
GRANT SUMMARY SHEET

Grant Name: TDEC Organics Management 25-29

Department: WASTE SERVICES

Grantor: TENNESSEE DEPT. OF ENVIRON. & CONSERVATION

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

Total Award this Action: \$100,000.00

Cash Match Amount \$50,000.00

Department Contact: Jenn Harrman
8802419

Status: NEW

Program Description:

The TDEC Organics Management grant funding will be used to extend the current Food Scraps Pickup Pilot program through then end of FY25. Current funding provided by a private donor will end October 2024. This will allow the program to continue through June 2025

Plan for continuation of services upon grant expiration:

The funding from the grant will allow continuation of curbside food scraps collection for all pilot participants while Metro Waste Services analyzes data collected and presents recommendations for long-term implementation in FY26.

Grants Tracking Form

Part One

| Pre-Application <input type="radio"/> | | Application <input type="radio"/> | | Award Acceptance <input checked="" type="radio"/> | | Contract Amendment <input type="radio"/> | |
|--|--|---|--|--|--|---|--|
| Department | Dept. No. | Contact | | | Phone | Fax | |
| WATER & SEWER | 065 | Jenn Harrman | | | 8802419 | | |
| Grant Name: | TDEC Organics Management 25-29 | | | | | | |
| Grantor: | TENNESSEE DEPT. OF ENVIRON. & CONSERVATION | | | Other: | | | |
| Grant Period From: | 07/01/24 | <small>(applications only)</small> Anticipated Application Date: | | | | | |
| Grant Period To: | 06/30/29 | <small>(applications only)</small> Application Deadline: | | | | | |
| Funding Type: | STATE | Multi-Department Grant | | <input type="checkbox"/> If yes, list below. | | | |
| Pass-Thru: | | Outside Consultant Project: | | <input type="checkbox"/> | | | |
| Award Type: | COMPETITIVE | Total Award: | | \$100,000.00 | | | |
| Status: | NEW | Metro Cash Match: | | \$50,000.00 | | | |
| Metro Category: | New Initiative | Metro In-Kind Match: | | \$0.00 | | | |
| CFDA # | N/A | Is Council approval required? | | <input checked="" type="checkbox"/> | | | |
| Project Description: | | | Applic. Submitted Electronically? | | <input checked="" type="checkbox"/> | | |
| <p>The TDEC Organics Management grant funding will be used to extend the current Food Scraps Pickup Pilot program through then end of FY25. Current funding provided by a private donor will end October 2024. This will allow the program to continue through June 2025</p> | | | | | | | |
| Plan for continuation of service after expiration of grant/Budgetary Impact: | | | | | | | |
| <p>The funding from the grant will allow continuation of curbside food scraps collection for all pilot participants while Metro Waste Services analyzes data collected and presents recommendations for long-term implementation in FY26.</p> | | | | | | | |
| How is Match Determined? | | | | | | | |
| Fixed Amount of \$ | \$0.00 | or | 50.0% | % of Grant | Other: <input type="checkbox"/> | | |
| Explanation for "Other" means of determining match: | | | | | | | |
| n/a | | | | | | | |
| For this Metro FY, how much of the required local Metro cash match: | | | | | | | |
| Is already in department budget? | \$50,000.00 | | Fund | 30501 | Business Unit | 72801300 | |
| Is not budgeted? | | | Proposed Source of Match: | | | | |
| (Indicate Match Amount & Source for Remaining Grant Years in Budget Below) | | | | | | | |
| Other: | | | | | | | |
| Number of FTEs the grant will fund: | 0.00 | Actual number of positions added: | | 0.00 | | | |
| Departmental Indirect Cost Rate | 20.56% | Indirect Cost of Grant to Metro: | | \$30,840.00 | | | |
| *Indirect Costs allowed? <input type="radio"/> Yes <input checked="" type="radio"/> No | % Allow. | 0.00% | Ind. Cost Requested from Grantor: | | \$0.00 | in budget | |
| <small>*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)</small> | | | | | | | |
| Draw down allowable? <input type="checkbox"/> | | | | | | | |
| Metro or Community-based Partners: | | | | | | | |
| Compost Nashville | | | | | | | |

Part Two

| Grant Budget | | | | | | | | | | |
|-----------------------------|-------------------|-----------------|---------------------|---------------|----------------------|-------------------------|---------------------|-------------------------------|------------------------|-----------------------------|
| Budget Year | Metro Fiscal Year | Federal Grantor | State Grantor | Other Grantor | Local Match Cash | Match Source (Fund, BU) | Local Match In-Kind | Total Grant Each Year | Indirect Cost to Metro | Ind. Cost Neg. from Grantor |
| Yr 1 | FY25 | \$0.00 | \$100,000.00 | \$0.00 | \$50,000.00 | 72801300 | \$0.00 | \$150,000.00 | \$20,560.00 | \$0.00 |
| Yr 2 | FY | | | | | | | | | |
| Yr 3 | FY | | | | | | | | | |
| Yr 4 | FY__ | | | | | | | | | |
| Yr 5 | FY__ | | | | | | | | | |
| Total | | \$0.00 | \$100,000.00 | \$0.00 | \$50,000.00 | | \$0.00 | \$150,000.00 | \$20,560.00 | \$0.00 |
| Date Awarded: | | | | 09/16/24 | Tot. Awarded: | | \$100,000.00 | Contract#: 32701-05512 | | |
| (or) Date Denied: | | | | | Reason: | | | | | |
| (or) Date Withdrawn: | | | | | Reason: | | | | | |

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



| | | | | | | |
|---|---------------------|--------------------------------|---|--------------|------------------------------------|--|
|  <h2 style="margin: 0;">GOVERNMENTAL GRANT CONTRACT</h2> <p style="margin: 0;">(cost reimbursement grant contract with a federal or Tennessee local governmental entity or their agents and instrumentalities)</p> | | | | | | |
| Begin Date | End Date | Agency Tracking # | Edison ID | | | |
| July 1, 2024 | June 30, 2029 | 32701-05512 | 83164 | | | |
| Grantee Legal Entity Name | | | | | Edison Vendor ID | |
| Metropolitan Government of Nashville and Davidson County | | | | | 0000000004 | |
| Subrecipient or Recipient | | | Assistance Listing Number | | | |
| <input type="checkbox"/> Subrecipient <input checked="" type="checkbox"/> Recipient | | | Grantee's fiscal year end: June 30 | | | |
| | | | | | | |
| Service Caption (one line only) | | | | | | |
| Organics Management Grant | | | | | | |
| Funding — | | | | | | |
| FY | State | Federal | Interdepartmental | Other | TOTAL Grant Contract Amount | |
| 2025 | \$100,000.00 | 0.00 | 0.00 | 0.00 | \$100,000.00 | |
| 2026 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 2027 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 2028 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 2029 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| TOTAL: | \$100,000.00 | 0.00 | 0.00 | 0.00 | \$100,000.00 | |
| Grantee Selection Process Summary | | | | | | |
| <input checked="" type="checkbox"/> Competitive Selection | | | All eligible entities are solicited, and grants are awarded based on the technical merit of application. Grant contracts are funded based on funds made available through Tennessee Code Annotated section 68-211-821(a). | | | |
| <input type="checkbox"/> Non-competitive Selection | | | | | | |
| Budget Officer Confirmation: There is a balance in the appropriation from which obligations hereunder are required to be paid that is not already encumbered to pay other obligations. | | | | CPO USE - GG | | |
|  | | | | | | |
| Speed Chart (optional) | | Account Code (optional) | | | | |
| EN00016386 | | 71301000 | | | | |
| 32742 | | | | | | |

**GRANT CONTRACT
BETWEEN THE STATE OF TENNESSEE,
DEPARTMENT OF ENVIRONMENT AND CONSERVATION
AND
METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

This grant contract ("Grant Contract"), by and between the State of Tennessee, Department of Environment and Conservation, hereinafter referred to as the "State" or the "Grantor State Agency" and Grantee Metropolitan Government of Nashville and Davidson County, hereinafter referred to as the "Grantee," is for the provision of organics management, as further defined in the "SCOPE OF SERVICES AND DELIVERABLES."

Grantee Edison Vendor ID # 0000000004

A. SCOPE OF SERVICES AND DELIVERABLES:

- A.1. The Grantee shall provide the scope of services and deliverables ("Scope") as required, described, and detailed in this Grant Contract.
- A.2. Title VI Certification. The Grantee is required to retain a Title VI training program within the Organization. The Grantee shall submit Title VI training verification to the State within thirty (30) days of this Grant Contract's execution and before requesting the Grantee's first payment.
- A.3. Project Pre-Implementation Meeting. The Grantee shall attend a mandatory pre-implementation project review meeting wherein Grant Contract expectations and scopes will be reviewed and explained, and a presentation of accountability for attaining said expectations will be explained before any work commences.
- A.4. Grants Management System. The Grantee shall utilize the Grants Management System (GMS) online portal to complete all relevant grant actions.
- A.5. Planning. The Grantee shall adhere to the approved timetable submitted in its application. If deviation from this timetable becomes necessary, the Grantee shall submit a written request to the State pursuant to Section A.6.
 - a. The Grantee's plans shall include, but are not limited to: location, expenses for location, staff requirements, shelters and other facilities for attendants, transportation arrangements, storage requirements, feedstock sources, etc.
 - b. A timetable for this project should specify key milestones such as appropriate bidding process, construction start date or date of project commencement, installation of equipment (if applicable), and completion date.
 - c. The Grantee shall submit bid package for approval within sixty (60) days of permit approval in accordance with local government bidding practices. No purchases will be funded until approved by Grantor State Agency staff.
 - d. Proposed operational plan must include hours of operation, organic materials targeted, and staffing cost.
- A.6. Permissible Exceptions. The Grantee shall meet timeline deadlines and deliverable expectations set out in the Grantee's application, but should it be necessary, the State may alter and modify expectations to a mutually agreeable new timeline so long as there is no major impact to the general scope of services and final deliverables. The Grantee shall request such an alteration or modification in writing, signed, and on appropriate letterhead, to

- revise dates relative to this project timeline due to unforeseen circumstances. Approval from the State must be in writing and signed prior to extending or modifying dates.
- A.7. Notice of Violation. Should the Grantee receive a Notice of Violation for any reason from the State related to the site subject to this Grant Contract, the Grantee must deliver a copy of the Notice of Violation to the contact listed in Section D.8. of the Grant Contract within two (2) weeks of receiving the violation.
- A.8. Site Preparation for Equipment. The Grantee shall make all site preparation in accordance with the approved project timeline. Site preparation must comply with all local, state, and federal rules and statutes. Additionally, the Grantee must comply with permit conditions for site preparation. Inspection of site must be completed by Grantor State Agency technical staff prior to proceeding with Section A.8. to ensure Grantee is ready for installation of all necessary items and/or equipment requested under the grant application process.
- A.9. Installation. The Grantee may proceed with installation after Sections A.2 through A.8 have been completed and approved by the State. All equipment or materials shall be purchased and installed by **May 31, 2025**.
- a. The Grantee shall order equipment or materials within **two (2) weeks** of receiving approval of bid packages in accordance with Section A.5.c.
 - b. Installation shall be in accordance with the approved project plan timeline.
 - c. The Grantee shall install equipment within **thirty (30) days** of delivery to the site.
 - d. All equipment shall be entered into the county inventory and identified with appropriate tags.
 - e. All equipment serial numbers shall be easily accessed and match inventory controls.
- A.10. Staffing and Operation Manual. The Grantee shall develop, print, and update operation manuals for operations and procedures associated with activities funding by the grant. The Grantee shall:
- a. Train staff in operation, use of items, equipment, and then establish and implement a program to retain training files for term of grant. Grantees requesting equipment for composting or anaerobic digestion operations shall be certified in composting by a nationally recognized organization like Solid Waste Association of North America (SWANA) or the US Composting Council within six (6) months of receiving the grant for operational facilities. The Grantee will train and certify new employees within the same noted six-months timeframe.
 - b. Provide appropriate signage for safety, usage, and operational guidelines.
 - c. Develop and print educational materials and provide to the public on the benefits of the facility or project.
- A.11. Final Inspection. Once Sections A.2 through A.10 are completed, and the facility and installed equipment are ready for operation and meet the terms of the permit, the Grantee shall submit a request for an inspection to the State for an on-site or virtual inspection.
- a. The Grantee shall request a State inspection within **two (2) weeks** of installation through the GMS portal.

- b. All equipment shall be operational at the time of a final inspection.
 - c. All equipment shall be routinely maintained, cleaned, and serviced with accessible maintenance logs for the term of the Grant Contract.
- A.12. Final Inspection for Education and Outreach Based Grant. The Grantee shall contact the Grantor State Agency for final inspection once Section A.1 through A.10 are completed and the project is ready for operation. As part of the Staffing and Operation Manual, education and outreach-based projects must include sections inventorying, if applicable, all items awarded as part of this grant, maintenance schedules for these items, plans for long term upkeep, and other beneficial information that will help preserve the integrity of the items and equipment received as a result of the grant.
- A.13. Reimbursement. The Grantee shall proceed with a request for grant reimbursement submission in the GMS portal after Sections A.2 through A.12. have been completed and approved by the State.
- a. The Grantee shall submit a request for grant reimbursement within **thirty (30) days** of receiving State approval of inspection via the GMS portal.
 - b. A final request for grant reimbursement shall be submitted by **June 30, 2025**.
- A.14. Reporting. The Grantee shall report the amount of organic material managed, in terms of materials recovered and diverted, or if the project is education based, the number of citizens and households impacted by the project. The Grantee shall report to the local solid waste region this information for inclusion in Region's Annual Progress Report (APR). The Grantee shall submit to the Region by March 1 of each year for the previous calendar year. The Region will submit the APR to the Grantor State Agency no later than March 31 of each calendar year during the term of this grant.
- a. Grantee(s) must agree to report the above referenced required information to their respective Region for inclusion in their APR for two (2) years after the contract end date.
- A.15. Signage. The Grantee shall post a sign of at least 1" Letters in a prominent location stating, "This project was funded under an organics management grant from the State of Tennessee, Department of Environment and Conservation."
- A.16. Safety. The Grantee agrees to operate all equipment in accordance with the manufacturer's operational standards. The Grantee further agrees not to modify or defeat safety devices, appurtenances, and procedures engineered by the manufacturer to protect operators and bystanders.
- A.17. Failure to Progress. If the grant-funded project does not progress for a period of six (6) months and is determined by the State to be inactive, the State may initiate termination of this

Grant Contract for convenience in accordance with Section D.3. "Inactivity" is defined as the Grantee failing to demonstrate effective project activity towards completion or meet project milestones during any six (6) month period of this Grant Contract.

- A.18. Timing of Progress Reports. As required by Section D.17, the Grantee shall submit progress activity reports on a quarterly basis. These quarterly progress reporting activities shall, at a minimum, contain a summary of current project actions and upcoming actions.
- A.19. Incorporation of Additional Documents. Each of the following documents is included as a part of this Grant Contract by reference or attachment. In the event of a discrepancy or ambiguity regarding the Grantee's duties, responsibilities, and performance hereunder, these items shall govern in order of precedence below:
- a. this Grant Contract document with any attachments or exhibits (excluding the items listed at Subsections b. and c.);
 - b. the Grantee's grant application;
 - c. Contract Fulfillment Letter, upon completion of Sections A.2 through A.18.

B. TERM OF CONTRACT:

This Grant Contract shall be effective on July 1, 2024 ("Effective Date") and extend for a period of sixty (60) months after the Effective Date ("Term"). The State shall have no obligation to the Grantee for fulfillment of the Scope outside the Term.

C. PAYMENT TERMS AND CONDITIONS:

- C.1. Maximum Liability. In no event shall the maximum liability of the State under this Grant Contract exceed One Hundred Thousand Dollars and Zero Cents (\$100,000.00) ("Maximum Liability"). The Grant Budget, attached and incorporated as Attachment 1 is the maximum amount due the Grantee under this Grant Contract. The Grant Budget line-items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Grantee.
- C.2. Compensation Firm. The Maximum Liability of the State is not subject to escalation for any reason unless amended. The Grant Budget amounts are firm for the duration of the Grant Contract and are not subject to escalation for any reason unless amended, except as provided in Section C.6.
- C.3. Payment Methodology. The Grantee shall be reimbursed for actual, reasonable, and necessary costs based upon the Grant Budget, not to exceed the Maximum Liability established in Section C.1. Upon progress toward the completion of the Scope, as described in Section A of this Grant Contract, the Grantee shall submit invoices prior to any reimbursement of allowable costs.
- C.4. Travel Compensation. Reimbursement to the Grantee for travel, meals, or lodging shall be subject to amounts and limitations specified in the "State Comprehensive Travel Regulations," as they are amended from time to time, and shall be contingent upon and limited by the Grant Budget funding for said reimbursement.
- C.5. Invoice Requirements. The Grantee shall invoice the State no more often than monthly, with all necessary supporting documentation, and present such to:

Department of Environment and Conservation
 Division of Solid Waste Management
 Materials Management Program, Grant Administration
 Davy Crockett Tower, 7th Floor
 500 James Robertson Parkway
 Nashville, TN 37243

- a. Each invoice shall clearly and accurately detail all of the following required information (calculations must be extended and totaled correctly).
- (1) Invoice/Reference Number (assigned by the Grantee).
 - (2) Invoice Date.
 - (3) Invoice Period (to which the reimbursement request is applicable).
 - (4) Grant Contract Number (assigned by the State).
 - (5) Grantor: Department of Environmental and Conservation,
 Division of Solid Waste Management
 Materials Management Program, Grants Administration
 - (6) Grantor Number (assigned by the Grantee to the above-referenced Grantor).
 - (7) Grantee Name.
 - (8) Grantee Tennessee Edison Registration ID Number Referenced in Preamble of this Grant Contract.
 - (9) Grantee Remittance Address.
 - (10) Grantee Contact for Invoice Questions (name, phone, or fax).
 - (11) Itemization of Reimbursement Requested for the Invoice Period— it must detail, at minimum, all of the following:
 - i. The amount requested by Grant Budget line-item (including any travel expenditure reimbursement requested and for which documentation and receipts, as required by "State Comprehensive Travel Regulations," are attached to the invoice).
 - ii. The amount reimbursed by Grant Budget line-item to date.
 - iii. The total amount reimbursed under the Grant Contract to date.
 - iv. The total amount requested (all line-items) for the Invoice Period.
- b. The Grantee understands and agrees to all of the following.
- (1) An invoice under this Grant Contract shall include only reimbursement requests for actual, reasonable, and necessary expenditures required in the delivery of service described by this Grant Contract and shall be subject to the Grant Budget and any other provision of this Grant Contract relating to allowable reimbursements.
 - (2) An invoice under this Grant Contract shall not include any reimbursement request for future expenditures.
 - (3) An invoice under this Grant Contract shall initiate the timeframe for reimbursement only when the State is in receipt of the invoice, and the invoice meets the minimum requirements of this section C.5.

C.6. Budget Line-items. Expenditures, reimbursements, and payments under this Grant Contract shall adhere to the Grant Budget. The Grantee may vary from a Grant Budget line-item amount by up to one percent (1%) of the line-item amount, provided that any increase is off-set by an equal reduction of other line-item amount(s) such that the net result of variances shall not increase the total Grant Contract amount detailed by the Grant Budget. Any increase in the Grant Budget, grand total amounts shall require an amendment of this Grant Contract.

- C.7. Disbursement Reconciliation and Close Out. The Grantee shall submit any final invoice and a grant disbursement reconciliation report within sixty (60) days of the Grant Contract end date, in form and substance acceptable to the State.
- a. If total disbursements by the State pursuant to this Grant Contract exceed the amounts permitted by the section C, payment terms and conditions of this Grant Contract, the Grantee shall refund the difference to the State. The Grantee shall submit the refund with the final grant disbursement reconciliation report.
 - b. The State shall not be responsible for the payment of any invoice submitted to the State after the grant disbursement reconciliation report. The State will not deem any Grantee costs submitted for reimbursement after the grant disbursement reconciliation report to be allowable and reimbursable by the State, and such invoices will NOT be paid.
 - c. The Grantee's failure to provide a final grant disbursement reconciliation report to the State as required by this Grant Contract shall result in the Grantee being deemed ineligible for reimbursement under this Grant Contract, and the Grantee shall be required to refund any and all payments by the State pursuant to this Grant Contract.
 - d. The Grantee must close out its accounting records at the end of the Term in such a way that reimbursable expenditures and revenue collections are NOT carried forward.
- C.8. Indirect Cost. Should the Grantee request reimbursement for indirect costs, the Grantee must submit to the State a copy of the indirect cost rate approved by the cognizant federal agency or the cognizant state agency, as applicable. The Grantee will be reimbursed for indirect costs in accordance with the approved indirect cost rate and amounts and limitations specified in the attached Grant Budget. Once the Grantee makes an election and treats a given cost as direct or indirect, it must apply that treatment consistently and may not change during the Term. Any changes in the approved indirect cost rate must have prior approval of the cognizant federal agency or the cognizant state agency, as applicable. If the indirect cost rate is provisional during the Term, once the rate becomes final, the Grantee agrees to remit any overpayment of funds to the State, and subject to the availability of funds the State agrees to remit any underpayment to the Grantee.
- C.9. Cost Allocation. If any part of the costs to be reimbursed under this Grant Contract are joint costs involving allocation to more than one program or activity, such costs shall be allocated and reported in accordance with the provisions of Central Procurement Office Policy Statement 2013-007 or any amendments or revisions made to this policy statement during the Term.
- C.10. Payment of Invoice. A payment by the State shall not prejudice the State's right to object to or question any reimbursement, invoice, or related matter. A payment by the State shall not be construed as acceptance of any part of the work or service provided or as approval of any amount as an allowable cost.
- C.11. Non-allowable Costs. Any amounts payable to the Grantee shall be subject to reduction for amounts included in any invoice or payment that are determined by the State, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs.
- C.12. State's Right to Set Off. The State reserves the right to set off or deduct from amounts that are or shall become due and payable to the Grantee under this Grant Contract or under any other agreement between the Grantee and the State of Tennessee under which the Grantee has a right to receive payment from the State.
- C.13. Prerequisite Documentation. The Grantee shall not invoice the State under this Grant Contract until the State has received the following, properly completed documentation.

- a. The Grantee shall complete, sign, and return to the State an "Authorization Agreement for Automatic Deposit (ACH Credits) Form" provided by the State. By doing so, the Grantee acknowledges and agrees that, once this form is received by the State, all payments to the Grantee under this or any other grant contract will be made by automated clearing house ("ACH").
- b. The Grantee shall complete, sign, and return to the State the State-provided W-9 form. The taxpayer identification number on the W-9 form must be the same as the Grantee's Federal Employer Identification Number or Social Security Number referenced in the Grantee's Edison registration information.

D. STANDARD TERMS AND CONDITIONS:

- D.1. Required Approvals. The State is not bound by this Grant Contract until it is signed by the parties and approved by appropriate officials in accordance with applicable Tennessee laws and regulations (depending upon the specifics of this Grant Contract, the officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).
- D.2. Modification and Amendment. This Grant Contract may be modified only by a written amendment signed by all parties and approved by the officials who approved the Grant Contract and, depending upon the specifics of the Grant Contract as amended, any additional officials required by Tennessee laws and regulations (the officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).
- D.3. Termination for Convenience. The State may terminate this Grant Contract without cause for any reason. A termination for convenience shall not be a breach of this Grant Contract by the State. The State shall give the Grantee at least thirty (30) days written notice before the effective termination date. The Grantee shall be entitled to compensation for authorized expenditures and satisfactory services completed as of the termination date, but in no event shall the State be liable to the Grantee for compensation for any service that has not been rendered. The final decision as to the amount for which the State is liable shall be determined by the State. The Grantee shall not have any right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount for the State's exercise of its right to terminate for convenience.
- D.4. Termination for Cause. If the Grantee fails to properly perform its obligations under this Grant Contract, or if the Grantee violates any terms of this Grant Contract, the State shall have the right to immediately terminate this Grant Contract and withhold payments in excess of fair compensation for completed services. Notwithstanding the exercise of the State's right to terminate this Grant Contract for cause, the Grantee shall not be relieved of liability to the State for damages sustained by virtue of any breach of this Grant Contract by the Grantee.
- D.5. Subcontracting. The Grantee shall not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of the State. If such subcontracts are approved by the State, each shall contain, at a minimum, sections of this Grant Contract pertaining to "Conflicts of Interest," "Lobbying," "Nondiscrimination," "Public Accountability," "Public Notice," and "Records" (as identified by the section headings). Notwithstanding any use of approved subcontractors, the Grantee shall remain responsible for all work performed.
- D.6. Conflicts of Interest. The Grantee warrants that no part of the total Grant Contract Amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or

consultant to the Grantee in connection with any work contemplated or performed relative to this Grant Contract.

D.7. 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 of Lobbying Activities," 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 subrecipients shall certify and disclose accordingly.

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

D.8. Communications and Contacts. All instructions, notices, consents, demands, or other communications required or contemplated by this Grant Contract shall be in writing and shall be made by certified, first class mail, return receipt requested and postage prepaid, by overnight courier service with an asset tracking system, or by email or facsimile transmission with recipient confirmation. All communications, regardless of method of transmission, shall be addressed to the respective party as set out below:

The State:

Robin Chance – Grants Program Manager,
Department of Environment and Conservation
Division of Solid Waste Management
Davy Crockett Tower, 7th Floor
500 James Robertson Parkway
Nashville, TN 37243
Email: Robin.Chance@tn.gov
Telephone # 615-571-6364

Nicole Beers, Grants Analyst 3
Department of Environment and Conservation
Division of Solid Waste Management
Davy Crockett Tower, 7th Floor
500 James Robertson Parkway
Nashville, TN 37243
Email: Nicole.Beers@tn.gov
Telephone # 901-930-9914

The Grantee:

Ms. Sharon Smith, Assistant Director
Metropolitan Government of Nashville and Davidson County
100 Metro Courthouse Nashville , TN 37201
sharon.smith@nashville.gov
Telephone # 615-862-8715

A change to the above contact information requires written notice to the person designated by the other party to receive notice.

All instructions, notices, consents, demands, or other communications shall be considered effectively given upon receipt or recipient confirmation as may be required.

- D.9. Subject to Funds Availability. This Grant Contract is subject to the appropriation and availability of State or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, the State reserves the right to terminate this Grant Contract upon written notice to the Grantee. The State's right to terminate this Grant Contract due to lack of funds is not a breach of this Grant Contract by the State. Upon receipt of the written notice, the Grantee shall cease all work associated with the Grant Contract. Should such an event occur, the Grantee shall be entitled to compensation for all satisfactory and authorized services completed as of the termination date. Upon such termination, the Grantee shall have no right to recover from the State any actual, general, special, incidental, consequential, or any other damages whatsoever of any description or amount.
- D.10. 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 handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Tennessee state constitutional, or statutory law. The Grantee shall, upon request, show proof of nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.11. HIPAA Compliance. The State and the Grantee shall comply with obligations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Health Information Technology for Economic and Clinical Health Act (HITECH) and any other relevant laws and regulations regarding privacy (collectively the "Privacy Rules"). The obligations set forth in this Section shall survive the termination of this Grant Contract.
- a. The Grantee warrants to the State that it is familiar with the requirements of the Privacy Rules and will comply with all applicable HIPAA requirements in the course of this Grant Contract.
 - b. The Grantee warrants that it will cooperate with the State, including cooperation and coordination with State privacy officials and other compliance officers required by the Privacy Rules, in the course of performance of this Grant Contract so that both parties will be in compliance with the Privacy Rules.
 - c. The State and the Grantee will sign documents, including but not limited to business associate agreements, as required by the Privacy Rules and that are reasonably necessary to keep the State and the Grantee in compliance with the Privacy Rules. This provision shall not apply if information received by the State under this Grant Contract is

NOT "protected health information" as defined by the Privacy Rules, or if the Privacy Rules permit the State to receive such information without entering into a business associate agreement or signing another such document.

- D.12. Public Accountability. If 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.

The sign shall be on the form prescribed by the Comptroller of the Treasury. The Grantor State Agency shall obtain copies of the sign from the Comptroller of the Treasury, and upon request from the Grantee, provide Grantee with any necessary signs.

- D.13. Public Notice. All notices, informational pamphlets, press releases, research reports, signs, and similar public notices prepared and released by the Grantee in relation to this Grant Contract shall include the statement, "This project is funded under a grant contract with the State of Tennessee." All notices by the Grantee in relation to this Grant Contract shall be approved by the State.
- D.14. Licensure. The Grantee, its employees, and any approved subcontractor shall be licensed pursuant to all applicable federal, state, and local laws, ordinances, rules, and regulations and shall upon request provide proof of all licenses.
- D.15. Records. The Grantee and any approved subcontractor shall maintain documentation for all charges under this Grant Contract. The books, records, and documents of the Grantee and any approved subcontractor, insofar as they relate to work performed or money received under this Grant Contract, shall be maintained in accordance with applicable Tennessee law. In no case shall the records be maintained for a period of less than five (5) full years from the date of the final payment. The Grantee's records shall be subject to audit at any reasonable time and upon reasonable notice by the Grantor State Agency, the Comptroller of the Treasury, or their duly appointed representatives.

The records shall be maintained in accordance with Governmental Accounting Standards Board (GASB) Accounting Standards or the Financial Accounting Standards Board (FASB) Accounting Standards Codification, as applicable, and any related AICPA Industry Audit and Accounting guides.

In addition, documentation of grant applications, budgets, reports, awards, and expenditures will be maintained in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

Grant expenditures shall be made in accordance with local government purchasing policies and procedures and purchasing procedures for local governments authorized under state law.

The Grantee shall also comply with any recordkeeping and reporting requirements prescribed by the Tennessee Comptroller of the Treasury.

The Grantee shall establish a system of internal controls that utilize the COSO Internal Control - Integrated Framework model as the basic foundation for the internal control system. The Grantee

shall incorporate any additional Comptroller of the Treasury directives into its internal control system.

Any other required records or reports which are not contemplated in the above standards shall follow the format designated by the head of the Grantor State Agency, the Central Procurement Office, or the Commissioner of Finance and Administration of the State of Tennessee.

- D.16. Monitoring. The Grantee's activities conducted and records maintained pursuant to this Grant Contract shall be subject to monitoring and evaluation by the State, the Comptroller of the Treasury, or their duly appointed representatives.
- D.17. Progress Reports. The Grantee shall submit brief, periodic, progress reports to the State as requested.
- D.18. Annual and Final Reports. The Grantee shall submit, within three (3) months of the conclusion of each year of the Term, an annual report. For grant contracts with a term of less than one (1) year, the Grantee shall submit a final report within three (3) months of the conclusion of the Term. For grant contracts with multiyear terms, the final report will take the place of the annual report for the final year of the Term. The Grantee shall submit annual and final reports to the Grantor State Agency. At minimum, annual and final reports shall include: (a) the Grantee's name; (b) the Grant Contract's Edison identification number, Term, and total amount; (c) a narrative section that describes the program's goals, outcomes, successes and setbacks, whether the Grantee used benchmarks or indicators to determine progress, and whether any proposed activities were not completed; and (d) other relevant details requested by the Grantor State Agency. Annual and final report documents to be completed by the Grantee shall appear on the Grantor State Agency's website or as an attachment to the Grant Contract.
- D.19. Audit Report. The Grantee shall be audited in accordance with applicable Tennessee law.
- At least ninety (90) days before the end of its fiscal year, the Grantee shall complete the Information for Audit Purposes ("IAP") form online (accessible through the Edison Supplier portal) to notify the State whether or not Grantee is subject to an audit. The Grantee should submit only one, completed form online during the Grantee's fiscal year. Immediately after the fiscal year has ended, the Grantee shall fill out the End of Fiscal Year ("EOFY") (accessible through the Edison Supplier portal).
- When a federal single audit is required, the audit shall be performed in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.
- A copy of the audit report shall be provided to the Comptroller by the licensed, independent public accountant. Audit reports shall be made available to the public.
- D.20. Procurement. If other terms of this Grant Contract allow reimbursement for the cost of goods, materials, supplies, equipment, or contracted services, such procurement shall be made on a competitive basis, including the use of competitive bidding procedures, where practical. The Grantee shall maintain documentation for the basis of each procurement for which reimbursement is paid pursuant to this Grant Contract. In each instance where it is determined that use of a competitive procurement method is not practical, supporting documentation shall include a written justification for the decision and for use of a non-competitive procurement. If the Grantee is a subrecipient, the Grantee shall comply with 2 C.F.R. §§ 200.317—200.327 when procuring property and services under a federal award.

The Grantee shall obtain prior approval from the State before purchasing any equipment under this Grant Contract.

For purposes of this Grant Contract, the term "equipment" shall include any article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds five thousand dollars (\$5,000.00).

- D.21. Strict Performance. Failure by any party to this Grant Contract to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this Grant Contract is not a waiver or relinquishment of any 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 signed by the parties.
- D.22. Independent Contractor. The parties shall not act as employees, partners, joint venturers, or associates of one another in the performance of this Grant Contract. The parties acknowledge that they are independent contracting entities and that nothing in this Grant Contract shall be construed to create a principal/agent relationship or to allow either to exercise control or direction over the manner or method by which the other transacts its business affairs or provides its usual services. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever.
- D.23. Limitation of State's Liability. The State shall have no liability except as specifically provided in this Grant Contract. In no event will the State be liable to the Grantee or any other party for any lost revenues, lost profits, loss of business, loss of grant funding, decrease in the value of any securities or cash position, time, money, goodwill, or any indirect, special, incidental, punitive, exemplary or consequential damages of any nature, whether based on warranty, contract, statute, regulation, tort (including but not limited to negligence), or any other legal theory that may arise under this Grant Contract or otherwise. The State's total liability under this Grant Contract (including any exhibits, schedules, amendments or other attachments to the Contract) or otherwise shall under no circumstances exceed the Maximum Liability originally established in Section C.1 of this Grant Contract. This limitation of liability is cumulative and not per incident.
- D.24. 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 to the extent that the non-performing party is at fault in failing to prevent or causing the default or delay, and provided that the default or delay cannot reasonably be circumvented by the non-performing party through the use of alternate sources, workaround plans or other means. A strike, lockout or labor dispute shall not excuse either party from its obligations under this Grant Contract. Except as set forth in this Section, any failure or delay by a party in the performance of its obligations under this Grant Contract arising from a Force Majeure Event is not a default under this Grant Contract or grounds for termination. 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. The occurrence of a Force Majeure Event affecting Grantee's representatives, suppliers, subcontractors, customers or business apart from this Grant Contract is not a Force Majeure Event under this Grant Contract. Grantee will promptly notify the State of any delay caused by a Force Majeure Event (to be confirmed in a written notice to the State within one (1) day of the inception of the delay) that a Force Majeure Event has occurred, and will describe in reasonable detail the nature of the Force Majeure Event. If any Force Majeure Event results in a delay in Grantee's performance longer than forty-eight (48) hours, the State may, upon notice to Grantee: (a) cease payment of the fees until Grantee resumes performance of the affected obligations; or (b) immediately terminate this Grant Contract or any purchase order, in whole or in part, without further payment except for fees then due and payable. Grantee will not increase its charges under this Grant Contract or charge the State any fees other than those provided for in this Grant Contract as the result of a Force Majeure Event.

- D.25. Tennessee Department of Revenue Registration. The Grantee shall comply with all applicable registration requirements contained in Tenn. Code Ann. §§ 67-6-601 – 608. Compliance with applicable registration requirements is a material requirement of this Grant Contract.
- D.26. Charges to Service Recipients Prohibited. The Grantee shall not collect any amount in the form of fees or reimbursements from the recipients of any service provided pursuant to this Grant Contract.
- D.27. No Acquisition of Equipment or Motor Vehicles. This Grant Contract does not involve the acquisition and disposition of equipment or motor vehicles acquired with funds provided under this Grant Contract.
- D.28. State and Federal Compliance. The Grantee shall comply with all applicable state and federal laws and regulations in the performance of this Grant Contract. The U.S. Office of Management and Budget's Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards is available here: http://www.ecfr.gov/cgi-bin/text-idx?SID=c6b2f053952359ba94470ad3a7c1a975&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
- D.29. Governing Law. This Grant Contract shall be governed by and construed in accordance with the laws of the State of Tennessee, without regard to its conflict or choice of law rules. The Grantee agrees that it will be subject to the exclusive jurisdiction of the courts of the State of Tennessee in actions that may arise under this Grant Contract. The Grantee acknowledges and agrees that any rights or claims against the State of Tennessee or its employees hereunder, and any remedies arising there from, shall be subject to and limited to those rights and remedies, if any, available under Tenn. Code Ann. §§ 9-8-101 through 9-8-408.
- D.30. 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 agreed to by the parties. This Grant Contract supersedes any and all prior understandings, representations, negotiations, or agreements between the parties, whether written or oral.
- D.31. Severability. If any terms and conditions of this Grant Contract are held to be invalid or unenforceable as a matter of law, the other terms and conditions shall not be affected and shall remain in full force and effect. To this end, the terms and conditions of this Grant Contract are declared severable.
- D.32. Headings. Section headings are for reference purposes only and shall not be construed as part of this Grant Contract.
- D.33. Iran Divestment Act. The requirements of Tenn. Code Ann. § 12-12-101, *et seq.*, addressing contracting with persons as defined at Tenn. Code Ann. §12-12-103(5) that engage in investment activities in Iran, shall be a material provision of this Grant Contract. The Grantee certifies, under penalty of perjury, that to the best of its knowledge and belief that it is not on the list created pursuant to Tenn. Code Ann. § 12-12-106.
- D.34. Debarment and Suspension. The Grantee certifies, to the best of its knowledge and belief, that it, its current and future principals, its current and future subcontractors and their principals:
- a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency;
 - b. have not within a three (3) year period preceding this Grant Contract been convicted of, or had a civil judgment rendered against them from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of

federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;

- c. are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed in section b. of this certification; and
- d. have not within a three (3) year period preceding this Grant Contract had one or more public transactions (federal, state, or local) terminated for cause or default.

The Grantee shall provide immediate written notice to the State if at any time it learns that there was an earlier failure to disclose information or that due to changed circumstances, its principals or the principals of its subcontractors are excluded or disqualified, or presently fall under any of the prohibitions of sections a-d.

- D.35. Confidentiality of Records. Strict standards of confidentiality of records and information shall be maintained in accordance with applicable state and federal law. All material and information, regardless of form, medium or method of communication, provided to the Grantee by the State or acquired by the Grantee on behalf of the State that is regarded as confidential under state or federal law shall be regarded as "Confidential Information." Nothing in this Section shall permit Grantee to disclose any Confidential Information, regardless of whether it has been disclosed or made available to the Grantee due to intentional or negligent actions or inactions of agents of the State or third parties. Confidential Information shall not be disclosed except as required or permitted under state or federal law. Grantee shall take all necessary steps to safeguard the confidentiality of such material or information in conformance with applicable state and federal law.

The obligations set forth in this Section shall survive the termination of this Grant Contract.

- D.36. State Sponsored Insurance Plan Enrollment. The Grantee warrants that it will not enroll or permit its employees, officials, or employees of contractors to enroll or participate in a state sponsored health insurance plan through their employment, official, or contractual relationship with Grantee unless Grantee first demonstrates to the satisfaction of the Department of Finance and Administration that it and any contract entity satisfies the definition of a governmental or quasigovernmental entity as defined by federal law applicable to ERISA.

E. SPECIAL TERMS AND CONDITIONS:

- E.1. Conflicting Terms and Conditions. Should any of these special terms and conditions conflict with any other terms and conditions of this Grant Contract, the special terms and conditions shall be subordinate to the Grant Contract's other terms and conditions.

IN WITNESS WHEREOF,

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY:



5/23/24

GRANTEE SIGNATURE

DATE

MS. SHARON SMITH, ASSISTANT DIRECTOR

PRINTED NAME AND TITLE OF GRANTEE SIGNATORY (above)

DEPARTMENT OF ENVIRONMENT AND CONSERVATION:

David W. Salyer, P.E./msg
David W. Salyer, P.E./msg (May 28, 2024 10:13 CDT)

May 28, 2024

DAVID W. SALYERS, P.E., COMMISSIONER

DATE

**SIGNATURE PAGE
FOR
GRANT NO. TDEC Organics Management Grant # 32701-05512**

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

**METROPOLITAN GOVERNMENT OF
NASHVILLE AND DAVIDSON COUNTY**

Signed by:

Tracey Turner Thurman

5EB1A6BEF5BE4C3...
Tracey Turner Thurman, Director
Solid Waste

9/16/2024

Date

APPROVED AS TO AVAILABILITY
OF FUNDS:

Kevin Crumbo
Kevin Crumbo, Director
Department of Finance

9/26/2024 | 8:15 AM CDT

Date

APPROVED AS TO RISK AND INSURANCE:

Balagun Cobb
Director of Risk Management Services

9/26/2024 | 9:14 AM CDT

Date

APPROVED AS TO FORM AND
LEGALITY:

Tara Ladd
Metropolitan Attorney

9/26/2024 | 9:13 AM CDT

Date

Freddie O'Connell
Metropolitan Mayor

Date

FILED:

Metropolitan Clerk

Date

GRANT BUDGET LINE-ITEM DETAIL:

| PROFESSIONAL FEE, GRANT & AWARD | AMOUNT |
|--|---------------------|
| Contract Hauling of Food Scraps to a Certified Composting Facility | 150,000.00 |
| TOTAL | \$150,000.00 |

ORIGINAL

METROPOLITAN COUNTY COUNCIL

Resolution No. _____

A resolution accepting a grant from the State of Tennessee, Department of Environment and Conservation, to the Metropolitan Government of Nashville and Davidson County, acting by and through the Metropolitan Department of Water and Sewerage Services Waste Division, to continued curbside collection of food scraps for participants in the Food Scrap Pickup Pilot program.

Introduced _____

Amended _____

Adopted _____

Approved _____

By _____
Metropolitan Mayor

Certificate Of Completion

| | |
|--|-------------------------------|
| Envelope Id: 94802FA78F024606BC61455235F072B8 | Status: Completed |
| Subject: Complete with DocuSign: Waste Services - TDEC Organics Management 25-29 Ready.pdf | |
| Source Envelope: | |
| Document Pages: 25 | Signatures: 6 |
| Certificate Pages: 15 | Initials: 1 |
| AutoNav: Enabled | Envelope Originator: |
| Envelope Stamping: Enabled | Juanita Paulson |
| Time Zone: (UTC-06:00) Central Time (US & Canada) | 730 2nd Ave. South 1st Floor |
| | Nashville, TN 37219 |
| | Juanita.Paulsen@nashville.gov |
| | IP Address: 170.190.198.185 |

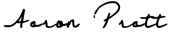
Record Tracking

| | | |
|--------------------------------------|--|--------------------|
| Status: Original | Holder: Juanita Paulson | Location: DocuSign |
| 9/25/2024 11:42:41 AM | Juanita.Paulsen@nashville.gov | |
| Security Appliance Status: Connected | Pool: StateLocal | |
| Storage Appliance Status: Connected | Pool: Metropolitan Government of Nashville and Davidson County | Location: DocuSign |


Signer Events

| Signer Events | Signature | Timestamp |
|--|---|---|
| Alla Cross Alla.Cross@nashville.gov Security Level: Email, Account Authentication (None) |  | Sent: 9/25/2024 11:50:25 AM Viewed: 9/25/2024 12:10:32 PM Signed: 9/25/2024 12:11:32 PM |
| | Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185 | |

Electronic Record and Signature Disclosure:
Accepted: 9/25/2024 12:10:32 PM
ID: 2147c973-d5c2-4eaa-9d78-c1b66fb7d29b

| | | |
|--|---|---|
| Aaron Pratt Aaron.Pratt@nashville.gov Security Level: Email, Account Authentication (None) |  | Sent: 9/25/2024 12:11:34 PM Viewed: 9/25/2024 12:12:37 PM Signed: 9/25/2024 12:12:43 PM |
| | Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185 | |

Electronic Record and Signature Disclosure:
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ID: d60d75a2-e904-4ffd-b7c4-de242e4533f4

| | | |
|--|---|---|
| Kevin Crumbo/mjw MaryJo.Wiggins@nashville.gov Security Level: Email, Account Authentication (None) |  | Sent: 9/25/2024 12:12:45 PM Viewed: 9/26/2024 8:11:41 AM Signed: 9/26/2024 8:15:03 AM |
| | Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185 | |

Electronic Record and Signature Disclosure:
Accepted: 9/26/2024 8:11:41 AM
ID: ebc7022-9648-4b43-8c30-f996f28cdd46

| | | |
|--|---|--|
| Tara Ladd tara.ladd@nashville.gov Security Level: Email, Account Authentication (None) |  | Sent: 9/26/2024 8:15:05 AM Viewed: 9/26/2024 9:13:23 AM Signed: 9/26/2024 9:13:42 AM |
| | Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.144 | |

| Signer Events | Signature | Timestamp |
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Electronic Record and Signature Disclosure:
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Balogun Cobb
balogun.cobb@nashville.gov
Insurance Division Manager
Security Level: Email, Account Authentication (None)

Balogun Cobb

Signature Adoption: Pre-selected Style
Using IP Address: 107.127.49.74
Signed using mobile

Sent: 9/26/2024 9:13:44 AM
Viewed: 9/26/2024 9:14:36 AM
Signed: 9/26/2024 9:14:55 AM

Electronic Record and Signature Disclosure:
Accepted: 9/26/2024 9:14:36 AM
ID: bdbc0525-b0c6-4bef-8d77-f8b74a2e74ec

| In Person Signer Events | Signature | Timestamp |
|-------------------------|-----------|-----------|
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| Editor Delivery Events | Status | Timestamp |
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| Agent Delivery Events | Status | Timestamp |
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| Intermediary Delivery Events | Status | Timestamp |
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| Certified Delivery Events | Status | Timestamp |
|---------------------------|--------|-----------|
|---------------------------|--------|-----------|

| Carbon Copy Events | Status | Timestamp |
|--------------------|--------|-----------|
|--------------------|--------|-----------|

Danielle Godin
Danielle.Godin@nashville.gov
Security Level: Email, Account Authentication (None)

COPIED

Sent: 9/26/2024 9:14:56 AM
Viewed: 9/26/2024 11:28:13 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

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

COPIED

Sent: 9/26/2024 9:14:57 AM
Viewed: 9/26/2024 10:42:38 AM

Electronic Record and Signature Disclosure:
Accepted: 9/23/2024 7:54:28 AM
ID: 97dc85ba-8fed-441b-a053-1310ebdefb62

| Witness Events | Signature | Timestamp |
|----------------|-----------|-----------|
|----------------|-----------|-----------|

| Notary Events | Signature | Timestamp |
|---------------|-----------|-----------|
|---------------|-----------|-----------|

| Envelope Summary Events | Status | Timestamps |
|-------------------------|--------|------------|
|-------------------------|--------|------------|

| | | |
|---------------------|------------------|-----------------------|
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| Certified Delivered | Security Checked | 9/26/2024 9:14:36 AM |
| Signing Complete | Security Checked | 9/26/2024 9:14:55 AM |
| Completed | Security Checked | 9/26/2024 9:14:58 AM |

| Payment Events | Status | Timestamps |
|----------------|--------|------------|
|----------------|--------|------------|

| Electronic Record and Signature Disclosure |
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