant Spending Plan amount is firm for the duration of the Grant Contract and is not subject to escalation for any reason unless the grant contract is amended.

C.3. **Payment Methodology.**

The Grantee shall be compensated on a reimbursement basis for actual direct program costs based upon the Grant Spending Plan, not to exceed the maximum liability established in Section C.1.

All invoices shall be sent **electronically** to the attention of the Grants Management team: [JoeAtchley@jnsnashville.gov](mailto:JoeAtchley@jnsnashville.gov) (Mr. Joe Atchley, Juvenile Court Accountant, Sr.) and copy [CatherineMMiddlebrooks@jnsnashville.gov](mailto:CatherineMMiddlebrooks@jnsnashville.gov) (Mrs. Middlebrooks, Juvenile Court Grants Coordinator, and [shelleyhudson@jnsnashville.gov](mailto:shelleyhudson@jnsnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager). Said payment shall not exceed the maximum liability of this Grant Contract. See the Metro Grants Manual, Chapter 3: Standards for Financial Management, Section: Supporting Documentation, page 17 for examples.

Generally, invoices submitted for reimbursement will be accepted on a **quarterly basis**. Juvenile Court Grant Management team will consider electronic written requests for monthly reimbursements and advise the Grantee if approved.

Supporting documentation shall serve as proof of delivered services of a kind and type and shall accompany submission of invoices in order to be eligible for payment. See the Metro Grants Manual, Chapter 3: Standards for Financial Management System.

**Final invoices for the contract period must be received by Juvenile Court by July 12, 2024.**

**Any invoice not received by the deadline date will not be processed and all remaining grant funds will expire.**

C.5. **Payment of Invoice.**

The payment of any invoice by Metro shall not prejudice Metro's right to object to the invoice or any matter in relation thereto. Such payment by Metro shall 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.6. **Allowable, Unallowable, and Indirect Costs.**

The Grantee shall meet all allowable and unallowable Metro Grants cost requirements. See the Metro Grants Manual, Chapter 5: Allowable Costs, and Chapter 6: Unallowable Costs. This grant contract does not allow for indirect cost. The Grantee's invoice shall 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 unallowable.

Grantees that receive grant funds from Metro shall ensure that expenditures incurred for the purpose of the grant meet certain criteria. Cost incurred must be:

- a reasonable use of funds,
- a necessary use of funds,
- for a reasonable amount,
- for a clear purpose,
- consistent with the purpose of the Grantee's program, compliant with the terms and purpose of the Metro grant, authorized within the budget,
- properly approved, and
- adequately documented

Long-distance non-business-related calls are not reimbursable.

Tips included on supplies and service are not reimbursable.

C.7. **Deductions.**

Metro reserves the right to adjust any amounts which are or shall become due and payable to the Grantee by Metro under this or any Contract by deducting any amounts which are or shall become due and payable to Metro by the Grantee under this or any Contract.

C.8. **Travel Compensation.**

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by a Grantee or Grantee's employee who is in travel status on official business of the organization. Conference and or meeting costs include seminars designed to increase the vocational effectiveness of employees, including registration fees and other related costs. Travel, conferences, and meeting costs are allowable when they are directly attributable to specific work under the grant or are incurred in the normal course of administration of the organization. Travel costs must be evidenced by an approved travel claim. **Grantees must establish and use their own internal travel policy.** Each grantee is subject to their established travel policy. See Grants Manual, Chapter 5: Allowable Costs.

**Grantee's internal travel policy will also include the following language:**

Payment to the Grantee for travel, meals, or lodging shall be subject to amounts and limitations specified by Metro and the Grantee's Grant Spending Plan.

When traveling, Grantees should be as conservative as circumstances permit. The lower cost shall be selected whenever possible. Reimbursement for travel shall be based upon the most direct or expeditious route possible. Grantee traveling by an indirect route must assume any extra expense incurred.

The standard mileage reimbursement rate used by a Grantee is established by the United States General Services Administration. When using a personal vehicle, only mileage on official Grantee business may be claimed for reimbursement. Mileage published by Rand-McNally or similar reliable internet travel sites (starting point and destination) for driving routes will be regarded as official.

When using a personal vehicle, procedures for calculating mileage are based on the fact that Metro does not reimburse a Grantee for normal commuting mileage.

Travel advancements are not allowed. The Grantee shall use personal funds during the trip for meals, ground transportation and similar minor expenses and follow the procedure for travel expense reimbursement upon return.

Travel reimbursement claims must be submitted fifteen (15) days of return, along with all required receipts and backup documentation.

Reasonable taxi or rideshare fares are allowable from airports. Bus, limousine, or light rail services to or from airports will be used when available and practical. In traveling between hotel, other lodging, meeting or conference sites, reasonable taxi or rideshare fees will be allowed. Taxi or rideshare reimbursements are not allowed from conference and meeting sites for meals unless exceptional circumstances are documented.

Physical damage insurance with a deductible (collision and comprehensive) shall be purchased when renting a vehicle for official business. A copy of the rental authorization form copy of rental contract, and itemized receipt must be attached to the travel claim.

Reasonable tolls and ferry fees and parking charges will be allowed.

When a Grantee uses their personal vehicle for official business, their personal auto coverage will be primary up to limits of their policies. In the event of an accident that results in damage to a Grantee's personal vehicle, the Grantee is responsible for that damage.

If travel is by air, the Grantee will be reimbursed the allowable mileage reimbursement for one round trip from the Grantee's official work station (or residence on weekends/evenings) and long-term airport parking; or the cost of

one round trip taxi or rideshare fare from the Grantee's official work station (or residence on weekends/evenings) if the taxi or rideshare fare is lesser than mileage and airport parking; or the appropriate mileage reimbursement for two round trips from the Grantee's official workstation or residence when dropped off at the airport.

Receipts are required for the handling of conference and meeting materials and/or equipment.

Maximum lodging reimbursement rates for out-of-town and in-state are the same as those maintained by the United States General Services Administration within the continental United States (CONUS). The CONUS list contains a maximum reimbursement rate for lodging. Lodging receipts are required and must itemize room charges, taxes by date, and surcharges, if a convention rate exceeds the maximum reimbursement rate, and is documented by convention information, a higher reimbursement rate will be allowed.

The maximum meal reimbursement rates for out-of-state travel are the same as those maintained by the United States General Services Administration within the continental United States (CONUS). The fixed M&I (Meal and Incidental Expense) rate on CONUS represents the maximum daily meal reimbursement for the Grantee

#### C.9. **Electronic Payment.**

Metro requires as a condition of this contract that the Grantee shall complete and sign Metro's **iSupplier** form authorizing electronic payments to the Grantee. Grantees who have not already submitted the form to Metro will have thirty (30) days from the beginning of the contract to complete, sign, and return the form. Thereafter, all payments to the Grantee, under this or any other contract the Grantee has with Metro, must be made electronically.

The process is initiated by clicking on "Register with iSupplier" at the following link on Nashville.gov:

<https://www.nashville.gov/Finance/Procurement/How-To-Do-Business-With-Metro.aspx>

**Note: This is a critical step that can only be accomplished by the Grantee seeking payment by Metro. At the conclusion of the vendor registration process, registrants receive an email advising them of their system assigned iSupplier number and of having successfully registered. They should email [iSupplier@nashville.gov](mailto:iSupplier@nashville.gov) if they have questions about or issues with navigating the vendor registration process.**

By default, Metro sets up vendors on Net 30 payment terms. This means that it will take approximately 30 days for a Grantee to receive payment after an approved invoice is forwarded for reimbursement.

The Grantee shall make proposed changes in writing by email to the attention of [JoeAtchley@jnsnashville.gov](mailto:JoeAtchley@jnsnashville.gov) (Mr. Joe Atchley, Juvenile Court Accountant, Sr.) for questions regarding iSupplier.

Grantees receiving reallocated funding do not have to register with Metro's iSupplier.

**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. The Grantee shall make proposed changes in writing by email to the attention of [CatherineMMiddlebrooks@jnsnashville.gov](mailto:CatherineMMiddlebrooks@jnsnashville.gov) (Mrs. Catherine Middlebrooks, Juvenile Court Grants Coordinator). The Juvenile Court Grants Management team will review the requested changes to determine if the changes are allowable, and if they warrant a contract amendment.

**D.3. Termination for Cause.**

Should the Grantee fail to properly perform its obligations under this Grant Contract or if the Recipient violates any terms of this Grant Contract, Metro shall have the right to immediately terminate the Grant Contract and the Grantee shall return to Metro any and all grant monies for services or programs under the grant not performed as of the termination date. The Grantee shall also return to Metro any and all funds expended for purposes contrary to the terms of the Grant. Such termination shall not relieve the Grantee of any liability to Metro for damages sustained by virtue of any breach by the Grantee. See the Metro Grants Manual, Section: Failure to Comply, page 5.

**D.4. Subcontracting.**

The Grantee shall not assign this Grant Contract or enter a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of Metro. The Grantee shall make subcontracting requests in writing by email to the attention of [CatherineMMiddlebrooks@jnsnashville.gov](mailto:CatherineMMiddlebrooks@jnsnashville.gov) (Mrs. Catherine Middlebrooks, Juvenile Court Grants Coordinator). The Juvenile Court Grants Management team will review the request to determine if subcontracting is allowable. Notwithstanding any use of approved

subcontractors, the Grantee shall be considered the prime grant Recipient and shall be responsible for all work performed.

D.5. **Conflicts of Interest.**

The Grantee warrants that no part of the total Grant Amount shall 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 Grantee in connection with any work contemplated or performed relative to this Grant Contract.

D.6. **Nondiscrimination.**

The Grantee hereby agrees, warrants, and assures that no person shall 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 Grantee on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification which is in violation of applicable laws. **The Grantee shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees, clients, and applicants, notices of nondiscrimination.**

D.7. **Records, Records Access, and Maintenance.**

The Grantee shall maintain all financial records, supporting documentation, program documentation, and all other relevant records pertaining to the Metro grant contract for a period of at least three (3) years after the completion of the grant period.

The Grantee shall retain all books of original entry, source documents to support accounting transactions, general ledger(s), subsidiary ledger(s), personnel and payroll records, cancelled checks, and documents and records related to the funds provided by Metro.

The Grantee shall maintain and identify the records by fiscal and/or grant period(s) separately and maintain the information in such a manner that they can be easily identified. The grantee shall ensure the records are adequately protected against theft, fire, or other damage.

The Grantee shall allow Metro Government, or any duty-authorized representatives to have access to any applicable books, documents, papers, or other records of the grantee that pertain to, support, or document the Metro grant funds for monitoring, auditing, or examination purposes. The right of access shall not be limited to the retention period, but shall extend as long as the records are retained by the organization.

Financial statements shall be prepared in accordance with generally accepted accounting principles.



See the Metro Grants Manual, Chapter 9: Record Retention and Access Requirements.

D.8. **Monitoring.**

Monitoring is the review process used to determine the Grantee's compliance with the requirements of Federal, State, and/or local laws, regulations, and measures of progress toward stated results and outcomes. Monitoring determine the level of compliance with program expectations and identify operational changes. Monitoring also determines if the financial management and the accounting system are adequate to account for program funds in accordance with government requirements.

The Grantee's activities conducted, and records maintained pursuant to this Grant Contract shall be subject to monitoring and evaluation by the Juvenile Court Grant Management Team, the Metropolitan Office of Financial Accountability (OFA), and/or Metro's duly appointed representatives.

The Grantee shall 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. See the Metro Grants Manual, Chapter 10: Monitoring Requirements.

D.9. **Reporting.**

Reporting details the Grantee's progress on each of the core performance measures identified in the grant solicitation and any program specific and/or outcome measures identified in the Grantee's Grant Spending Plan as funded under this Grant Contract. The Grantee is required to gather and maintain statistical data relating to grant project activities. This includes number of person's served (not approximations), identifying information to confirm that person's served reside in Davidson County, and information on date and location of all funded services provided. The data collected should support the activities, objectives and measurable program outcomes and other reporting requirements.

The Grantee shall submit quarterly program updates to the Juvenile Court Grants Management team. The team will provide this report directly to the Grantee.

The Grantee shall submit an **Interim Program Report** no later than **January 8, 2024**. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding **January 8, 2024**.

The Grantee shall submit a **Final Program Report** no later than **July 8, 2024**. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding **July 8, 2024**.

The Grantee shall submit an **Annual Expenditure Report**, to reconcile grant receipts with grant revenues. The report is due 45 days after the end of the grant



period. The grantee can submit the report earlier. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding **August 14, 2024**. Said report shall be in form and substance acceptable to Metro and shall be prepared by a **Certified Public Accounting Firm or the Chief Financial Officer** of the Recipient Organization.

The Grantee shall send all reports electronically to the attention of the Grants Management team: [JoeAtchley@jnsnashville.gov](mailto:JoeAtchley@jnsnashville.gov) (Mr. Joe Atchley, Juvenile Court Accountant, Sr.); [CatherineMMiddlebrooks@jnsnashville.gov](mailto:CatherineMMiddlebrooks@jnsnashville.gov) (Mrs. Middlebrooks, Grants Coordinator); and [shelleyhudson@jnsnashville.gov](mailto:shelleyhudson@jnsnashville.gov) (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager).

See the Metro Grants Manual, Chapter 8: Reporting Requirements.

D.10. **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 shall not be construed as a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Grant Contract shall be held 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.11. **Insurance.**

The Grantee agrees to carry adequate public liability and other appropriate forms of insurance, and to pay all applicable taxes incident to this Grant Contract.

D.12. **Metro Liability.**

Metro shall have no liability except as specifically provided in this Grant Contract.

D. 13. **Independent Contractor.**

Nothing herein shall in any way be construed or intended to create a partnership or joint venture between the Grantee and Metro or to create the relationship of principal and agent between or among the Recipient and Metro. The Grantee shall not hold itself out in a manner contrary to the terms of this paragraph. Metro shall not become liable for any representation, act, or omission of any other party contrary to the terms of this paragraph.

D. 14. **Indemnification and Hold Harmless.**

(a) Grantee shall 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 Grantee, 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 Grantee, 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 Grantee from any claims, regardless of any language in any attachment or other document that the Grantee may provide.

(c) Grantee shall pay Metro any expenses incurred as a result of Grantee's failure to fulfill any obligation in a professional and timely manner under this Contract.

(d) Grantee's duties under this section shall survive the termination or expiration of the grant.

D.15. **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 Contract arising from a Force Majeure Event is not a breach under this 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. Grantee 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.16. **State, Local and Federal Compliance.**

The Grantee agrees to comply with all applicable federal, state and local laws and regulations in the performance of this Grant Contract.

D.17. **Governing Law and Venue.**

The validity, construction and effect of this Grant Contract and any and all extensions and/or modifications thereof shall be governed by and construed in accordance with the laws of the State of Tennessee. The venue for legal action concerning this Grant Contract shall be in the courts of Davidson County, Tennessee.

D.18. **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.19. **Headings.**

Section headings are for reference purposes only and shall not be construed as part of this Grant Contract.

D.20. **Metro Interest in Equipment.**

The Grantee shall take legal title to all equipment, 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" shall be 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 Grantee 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 Grantee shall request written approval from Metro for any proposed disposition of equipment purchased with Grant funds. All equipment shall 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.

**Equipment purchased with grant funds is listed on an equipment log. (See Juvenile Court Equipment Summary Report) and note project staff using said equipment.**

D. 21. **Assignment - Consent Required.**

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

D.22. **Gratuities and Kickbacks.**

It shall 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 shall 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.23. Lobbying.**

The Grantee certifies, to the best of its knowledge and belief, that:

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

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

**D.25. Public Accountability.**

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

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

**D. 26. Disclosure of Personal Identity Information.**

The Grantee shall report to Metro any instances of unauthorized disclosure of personally identifiable information that comes to the Grantee's attention. The Grantee shall make any such report within twenty-four (24) hours after the instance has come to the Grantee's attention. The Grantee, at the sole discretion of Metro, shall provide no cost credit monitoring services for individuals that are deemed to be part of a potential disclosure. The Grantee shall bear the cost of notification to individuals having personally identifiable information involved in a potential disclosure event, including individual letters or public notice. The remedies set forth in this Section are not exclusive and are in addition to any claims or remedies available to Metro under this Grant Contract or otherwise available at law.

**D.23. Written Policies and Procedures.**

The Grantee should establish written policies and procedures to express management's position on all operational procedures such as accounting, purchasing, personnel, travel, and other such policies and procedures that guide normal business activities to ensure consistent operation of the agency's programs and adequate documentation for an audit. See the Metro Grants Manual, Chapter 3: Standards for Financial Management.

**D.25. Communications and Contacts.**

All instructions, notices, consents, demands, or other communications from the Grantee required or contemplated by this Grant Contract shall be in writing by

email addressed to the respective party 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 inquiries regarding programming and invoices:

**Metro Juvenile Court CPF Grants Program Management Team Contact:**

Catherine Middlebrooks  
Grants Coordinator  
Juvenile Court  
P.O. Box 196306  
Nashville, Tennessee 37219-6306  
Office: 615-862-8079  
[CatherineMMiddlebrooks@jnsnashville.gov](mailto:CatherineMMiddlebrooks@jnsnashville.gov)

Shelley Hudson  
Special Project Program Manager  
Juvenile Court  
P.O. Box 196306  
Nashville, Tennessee 37219-6306  
Office: 615-862-8079  
Cell: 615-500-3391  
[shelleyhudson@jnsnashville.gov](mailto:shelleyhudson@jnsnashville.gov)

**Metro Juvenile Court CPF Fiscal Grant Management and Invoicing Contact.**

Joe Atchley  
Juvenile Court Accountant, Sr.  
Juvenile Court  
P.O. Box 196306  
Nashville, Tennessee 37219-6306  
Office: (615) 880-2368  
[JoeAtchley@jnsnashville.gov](mailto:JoeAtchley@jnsnashville.gov)

**Recipient:**

Name : Stacia Freeman  
Title : CEO  
EPIC GIRL Inc.  
Address : 1704 Charlotte Ave.Suite 200  
City : Nashville, State : Tennessee, Zip : 37203  
Phone : 615-390-7932  
Email : stacia@epicgirl.net

D. 25. **Effective Date.**

This contract shall not be binding upon the parties until it has been signed first by the Grantee 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 signed and filed, this contract shall be effective as of the date first written above.

(THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK)

THE METROPOLITAN  
GOVERNMENT OF NASHVILLE  
AND DAVIDSON COUNTY:

RECIPIENT: EPIC GIRL  
By: Maia Freeman  
Title: CEO

APPROVED AS TO  
AVAILABILITY OF FUNDS:

Kevin Crumbo/mjw A P  
Director of Finance

Sworn to and subscribed to before me a  
Notary Public, this 18<sup>th</sup> day  
of September, 2023

APPROVED AS TO FORM AND  
LEGALITY

Notary Public

Phylinda Ramsey  
Metropolitan Attorney

[Signature]



My Commission  
expires 07/06/2026

FILED IN THE OFFICE OF THE  
CLERK:

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



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**GRANT BUDGET LINE-ITEM DETAIL:**

AGENCY NAME: Epic Girl, Inc.

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SALARIES, WAGES, BENEFITS AND TAXES:	AMOUNT
Summary of individual positions that will support project activities. Review Instructions for examples.	\$0.00
Percentage of On call Pay @ \$150 pp x 40 weeks	\$5,000.00
	\$0.00
	\$0.00
Repeat row(s) as Necessary	\$0.00
<b>TOTAL</b>	<b>\$5,000.00</b>

Note: Benefits must be calculated at the same or lesser percentage as the salary for each position.

PROFESSIONAL FEES:	AMOUNT
<Please provide description here>	\$0.00
<Please provide description here>	\$0.00
Repeat row(s) as Necessary	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

SUPPLIES:	AMOUNT
<Please provide description here>	\$0.00
<Please provide description here>	\$0.00
<Please provide description here>	\$0.00
<Please provide description here>	\$0.00
Repeat row(s) as Necessary	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

COMMUNICATIONS:	AMOUNT
Verizon On Call Phone 12 months @ \$44.75	\$537.00
<Please provide description here>	\$0.00
<Please provide description here>	\$0.00
Repeat row(s) as Necessary	\$0.00
<b>TOTAL</b>	<b>\$537.00</b>

POSTAGE AND SHIPPING:	AMOUNT
<Please provide description here>	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

OCCUPANCY:	AMOUNT
<Please provide descriptions of occupancy here>	\$0.00
Repeat row(s) as Necessary	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

EQUIPMENT RENTAL AND MAINTENANCE:	AMOUNT
<Please provide description of equipment and manintenance here>	\$0.00
Repeat row (s) as Necessary	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

<b>PRINTING AND PUBLICATIONS:</b>	<b>AMOUNT</b>
<Please provide description here>	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

<b>TRAVEL/CONFERENCE AND MEETINGS:</b>	<b>AMOUNT</b>
<Please provide description of travel, conferences, meetings here>	\$0.00
<b>Repeat row(s) as Necessary</b>	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

<b>INSURANCE:</b>	<b>AMOUNT</b>
<Please provide description of Insurance here>	\$0.00
<b>Repeat row (s) as Necessary</b>	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

<b>SPECIFIC ASSISTNACE TO INDIVIDUALS:</b>	<b>AMOUNT</b>
<Please provide description of specific assistance to individuals here>	\$0.00
<b>Repeat row(s) as Necessary</b>	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

<b>OTHER NON-PERSONNEL:</b>	<b>AMOUNT</b>
<Please provide description here>	\$0.00
<Please provide description here>	\$0.00
<Please provide description here>	\$0.00
<b>Repeat row(s) as Necessary</b>	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

**FY 24 Community Partnership Funds (CPF)  
Grant Application For Reallocated Program Funds  
Provided by the Davidson County Juvenile Court  
Youth Violence Reduction Program Application**

Name of Organization/Agency Applicant	
Is the Applicant the primary (Parent) or secondary (Child) applicant?	X Primary <input type="checkbox"/> Secondary
If your organization/agency is filing under another agency's financial audit then your organization is considered the secondary (Child) agency. If the applicant is a secondary (Child) applicant, then their parent (Primary) applicant must file for this grant and subcontract with the secondary (child) agency.	
Name of Program Supported by the Grant:	EPIC Girl, Inc
Name of Individual Signing the Contract:	Athena Pond
Position:	COO
Primary Phone:	615-424-1165
Email:	athena@epicgirl.net
A) Is the Applicant a prior Metro CPF Recipient? Enter Year: 2022-23	x Yes <input type="checkbox"/> No
B) If yes, is the Applicant requesting a continuation of Funding?	x Yes <input type="checkbox"/> No Amount: \$5000
C) Is the Applicant a prior year Metro Direct Appropriation	x Yes <input type="checkbox"/> No Amount: \$5000
REALLOCATED FUNDING REQUESTED AMOUNT	Maximum Requested Amount: Minimum Requested Amount:
TERM OF GRANT FUNDING	JULY 1, 2023 – JUNE 30, 2024
<u>SECTION I</u>	Please include the names (s) of the person (s) and contact information below
Name of Individual Completing Application:	Name: Stacia Freeman Title: CEO Phone number: 615-390-7932 Email: stacia@epicgirl.net
Name of Individual Over Program Monitoring:	Name: Athena Pond Title: COO Phone number: 615-424-1165 Email: athena@epicgirl.net

Name of Individual Over Financial Monitoring:	Name: Athena Pond Title: COO Phone number: 615-424-1165 Email: athena@epicgirl.net
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**SECTION II: ELIGIBILITY CRITERIA**

In order to be eligible to receive Reallocated CPF funding, an applicant must meet the following criteria:

1. Applicants must serve residents of Nashville, Davidson County.  
 Yes  No
  
2. Applicants must have a 501(c) (3) designation of exemption from federal taxation from the Internal Revenue Service (IRS) as provided by 26 U.S. C. A.;  
 Yes  No  
 If Yes, has there been a change in the applicant’s 501(c) (3) status?  
 Yes  No  
 If yes, please explain \_\_\_\_\_.  
**Required Attachment: Copy of the agency’s 501 (c) (3) document with this application. x**
  
3. Applicants must have an incorporation as a non-profit with registration identification number provided by the Secretary of State as a Charitable Organization or proof of such exemption as allowed.  
 Yes  No  
 If Yes, has there been a change in the applicant’s non-profit status?  
 Yes  No  
 If yes, please explain \_\_\_\_\_.  
**Required Attachment: Copy of the agency’s non-profit registration and identification document with this application. x**
  
4. Applicants must have been in existence for at least one full year by application due date.  
 Yes  No  
 If yes, how long has the applicant been in existence? 7 years (April, 2016)
  
5. Applicants must be in compliance with grant contract award requirements from Metro in any previous year(s).  
 Yes  No  
 If yes, when was the last time the applicant was audited by Metro? November, 2022  
 Was the applicant in compliance?  
 Yes  No  
 If no, did the applicant correct Metro audit concerns to Metro’s satisfaction?

Yes  No

6. Applicants must provide a copy of a financial audit of its latest completed fiscal year by a certified public accountant. The year-end or the issue date of the report should be within the preceding 12 months of the application due date. .

**NOTE:** Applicants filing under a PARENT organization: Parent organizations are required to file as the primary recipient and subcontract with the CHILD agency as a subgrantee.

**NOTE:** The Audit requirement may be waived for non-profits with annual budgets of less than \$50,000 and requests for grants of less than \$5,000, per Ordinance No. BL2013-578.

**SECTION III: VISION, MISSION, AND VALUES STATEMENTS**

**DAVIDSON COUNTY JUVENILE COURT VISION STATEMENT:**

Davidson County Juvenile Court strives to be the national model for youth justice by taking a holistic approach that promotes the health, well-being, and safety of children, families, and communities.

**DAVIDSON COUNTY JUVENILE COURT MISSION STATEMENT:**

Davidson County Juvenile Court's mission is to prevent problems, promote the positive potential in all people, and pursue fairness and hope.

- Vision statement – Informs the agency's goals (What the agency wants to accomplish or achieve).
- Mission statement – Informs the agency's purpose (How the agency achieves their vision).
- Values statement – Informs the agency's culture (Agency core principle and values).

EPIC Girl strives to build strong girls by providing educational programs rooted in positive youth development and utilizing strength based case management to facilitate stabilization, reduce risk and increase protective factors. EPIC Girl is committed to trauma informed practices and invests in youth programming that reflect that value. Our vision, mission and values is directly related to Davidson County Juvenile Court's desire to prevent negative outcomes and promote positive potential by pursuing fairness and hope.

**SECTION IV: NEEDS STATEMENT**

A fact-based and data driven statement to continue funding for the grantee. These lay the foundation for the grant application.

- 1) Briefly describe your agency's need/problem for program funding with a fact-based and data driven statement. Our agency sees 200 girls a year in the Juvenile Detention Center. About 15% of them are persistent runners who need access to more intensive connections and access to specific resources to increase stabilization. Research shows that youth stabilize and can decrease negative behaviors over time when they have access to consistent, healthy relationships and meaningful service that increase positive protective factors. Since 2017 EPIC Girl has screened over 1200 girls to assess for safety and increase rapport and stability. 80 % of girls report a better understanding of safety and risk, healthy connections, and report increased ability to identify their healthy support

systems after contact with EPIC Girl. EPIC Girl needs continued funding to provide the evidenced based program that we offer including our ability to screen runaways to assess for safety and identify resources.

- 2) Briefly describe how funds will continue to help your agency meet program needs. We offer 24/7 on call for the detention center to provide support to females who are brought in on runaway. Funds from this grant will help maintain that program by assisting with the on-call pay.
  
- 3) Briefly describe how your Agency promotes equity in the community. EPIC girl offers the same services to any youth referred to our agency for care. We do not discriminate based on race, ethnicity, religious or sexual preference but instead work with each young person to help them identify their strengths and gain support to become strong and a contributing member of the Nashville community.

#### SECTION V: GOALS, OBJECTIVES, ACTIVITIES

Program success is defined by establishing goals, objectives, and activities. These inform strategic planning and program improvements. Goals are broad and measurable statements about what the program intends to accomplish. These align with the agency mission and flow from the community need. Generally state 1 or 2 goals. Objectives are what the program intends to achieve. These are realistic, specific, measurable, and focused on outcomes. Objectives include who (program clients) what (desired measurable change) and how (program activities), and are generally stated with a verb as an increase, decrease, expand, improve or change in behavior or condition, etc. Activities are efforts conducted to achieve the program objectives and tie into outputs: if the activities are completed then the outputs are produced. Activities use action words: provide, train, establish, etc. Grantee to provide minimally two (2) goals and is also allowed to add more goals, objectives, and activities as needed to this template.

**Goal 1: EPIC Girl will provide 24/7 on call support to 100 runaways in collaboration with the juvenile detention center**

**Objective 1.1: We will serve 100 female runaways by providing Safety Assessments**  
**Activity 1.1 Case Managers will provide services using 24/7 on call phone**

**Objective 1.2: We will provide risk level assessment to ensure youth is receiving proper support**  
**Activity 1.2 Make recommendations based on risk level assessment**

**Goal 2: We will work with the Runaway Specialist at Juvenile Court to develop resource plan for youth served**

**Objective 2.1: Identify program opportunities/referral appropriations**  
**Activity 2.1 bi-monthly meetings with runaway specialist**

**Objective 2.2: Track follow-up runaway behaviors based on connection to services**  
**Activity 2.2 identify repeat vs. initial screens related to services**

**SECTION VI: MEASURABLE OUTCOMES**

Measurable outcomes are quantifiable (numeric value, percentage, scores, value, or characteristic) used to measure achievement of program outcomes: events, occurrences, or changes in conditions or attitudes that indicate progress toward a program's goals. These are specific, measurable and meaningful. Achieving an outcome indicates fulfillment of purpose and program toward long-term goals. Measurable goals are stated in a % outcome (i.e., \_\_\_% of clients with report/increase...etc.)

List and describe below a minimum of three measurable outcomes of your program that will be achieved as a result of this reallocated funding (Measurable outcomes must support goals and objectives). Grantee is allowed to add more measurable outcomes as needed to this template.

- 1) 100 girls will be screened using the safety assessment
- 2) 100 girls will be given access to services
- 3) 25 girls will receive a safety class through EPIC Girl

**SECTION VII: PROGRAM INPUTS**

Describe the factors (inputs) dedicated to this program to conduct its' activities and to achieve its goals and objectives.

- 1) Agency resources: case management
- 2) Agency collaborations: collaboration with juvenile court
- 3) Evidence-based programming: REAL Essentials curriculum/Positive Youth Development/Safety Assessment

**SECTION VIII: MONITOR AND TRACKING PROGRAM SERVICE DELIVERY**

Briefly describe below the agency's plans to monitor and track the quality of the agency's progress toward program service delivery? These may include output measures (*products of your activities*) which are process measures that quantify the activities of your program and outcome measures which are measure the achievement, effect or results that are attributed to program efforts that determine impact and success

Describe the agency's plan to monitor and track the program progress: The Program Manager will keep records on 100 screens and track progress and referral outcomes

**SECTION IX: PROGRAM EVALUATION PLAN**

Briefly describe below the agency's plan to evaluate program effectiveness and corrective action plans: This includes completeness of the evaluation plan to include what you will do to judge the success or effectiveness of your program.

Describe evaluation processes and corrective action plan(s): The Screenings will be evaluated based on repeat vs. initial screens and the effectiveness of referrals as well as the youth's ability to connect. Youth (25) attending the EPIC Girl Safety class will complete pre- and post- test to show an increase in learning initiatives ie: safe social media use, dangers of running away, trafficking definitions

**SECTION X: BUDGET, DETAILED BUDGET NARRATIVE, AND ORGANIZATIONAL PLAN**



Grant Recipients shall be compensated on a quarterly (July-September, October-December, January-March; and, April-June) reimbursement basis for actual direct program costs based upon the Grant Spending Plan, not to exceed the maximum liability. Documentation shall serve as proof of delivered services of a kind and type as specified by the contract and accompany the submission of invoices in order to be eligible for payment. The Recipient's invoice shall 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 Metro Grants allowable and unallowable costs (See Metro Grants Manual). Indirect costs are not allowable for this grant funding. Juvenile Court Grant Management personnel will consider written requests for monthly reimbursements and advise Recipient in writing if approved.

Describe the processes and systems in place related to the Agency's financial administration and accounting practices: EPIC Girl COO, Athena Pond, oversees grant funds and invoicing utilizing Quickbooks. Each grant is managed using a spending account to track expenditures, funds, and invoices.

**Required Attachments:**

- Attach the applicant's budget (s)
- Attach the detailed budget narrative (s)
- Attach the agency organizational chart

**SECTION XI: SUSTAINABILITY PLAN**

Describe the agency's plan to sustain this funded project in the future if Metro funding decreases or discontinues in the future. EPIC Girl will maintain this program through grant support, private donors, events, and foundational support.

**SECTION XII: DATA COLLECTION**

Describe the data collection procedures the agency undertakes to collect and report the outputs and outcomes of the planned services or interventions. (E.g. stakeholder questionnaires, client satisfaction surveys, case records, etc.) The Safety and Risk Assessment Screening tool is used to assess each runaway female's risk level and need. Data is input into a data system, using confidential number system to protect identifying information. Hard copy logs are kept in a secure/locked cabinet.

Describe how the agency will use the data collected to evaluate the goals of the project and the work performed and plan accordingly. Data collected is used to advise policies around the need for services. For example, are many of the girls low risk and need access to general educational or mentoring programs. Additionally, this data is also used to consider trends and develop policies around addressing need. This data will help us determine what types of supports we need to help girls experiencing runaway behaviors to be successful and decrease run behaviors.

Describe how the agency shares data with the agency’s board and other community partners. Data is shared in educational meetings, meetings with stakeholders to help address needs, and with board members to inform long term plans for the agency. All information shared takes into account confidentiality of records and withholds specific identifiers.

**JUVENILE COURT GRANTS MANAGEMENT TEAM CONTACT INFORMATION**

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