

GRANT APPLICATION SUMMARY SHEET

Grant Name: OEM 2021 Coronavirus Emergency Supplemental Funding Grant (CESF) 21-22

Department: OFFICE OF EMERG. MGMT.

Grantor: U.S. DEPARTMENT OF JUSTICE

Pass-Through Grantor (If applicable): TENN. DEPT. OF FIN. & ADMIN.

Total Applied For: \$75,000.00

Metro Cash Match: \$0.00

Department Contact: Drusilla Martin
862-5462

Status: NEW

Program Description:

To facilitate the movement of critical supplies and personnel who are directly involved in COVID-19 testing and to also be utilized in the safe movement of homeless individuals to shelters and testing sites when required.

Plan for continuation of services upon grant expiration:

This vehicle will be used for as long as the Pandemic continues and will be sustained by the Office of Emergency Management afterward.

APPROVED AS TO AVAILABILITY OF FUNDS:

APPROVED AS TO FORM AND LEGALITY:

DocuSigned by:

 Saul Solomon/mjw
 Director of Finance
 9/29/2021
 Date
 TE

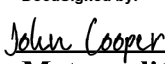
DocuSigned by:

 Neki Eke
 Metropolitan Attorney
 9/29/2021
 Date

APPROVED AS TO RISK AND INSURANCE:

DocuSigned by:

 Balogun Cobb
 Director of Risk Management Services
 9/29/2021
 Date

DocuSigned by:

 John Cooper
 Metropolitan Mayor
 9/29/2021
 Date
 (This application is contingent upon approval of the application by the Metropolitan Council.)

5335

Budget Analyst Initials 

Grants Tracking Form

Part One

Pre-Application <input type="radio"/>		Application <input checked="" type="radio"/>		Award Acceptance <input type="radio"/>		Contract Amendment <input type="radio"/>	
Department	Dept. No.	Contact			Phone	Fax	
OFFICE OF EMERG. MGMT.	049	Drusilla Martin			862-5462	880-3464	
Grant Name:		OEM 2021 Coronavirus Emergency Supplemental Funding Grant (CESF) 21-22					
Grantor:		U.S. DEPARTMENT OF JUSTICE			Other:		
Grant Period From:		11/15/21		<small>(applications only)</small> Anticipated Application Date:		09/28/21	
Grant Period To:		06/30/22		<small>(applications only)</small> Application Deadline:		10/01/21	
Funding Type:	FED PASS THRU			Multi-Department Grant		<input type="checkbox"/> If yes, list below.	
Pass-Thru:	TENN. DEPT. OF FIN. & ADMIN.			Outside Consultant Project:		<input type="checkbox"/>	
Award Type:	COMPETITIVE			Total Award:		\$75,000.00	
Status:	NEW			Metro Cash Match:		\$0.00	
Metro Category:	New Initiative			Metro In-Kind Match:		\$0.00	
CFDA #	16,034			Is Council approval required?		<input checked="" type="checkbox"/>	
Project Description:				Applic. Submitted Electronically?		<input checked="" type="checkbox"/>	
To facilitate the movement of critical supplies and personnel who are directly involved in COVID-19 testing and to also be utilized in the safe movement of homeless individuals to shelters and testing sites when required.							
Plan for continuation of service after expiration of grant/Budgetary Impact:							
This vehicle will be used for as long as the Pandemic continues and will be sustained by the Office of Emergency Management afterward.							
How is Match Determined?							
Fixed Amount of \$		\$0.00	or	% of Grant		Other: <input type="checkbox"/>	
Explanation for "Other" means of determining match:							
For this Metro FY, how much of the required local Metro cash match:							
Is already in department budget?				Fund		Business Unit	
Is not budgeted?				Proposed Source of Match:			
(Indicate Match Amount & Source for Remaining Grant Years in Budget Below)							
Other:							
Number of FTEs the grant will fund:		0.00		Actual number of positions added:		0.00	
Departmental Indirect Cost Rate		50.00%		Indirect Cost of Grant to Metro:		\$37,500	
*Indirect Costs allowed? <input type="radio"/> Yes <input checked="" type="radio"/> No		% Allow.		Ind. Cost Requested from Grantor:		\$0.00	
		0.00%				0	
*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)							
Draw down allowable? <input type="checkbox"/>							
Metro or Community-based Partners:							

Part Two

Grant Budget										
Budget Year	Metro Fiscal Year	Federal Grantor	State Grantor	Other Grantor	Local Match Cash	Match Source (Fund, BU)	Local Match In-Kind	Total Grant Each Year	Indirect Cost to Metro	Ind. Cost Neg. from Grantor
Yr 1	FY22	\$75,000.00	\$0.00		\$0.00		\$0.00	\$75,000.00	\$37,500	\$0.00
Yr 2	FY23									
Yr 3	FY24									
Yr 4	FY__									
Yr 5	FY__									
Total		\$75,000.00	\$0.00		\$0.00		\$0.00	\$75,000.00	\$37,500	\$0.00
Date Awarded:					Tot. Awarded:			Contract#:		
(or) Date Denied:					Reason:					
(or) Date Withdrawn:					Reason:					

Contact: trinity.weathersby@nashville.gov
vaughn.wilson@nashville.gov

GCP Rec'd
09/29/21

GCP Approved
09/29/21

VW

Intent to Apply - General Information

Please complete the information below related to the specific grant with the Office of Criminal Justice Programs for which your agency is applying.

Fund Source Selection

Project Title*

CESF Local Government Response

Please choose the appropriate fund source type for your application.

- FVPSA - Family Violence Prevention and Services Act
- VOCA - Victims of Crime Act
- STOP Violence Against Women
- SASP - Sexual Assault Services Program
- JAG - Justice Assistance Grant
- PSN-Project Safe Neighborhoods
- MHT - Mental Health Transport
- Complete Count Census
- CESF - Coronavirus Emergency Supplemental Funding Program

Have you ever received State of Tennessee Funding?*

Yes

Please Choose Yes or no

State (Edison) Vendor ID #*

0000000004

(If agency has one)

General Information

Person Completing this Form*

Kelly

First Name

Caffrey

Last Name

Title of Person Completing Form

OEM Communications Supervisor

Authorizing Agency Name*

Office of Emergency Management

Implementing Agency Name*

Office of Emergency Management

Phone Number*

(615) 880-2229

E-Mail Address*

kelly.caffrey@nashville.gov

Federal ID # of Authorizing Agency*

62-0694743

Authorizing Agency DUNS Number*

078217668

DUNS Number is 9 digits. May lead with 0.

SAM Expiration Date*

11 18 21 

Fiscal Year End*

06/30

FORMAT: [MONTH], [DAY]

Subcontractor to be used?*

No

Progress

Authorized Official Contact Information

The Authorized Official will be the individual legally authorized to sign a contract on behalf of the applicant agency.

Typically this will be -- State Government Commissioner, Local Government Mayor, Administrator, or Executive
(Depending upon type of government incorporation) Non-Profit Board Chair

Authorized Official Name*

John

First Name

Cooper

Last Name

Authorized Official Title*

Mayor

Authorized Official Address*

1 Public Square

Address Line 1

Suite 100, Mayor's Office

Address Line 2

Nashville

City

Tennessee

State

37201

ZIP Code

Zip + 4 (Authorized)*

372015007

Authorized Official's Phone*

(615) 862-6000

Authorized Official Email*

Mayor@nashville.gov

Progress

Project Director Contact Information

The individual who will be in direct operational charge of the project. It is the responsibility of the Project Director to assure that the project is implemented as described in the project narrative and assume oversight responsibility for the direct and subcontracted services provided. The Project Director must assure that all grant requirements are documented and completed in the timelines specified in the OCJP Administrative Manual.

Project Director Name*

Angela

First Name

Roscoe

Last Name

Project Director Title*

Grants Coordinator

Project Director Address*

2060-15th Avenue South

Address Line 1

Address Line 2

Nashville

City

Tennessee

State

37212

ZIP Code

Zip + 4 (Directors)*

372124404

Project Director's Phone*

(615) 880-2949

Project Director Email*

angela.roscoe@nashville.gov

Progress

Fiscal Director Contact Information

The individual responsible for fiscal matters relating to the grant-funded project and is ultimately in charge of accounting, management of funds, verification of expenditures, and grant financial reports.

Fiscal Director Name*

Drusilla

First Name

Martin

Last Name

Fiscal Director Title*

Executive Administrator

Fiscal Director Address*

2060-15th Avenue South

Address Line 1

Address Line 2

Nashville

City

Tennessee

State

37212-44

ZIP Code

Zip + 4 (Fiscal)*

372124404

Fiscal Director's Phone*

(615) 862-5462

Fiscal Director Email*

Drusilla.martin@nashville.gov

Progress

Demographic / Location Information

Area to be Served by Project

Please NOTE: Type "ALL" in number 1 if this project is statewide. If your project will have a service area of more than six counties, type all additional counties in number 7.

Congressional District(s)

Enter the number of the congressional district(s) in which the project will operate. If you do not know your Congressional District then please visit: <http://www.house.gov/representatives/find/>

County 1*

Davidson

County 2

County 3

County 4

County 5

County 6

County 7

Enter the federal congressional district(s) in which grant will operate.*

5

Lookup House District(s) at: www.house.gov/representatives/find

Progress

Submit Form

PROJECT NAME

**Nashville Office of Emergency Management
CESF Local Government COVID Response
Kelly Caffrey
615-880-2927**

Scope of Services/Project Narrative

The Nashville Office of Emergency Management (OEM), as part of its overall mission to the citizens and to the City of Nashville/Davidson County, focuses on providing management and response to the COVID-19 pandemic in Davidson County. These response and support services include providing attention and care for the city and county's vulnerable populations, which includes the homeless population. Since the inception of the COVID-19 coronavirus, addressing the needs of the homeless within this new environment has required reassessing the strategic, tactical, and operational considerations for serving this highly vulnerable population. OEM provides support services for a 24-hour, 7 day a week, 365 day a year homeless shelter for COVID-19 affected individuals, which includes support for food service, medical needs, personal hygiene needs, daily laundry service, mental health, medical and pharmacy appointment needs, Social Security and Driver's License assistance as well as overall case management.

OEM set up, supplies, and supports multiple testing sites. OEM recognizes the need for a vehicle to provide supplies to these COVID-19 testing and vaccination sites. The homeless generate challenges of a unique nature requiring certain adjustments in OEM protocols related to housing, transportation, logistics, and handling services. Transporting potential, or positive COVID-19 individuals from one location to another as needed for quarantine, ongoing assessments, testing, transporting daily vaccines supplies, minor treatment, and care, requires realignment of vehicular equipment services for operating within the medical guidelines established as a result of the COVID-19 coronavirus.

Especially critical, is OEM's responsibility to canvas homeless encampments. These duties require providing COVID Personal Protective Equipment (PPE) and offering COVID sheltering and transportation, as well as conducting overall wellness checks for individuals. Under the coronavirus constraints and medical precautions, the homeless population of Nashville requires unique and specific attention for addressing the challenges in providing services to this population.

To better serve the homeless population during this pandemic environment, OEM has recognized the need for establishing increased capability and capacity for providing more efficient and effective transportation and supply services on behalf of the city and county's homeless. Currently, the usage of department vehicles for homeless services is severely limited, requiring reassignment downtime, scheduling issues, staffing adjustments, and loss of efficiency caused by delays. WeGo (Nashville's public transportation system) cannot provide services to individuals with known COVID-19 contact or positive cases, which was a resource relied heavily upon in past incidents, nor can the Nashville Rescue Mission. Initially, OEM coordinated transportation

**APPLICATION FOR FUNDING
GRANT PROJECT NARRATIVE**

for 400 people at the onset of the pandemic and then averaged 40 to 50 people a week at the height of the pandemic. OEM determined that transporting 10-12 people at a time was more efficient due to the check-in process and transporting individuals' personal belongings and keeping individuals socially distanced. A van is also needed to support all the wrap-around services to support the shelter.

OEM delivers PPE to the testing and vaccination sites at a minimum of twice a week. This responsibility has continued since the onset of the pandemic. A minimum of 158 deliveries have been completed as of 9/23/21. In addition to PPE, a van is needed to take supplies to shelters consisting of, testing discharge papers, hand & foot warmers, cooling vests, fans, and cleaning supplies amongst other items. The purchase of a vehicle would provide the logistical and practical means for increasing capacity and more effective delivery of services addressing the specific needs of the homeless population and their environment.

General Activities/Inputs

We are requesting \$75,000.00 to cover the cost of the passenger van with removable seats, plus maintenance and fuel costs for 1 year.

The vehicle will be a resource for OEM utilization in transporting individuals and supplies in support of the testing/vaccination sites and homeless shelters. Amongst the 3 assessment/vaccination sites, Davidson county had one assessment site that was the #1 testing site for all of Tennessee.

Individuals serviced at the homeless shelters (as of 8/13/21):

#1: 422

#2: 105

#3: (positive cases) 960

Estimated number of persons tested at assessment sites to date (9/28/21): 313,740 (not including vaccinations)

Staff Providing Service and Assistance to Individuals

OEM had command and executive responsibility for overall management of the homeless shelters, and Metro Social Services led the way with daily operational management. A host of non-profit agencies were also involved with supporting this effort. Having a van to transport potential, or positive COVID-19 individuals in a timely and efficient manner for care, quarantine and ongoing assessments while adhering to medical guidelines, is essential to these individuals' well-being. It would have helped all these agencies streamline the effort.

**APPLICATION FOR FUNDING
GRANT PROJECT NARRATIVE**

Implementation Timeline

ACTIVITY	STAFF TO COMPLETE	COMPLETION DATE
Let formal bids for purchase (according to city and state requirements) of vehicle	Bidding and purchasing process	45 days following grant award
Van is delivered and undergoes City inspection and maintenance preliminary service	Initial fleet inspection, maintenance, and administrative approval for vehicle release to service	7 days following delivery of the vehicle to the city of Nashville
Vehicle is operational and performs required services for transportation, equipment, and supplies distribution	Assigned duties	Immediately following authorized release to service

Data Collection Procedure

OEM will keep a mileage log in the van to track usage, deliveries and numbers of individuals transported. Data collection for utilization of the vehicle will follow routine City of Nashville processes for accountability and use such as vehicle maintenance records, transportation logs, fuel logs, and other service records and logs addressing fleet operations.

Outcomes

If awarded funds under this grant, the Nashville Office of Emergency Management will submit a narrative report as required by the grant guidelines, outlining the justification for the vehicle's purchase and how this expenditure has contributed to OEM's mission in preparation, prevention, and response needs to the COVID-19 outbreak. In addition, OEM will provide a tracking summary of the vehicle's purchase documentation.

Collaborative Activities

OEM is the coordinating agency for all of Metro agencies and supplies their PPE needs. The vaccine/assessment sites will benefit from regular and timely supply deliveries for the public. The agencies that support the homeless shelter will benefit from increased capability and capacity for providing more efficient and effective transportation and supply services.

**APPLICATION FOR FUNDING
GRANT PROJECT NARRATIVE**

Examples of some of the agencies that will benefit are Nashville Rescue Mission, Room at the Inn, Community Resource Center, Public Health Department, Social Services, Courts, Davidson County Sheriff's Office/ Jail, WeGo (Nashville's public transportation system), Social Services, Nashville Department of Transportation, Clerk of Courts, Nashville Fire and Police Departments, and Open Table.

Collaboration of services among many of the agencies and organizations mentioned above, will benefit through the added availability of transportation use, in transporting individuals in need of a host of services, the ability of having additional support for delivery of supplies and equipment, and knowing that additional transportation resources are available during emergencies and when unplanned supply and logistical problems arise.

GRANT BUDGET				
AGENCY NAME: Nashville Office of Emergency Management				
FUND SOURCE: The Tennessee Office of Criminal Justice Programs				
SOLICITATION IDENTIFICATION TITLE: CESF Local Government COVID Response				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following Applicable Period: BEGIN: 11/15/2021 END: 6/30/2022				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes ²	\$0.00	\$0.00	\$0.00
4, 15	Professional Fee, Grant & Award ²	\$0.00	\$0.00	\$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$15,000.00	\$0.00	\$15,000.00
11, 12	Travel, Conferences & Meetings ²	\$0.00	\$0.00	\$0.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance ²	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals ²	\$0.00	\$0.00	\$0.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
20	Capital Purchase ²	\$60,000.00	\$0.00	\$60,000.00
22	Indirect Cost ²	\$0.00	\$0.00	\$0.00
24	In-Kind Expense ²	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$75,000.00	\$0.00	\$75,000.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.*

(posted on the Internet at: https://www.tn.gov/content/dam/tn/finance/ocjp/Appendix_J_Policy_03_Report.xls)

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET LINE-ITEM DETAIL:

AGENCY NAME: Nashville Office of Emergency Management

FUND SOURCE: The Tennessee Office of Criminal Justice Programs

SOLICITATION IDENTIFICATION TITLE: CESF Local Government COVID Response

SALARIES, BENEFITS & TAXES	AMOUNT
Summary of individual positions that will support project activities. Review Instructions for examples.	\$0.00
Position 1: <i>Job Title Salary / Benefits, Estimated Percentage of Time</i>	\$0.00
Position 2: <i>Job Title Salary / Benefits, Estimated Percentage of Time</i>	\$0.00
Position 3: <i>Job Title Salary / Benefits, Estimated Percentage of Time</i>	\$0.00
Repeat row(s) as Necessary	\$0.00
TOTAL	\$0.00

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

PROFESSIONAL FEE, GRANT & AWARD	AMOUNT
<Please provide description here>	\$0.00
<Please provide description here>	\$0.00
Repeat row(s) as Necessary	\$0.00
TOTAL	\$0.00

SUPPLIES (includes "Sensitive Minor Equipment"), TELEPHONE, POSTAGE & SHIPPING, OCCUPANCY, EQUIPMENT RENTAL & MAINTENANCE, PRINTING & PUBLICATION	AMOUNT
Occupancy: <Please provide description here>	\$0.00
Supplies: <Please provide description here>	\$0.00
Sensitive Minor Equipment: <Please provide description here>	\$0.00
All Other Items: Fuel and maintenance supplies for transport van used for shelter and supply transportation.	\$15,000.00
Repeat row(s) as Necessary	\$0.00
TOTAL	\$15,000.00

TRAVEL, CONFERENCES & MEETINGS	AMOUNT
Local Travel: <Please provide description here>	\$0.00
Training and Conferences Attended by Agency Staff: <Please provide description here>	\$0.00
Training and Conferences Implemented by Agency: <Please provide description here>	\$0.00
Repeat row(s) as Necessary	\$0.00
TOTAL	\$0.00

INSURANCE	AMOUNT
Description of Insurance: <Please provide description of Insurance here>	\$0.00
TOTAL	\$0.00

SPECIFIC ASSISTANCE TO INDIVIDUALS	AMOUNT
Description of Specific Assistance to Individuals: <Please provide descriptions of Specific Assistance to Individuals here>	\$0.00
Repeat row(s) as Necessary	\$0.00
TOTAL	\$0.00

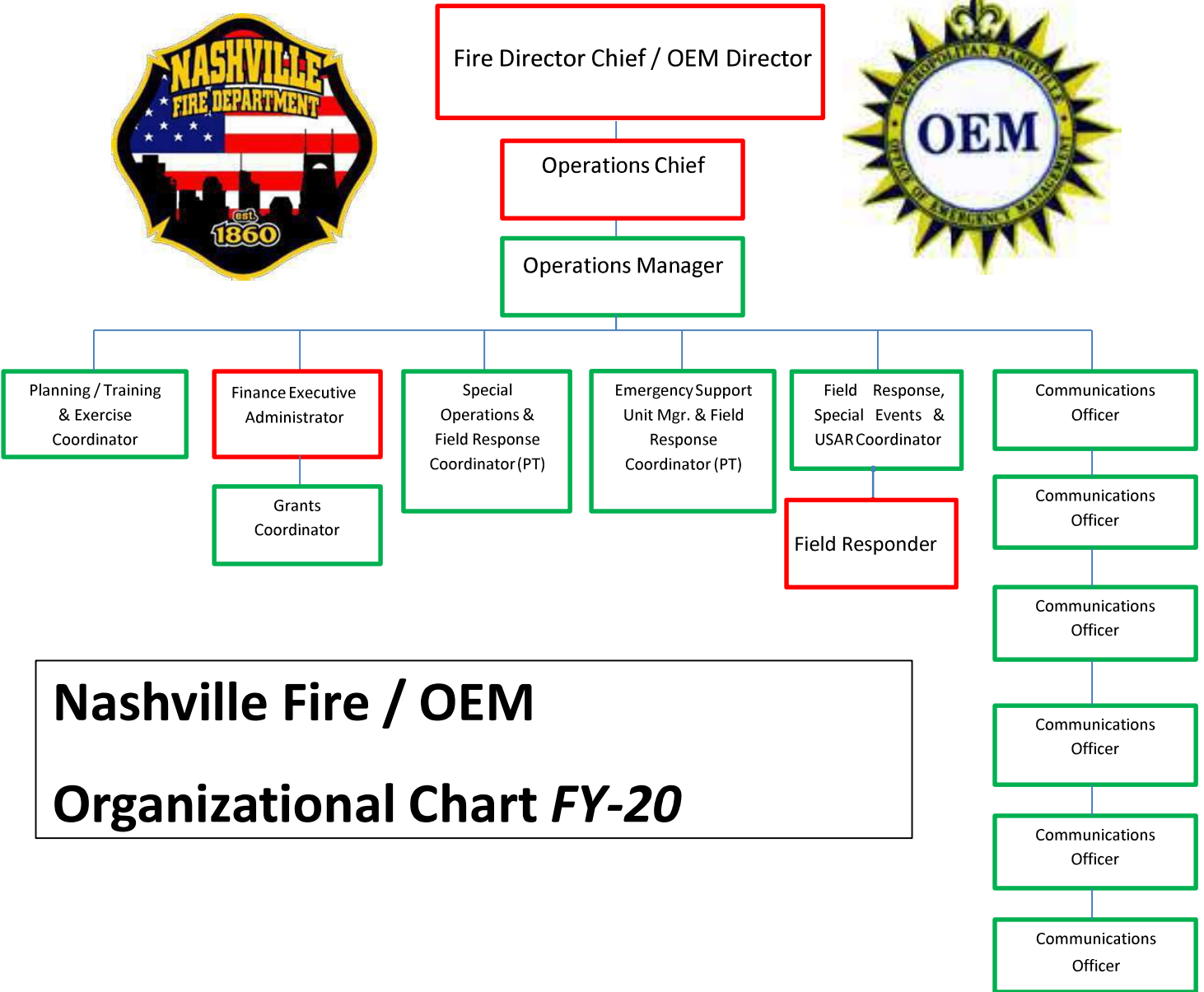
DEPRECIATION	AMOUNT
Must provide depreciation schedule.	\$0.00
TOTAL	\$0.00

OTHER NON-PERSONNEL	AMOUNT
Prior approval required by OCJP before budgeting in this line. Specific, Descriptive, Detail required. <Please provide description here>	\$0.00
TOTAL	\$0.00

CAPITAL PURCHASE	AMOUNT
Description of Capital Purchases: Multi-passenger van with removable seats for dual capability for transporting passengers and/or cargo	\$60,000.00
TOTAL	\$60,000.00

INDIRECT COST	AMOUNT
Description of Indirect Costs: <Please provide description of Indirect Costs here> cannot be match	\$0.00
TOTAL	\$0.00

IN-KIND EXPENSE	AMOUNT
Volunteer Time: <Please provide description here>	\$0.00
Donated Space: <Please provide description here>	\$0.00
Donated Goods: <Please provide description here>	\$0.00
Repeat row(s) as Necessary - CANNOT BE ANY FORM OF CASH MATCH	\$0.00
TOTAL	\$0.00



Nashville Fire / OEM
Organizational Chart *FY-20*

Position in Red are assigned from Fire Dept.
Position in Green are OEM Budget

APPLICATION FOR CESF Local Government Response Grant

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY



William Swann, Director Chief
Office of Emergency Management

September 21, 2021

Date