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GRANT SUMMARY SHEET

Grant Name:	Project Diabetes 22-25
Department:	FARMERS MKT.
Grantor:	TENNESSEE DEPARTMENT OF HEALTH
Pass-Through Grantor (If applicable):	
Total Award this Action:	$81,100.00
Cash Match Amount	$0.00
Department Contact:	Heather Hoch 922-8881
Status:	NEW

Program Description:

The Nashville Farmers' Market was awarded an $81,100 grant from the TN Department of Health's Project Diabetes initiative to encourage nutritious eating in Davidson County. The grant will fund our SNAP dollar doubling program, Fresh Bucks, which helps individuals facing food insecurity to make healthier grocery choices by offering matched dollar-for-dollar incentives to shop with our local farmers. The funding will be reimbursed over three years, with most of the funding going to those direct-to-user incentives, but also will fund program marketing, supplies and a seasonal intern to help administer program activities during our peak summer season. Since the funds are spent with our farmers exclusively, the program additionally serves as a revenue boost for local agriculture.

Plan for continuation of services upon grant expiration:

The Nashville Farmers' Market will be partnering with the Tennessee Association of Farmers' Markets over the next couple years to submit a grant application for the federal GusNIP grant to get funding for double up incentives at all Tennessee farmers' markets. It is due, in part, to this Project Diabetes grant funding that we will have the capacity to focus on this longer-term, statewide initiative.

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Grants Tracking Form

Part One

Pre-Application ○ Application ○ Award Acceptance ◉ Contract Amendment ○

Department	Dept. No.	Contact	Phone	Fax
FARMERS MKT.	60	Heather Hoch	922-8881	

Grant Name:	Project Diabetes 22-25		
Grantor:	TENNESSEE DEPARTMENT OF HEALTH	**Other:**	
Grant Period From:	07/01/22	(applications only) **Anticipated Application Date:**	
Grant Period To:	06/30/25	(applications only) **Application Deadline:**	
Funding Type:	STATE	**Multi-Department Grant** ☐ → **If yes, list below.**	
Pass-Thru:	Select Pass-Thru --- >	**Outside Consultant Project:** ☐	
Award Type:	COMPETITIVE	**Total Award:**	$81,100.00
Status:	NEW	**Metro Cash Match:**	$0.00
Metro Category:	New Initiative	**Metro In-Kind Match:**	$0.00
CFDA #	NA	**Is Council approval required?**	☑
		Applic. Submitted Electronically?	☑

Project Description:

The Nashville Farmers' Market was awarded an $81,100 grant from the TN Department of Health's Project Diabetes initiative to encourage nutritious eating in Davidson County. The grant will fund our SNAP dollar doubling program, Fresh Bucks, which helps individuals facing food insecurity to make healthier grocery choices by offering matched dollar-for-dollar incentives to shop with our local farmers. The funding will be reimbursed over three years, with most of the funding going to those direct-to-user incentives, but also will fund program marketing, supplies and a seasonal intern to help administer program activities during our peak summer season. Since the funds are spent with our farmers exclusively, the program additionally serves as a revenue boost for local agriculture.

Plan for continuation of service after expiration of grant/Budgetary Impact:

The Nashville Farmers' Market will be partnering with the Tennessee Association of Farmers' Markets over the next couple years to submit a grant application for the federal GusNIP grant to get funding for double up incentives at all Tennessee farmers' markets. It is due, in part, to this Project Diabetes grant funding that we will have the capacity to focus on this longer-term, statewide initiative.

How is Match Determined?

Fixed Amount of $	$0.00	**or**	0.0%	**% of Grant**	**Other:** ☐

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?	No	**Fund**	**Business Unit**
		Proposed Source of Match:	NA
(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:**		
Departmental Indirect Cost Rate	13.00%	**Indirect Cost of Grant to Metro:**	$10,543.00	
***Indirect Costs allowed?** ○ Yes ◉ No **% Allow.**	0.00%	**Ind. Cost Requested from Grantor:**	$0.00	**in budget**

***(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)**

Draw down allowable? ☐

Metro or Community-based Partners:

The Fresh Bucks program is made possible by the cooperation of our farmers, who apply individually to accept EBT transactions. Those farmers are currently Troy Smiley of Smiley's Farm, Thomas Brand of Plano Produce, Melissa Cole of Pure Pasture and . Additionally, Piedmont Gas gave NFM a small sponsorship to fund the last half of the FY22 fiscal year.

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	FY23	$0.00	$24,900.00	$0.00	$0.00	NA	$0.00	$24,900.00	$3,237.00	$0.00
Yr 2	FY24	$0.00	$26,900.00	$0.00	$0.00	NA	$0.00	$26,900.00	$3,497.00	$0.00
Yr 3	FY25	$0.00	$29,300.00	$0.00	$0.00	NA	$0.00	$29,300.00	$3,809.00	$0.00
Yr 4	FY__	$0.00	$0.00	$0.00	$0.00	NA	$0.00	$0.00	$0.00	$0.00
Yr 5	FY__	$0.00	$0.00	$0.00	$0.00	NA	$0.00	$0.00	$0.00	$0.00
Total		$0.00	$81,100.00	$0.00	$0.00		$0.00	$81,100.00	$10,543.00	$0.00

Date Awarded:	06/30/25	**Tot. Awarded:**	**$81,100.00**	**Contract#:**	(Not Yet Available)
(or) **Date Denied:**		**Reason:**			
(or) **Date Withdrawn:**		**Reason:**			

Contact: vaughn.wilson@nashville.gov

Rev. 5/13/13
5449

GCP Rec'd 08/11/22

GCP Approved 08/11/22

VW

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GOVERNMENTAL GRANT CONTRACT

(cost reimbursement grant contract with a federal or Tennessee local governmental entity or their agents and instrumentalities)

Begin Date	End Date	Agency Tracking #	Edison ID
July 1, 2022	June 30, 2025	34347-88823	

Grantee Legal Entity Name	Edison Vendor ID
Metropolitan Government of Nashville and Davidson County dba Nashville Farmers' Market	4

Subrecipient or Recipient

☒ Subrecipient

☐ Recipient

CFDA #

Grantee's fiscal year end: June 30

Service Caption (one line only)

Project Diabetes Initiative Services

Funding —

FY	State	Federal	Interdepartmental	Other	TOTAL Grant Contract Amount
2023	$24,900.00				$24,900.00
2024	$26,900.00				$26,900.00
2025	$29,300.00				$29,300.00
TOTAL:	**$81,100.00**				**$81,100.00**

Grantee Selection Process Summary

☒ Competitive Selection	RFA 34347-54223 / DGA 34347-71323
☐ 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.

Eric Bucholz

CPO USE - GG

Speed Chart (optional)	Account Code (optional)
HL00015434	71301000

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GRANT CONTRACT
BETWEEN THE STATE OF TENNESSEE,
DEPARTMENT OF HEALTH
AND
METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY DBA NASHVILLE FARMERS' MARKET

This grant contract ("Grant Contract"), by and between the State of Tennessee, Department of Health, hereinafter referred to as the "State" or the "Grantor State Agency" and Grantee Metropolitan Government of Nashville and Davidson County dba Nashville Farmers' Market, hereinafter referred to as the "Grantee," is for the provision of Project Diabetes Initiative Services, as further defined in the "SCOPE OF SERVICES AND DELIVERABLES."

Grantee Edison Vendor ID # 4

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. Service Definitions.

a. Accrual – A charge for work that has been done but not yet invoiced, for which provision is made at the end of a financial period.

b. Grand Divisions – The three (3) Grand Divisions of Tennessee are the Eastern, Middle, and Western, as defined by Tennessee Code Annotated § 4-1-201 through § 4-1-203.

c. Healthy Foods – Those food items recommended for increased use by the *Dietary Guidelines for Americans, 2020-2025*, published by the U.S. Departments of Agriculture and Health and Human Services and detailed at: https://www.dietaryguidelines.gov/

A.3. Service Goal. To reduce the incidence of chronic disease in Tennessee.

A.4. Service Recipients. Those who are or who are at risk of developing chronic disease in Tennessee.

A.5. Service Description. The Grantee shall provide services, with measurable outcomes, as specified in its approved Project Diabetes Initiative proposal as set forth in **Attachment 1** and incorporated herein by reference. The Grantee shall:

a. Incorporate, at a minimum, one (1) of two (2) Project Diabetes goals and a select number of strategies recommended by the *County Health Rankings & Roadmaps* website. The *County Health Rankings & Roadmaps* program provides data, evidence, guidance, and examples to build awareness of the multiple factors that influence health and support community leaders working to improve health and increase health equity.

Those goals are:

(1) Increase access to food and beverage environments that ensure that healthy food and beverage options are the routine, easy choice.

(2) Increase physical activity access and outreach.

b. Clearly define the methodology of the program and the evidence to support the method of intervention(s);

c. Provide a detailed work plan of the proposed activities, including responsible parties and dates for each funded year;

d. Evaluate the implemented objective(s) and strategy(ies) using metrics defined and detailed in its approved Project Diabetes Initiative proposal;

e. Participate annually in a one (1) day technical assistance meeting to be held in the Grantee's Grand Division of the State (in either Knoxville, Nashville, or Jackson, as applicable) or virtually. The State shall provide the location for the one (1) day meeting;

f. Provide, at a minimum, one (1) presentation of activities undertaken through this Grant. In this presentation, the Grantee shall provide information on effective methods used in its project. The State shall provide the location for the meeting; and

g. A written justification must be submitted to the project officer for approval before any electronic equipment can be purchased.

A.6. Service Reporting. The Grantee shall:

a. submit quarterly progress reports, in a format provided by the State, no later than thirty (30) days following the end of each calendar quarter and will provide data from a menu of outcome metrics as provided by the State. The Grantee shall submit an annual report no later than July 31 of each year of the Contract which evaluates in detail the health impact of its program strategies and outcomes.

b. The Grantee shall provide Accrual data to the Program Director no later than June 15 annually in a format provided by the State.

A.7. 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., below);

b. the State grant proposal solicitation as may be amended, if any;

c. the Grantee's approved proposal (**Attachment 1**) incorporated to elaborate supplementary scope of services specifications.

A.8. In the event that the Grantee is subject to an audit in accordance with Section D.19. hereunder, the Grantee shall submit to the State contact listed in D.8. a copy of the audit report and Notice of Audit Report Attachment

A.9. No funds awarded under this Grant Contract shall be used for lobbying federal, state, or local officials.

B. TERM OF CONTRACT:

B.1. This Grant Contract shall be effective for the period beginning on July 1, 2022 ("Effective Date") and ending on June 30, 2025 ("Term"). The State shall have no obligation to the Grantee for fulfillment of the Scope outside the Term.

B.2. Term Extension. It is understood and agreed that the State may extend the Term an additional period of time, not to exceed one hundred-eighty (180) days beyond the expiration date of this Grant Contract, under the same terms and conditions. In no event, however, shall the maximum Term, including all extensions or renewals, exceed a total of sixty (60) months.

C. PAYMENT TERMS AND CONDITIONS:

C.1. Maximum Liability. In no event shall the maximum liability of the State under this Grant Contract exceed Eighty-One Thousand One Hundred dollars ($81,100.00) ("Maximum Liability"). The Grant Budget, attached and incorporated as **Attachment 2** 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 (**Attachment 3**) 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:

Joan Cook, Director, Project Diabetes
Tennessee Department of Health
Division of Family Health and Wellness
Andrew Johnson Tower, 8th Floor
710 James Robertson Parkway
Nashville, TN 37243
(615) 253-8745
Joan.Cook@tn.gov

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 Health, Division of Family Health and Wellness.
(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.
(4) An invoice under this Grant Contract shall be presented to the State within thirty (30) days after the end of the calendar month in which the subject costs were incurred or services were rendered by the Grantee. An invoice submitted more than thirty (30) days after such date will NOT be paid. The State will not deem such Grantee costs to be allowable and reimbursable by the State unless, at the sole discretion of the State, the failure to submit a timely invoice is warranted. The Grantee shall submit a special, written request for reimbursement with any such untimely invoice. The request must detail the reason the invoice is untimely as well as the Grantee's plan for submitting future invoices as required, and it must be signed by a Grantee agent that would be authorized to sign this Grant Contract.

C.6. Budget Line-items. Expenditures, reimbursements, and payments under this Grant Contract shall adhere to the Grant Budget. The Grantee may move up to twenty percent (20%) of a line-item amount to another line-item category provided that any increase is off-set by an equal reduction of other line-item amount(s) and the total Grant Contract amount detailed by the Grant Budget does not increase. An increase of any line item funded at zero dollars ($0.00) shall require prior approval of the Grantor State Agency.

C.7. Disbursement Reconciliation and Close Out. The Grantee shall submit a grant disbursement reconciliation report within thirty (30) days following the end of each quarter and a final invoice and final grant disbursement reconciliation report within forty-five (45) days of the Grant Contract end date and in form and substance acceptable to the State (**Attachment 4**).

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 Department of Finance and Administration Policy Statement 03 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:

Joan Cook, Director, Project Diabetes
Tennessee Department of Health
Division of Family Health and Wellness
Andrew Johnson Tower, 8th Floor
710 James Robertson Parkway
Nashville, TN 37243
Joan.Cook@tn.gov
Telephone # (615) 253-8745

The Grantee:

Darrell Lane, Executive Director
Metropolitan Government of Nashville and Davidson County dba Nashville Farmers’ Market
1 Public Sq.
Nashville, TN 37201-5007
darrell.lane@nashville.gov
Telephone #: (615) 390-5031
FAX #: (615) 880-2000

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 **Attachment 5** to the Grant Contract.

D.19. Audit Report. For purposes of this Section, pass-through entity means a non-federal entity that provides a subaward to a subrecipient to carry out part of a federal program.

The Grantee shall provide audited financial statements to the Tennessee Comptroller of the Treasury ("Comptroller") if during the Grantee's fiscal year, the Grantee: (1) expends seven hundred fifty thousand dollars ($750,000) or more in direct and indirect federal financial assistance and the State is a pass-through entity; (2) expends seven hundred fifty thousand dollars ($750,000) or more in state funds from the State; or (3) expends seven hundred fifty thousand dollars ($750,000) or more in federal financial assistance and state funds from the State, and the State is a pass-through entity.

At least ninety (90) days before the end of its fiscal year, the Grantee shall complete **Attachment 6** to notify the State whether or not Grantee is subject to an audit. The Grantee should submit only one, completed Notice of Audit Report document during the Grantee's fiscal year. Any Grantee that is subject to an audit and so indicates on **Attachment 6** shall complete **Attachment 7**. If the Grantee is subject to an audit, Grantee shall obtain the Comptroller's approval before engaging a licensed, independent public accountant to perform the audit. The Grantee may contact the Comptroller for assistance identifying auditors.

All audits shall be performed in accordance with the Comptroller's requirements, as posted on its web site. 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.

The audit contract between the Grantee and the Auditor shall be on a contract form prescribed by the Comptroller. The Grantee shall be responsible for payment of fees for an audit prepared by a licensed, independent public accountant. Payment of the audit fees by the Grantee shall be subject to the provision relating to such fees contained within this Grant Contract. The Grantee shall be responsible for reimbursing the Comptroller for any costs of an audit prepared by the Comptroller.

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—200.326 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.

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.

E.2. Printing Authorization. The Grantee agrees that no publication coming within the jurisdiction of Tenn. Code Ann.§§ 12-7-101, *et seq*., shall be printed pursuant to this Grant Contract unless a printing authorization number has been obtained and affixed as required by Tenn. Code Ann. § 12-7-103(d).

E.3. Work Papers Subject to Review. The Grantee shall make all audit, accounting, or financial analysis work papers, notes, and other documents available for review by the Comptroller of the Treasury or his representatives, upon request, during normal working hours either while the analysis is in progress or subsequent to the completion of this Grant Contract.

E.4. Prohibited Advertising. The Grantee shall not refer to this Grant Contract or the Grantee's relationship with the State under this Grant Contract in commercial advertising in such a manner as to state or imply that the Grantee or the Grantee's goods or services are endorsed. The obligations set forth in this Section shall survive the termination of this Grant Contract.

E.5. Environmental Tobacco Smoke. Pursuant to the provisions of the federal "Pro-Children Act of 1994" and the "Children's Act for Clean Indoor Air of 1995," Tenn. Code Ann. §§ 39-17-1601 through 1606, the Grantee shall prohibit smoking of tobacco products within any indoor premises in which services are provided to individuals under the age of eighteen (18) years. The Grantee shall post "no smoking" signs in appropriate, permanent sites within such premises. This prohibition shall be applicable during all hours, not just the hours in which children are present. Violators of the prohibition may be subject to civil penalties and fines. This prohibition shall apply to and be made part of any subcontract related to this Grant Contract.

E.6. Healthy Eating Requirements. Grant recipients who purchase or serve snacks or meals in conjunction with their performance under this Grant Contract shall provide only healthy foods. No

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high sugar beverage shall be served at any time. Fruits and vegetables shall be given preference in menu selections.

IN WITNESS WHEREOF,

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY DBA NASHVILLE FARMERS' MARKET:

"See next page"

GRANTEE SIGNATURE **DATE**

PRINTED NAME AND TITLE OF GRANTEE SIGNATORY (above)

DEPARTMENT OF HEALTH:

MORGAN MCDONALD, MD, FACP, FAAP, INTERIM COMMISSIONER **DATE**

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SIGNATURE PAGE
FOR
GRANT NO. Project Diabetes 22-25

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

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

Darrell W Jones
060 Department

8/10/22
Date

APPROVED AS TO AVAILABILITY OF FUNDS:

DocuSigned by:
Kelly Flannery
Kelly Flannery, Director of Finance
Department of Finance

8/17/2022
Date

APPROVED AS TO RISK AND INSURANCE:

DocuSigned by:
Balogun Cobb
Director of Insurance

8/22/2022
Date

APPROVED AS TO FORM AND LEGALITY:

DocuSigned by:
Macy Amos
Metropolitan Attorney

8/19/2022
Date

FILED:

Metropolitan Clerk

Date

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RFA 34347-54223 Project Diabetes Application

Response ID:12 Data

1. GRANT APPLICATION

1. Applicant Information:

Organization Name
Nashville Farmers' Market

First Name
Heather

Last Name
Hoch

Title
Program Coordinator III

Street Address
900 Rosa L Parks Blvd

Apt/Suite/Office

City
Nashville

State
TN

Zip
37208

Phone Number
4806399481

Email Address
heather.hoch@nashville.gov

Re-confirm Email Address
heather.hoch@nashville.gov

Fax Number

Mobile Phone

URL

2. Select the category you are applying for:

Category A: Three fiscal years with funds not to exceed $150,000 per year with a maximum total of $450,000

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3. Select the performance goal(s) that will be the focus for your project:

Goal 1: Creating food and beverage environments that ensure that healthy food and beverage options are the routine, easy choice.

4. Performance Goal 1: Check the strategy(ies) that your organization will implement to ensure that healthy food and beverage options are the routine, easy choice. For each strategy selected, you must write at least one well-defined SMART objective, or more as needed, to clearly delineate how you will implement the selected strategy.

Strategy 1.8: Fruit and vegetable incentive programs - Offer participants with low incomes matching funds to purchase healthy foods, especially fresh fruits and vegetables; often called bonus dollars, market bucks, Double Up Food Bucks or nutrition incentives.

Performance Goal 2: Select the strategy(ies) that your organization will implement to ensure that physical activity is an integral and routine part of life. For each strategy selected, you must write at least one well-defined SMART objective, or more as needed, to clearly delineate how you will implement the selected strategy.

5. Please type the strategy number(s) (Example: Strategy 2.7) for each strategy selected and list the SMART (Specific, Measurable, Achievable, Realistic & Time Bound) objective(s) for each activity that must be taken in order to achieve the results of the proposed strategy(ies).

The Nashville Farmers' Market Project Diabetes initiative will focus on doubling Supplemental Nutrition Assistance Program incentives spent at our Market as outlined in Strategy 1.8. Since our Supplemental Nutrition Assistance Program doubling program is already operational, we have both a proven track record and metrics beginning at the program's formation in 2019. Our goal within this project period is to increase awareness and usage of the program 20% year over year among new users and a 10% increase in overall transactions. We already track new versus repeat users in our transactional reporting, as well as transaction total, tokens distributed, date and the farm beneficiary. From 2020 to 2021, we had a 37% increase of new users and a 32% increase in transactions overall. The 40% repeat user rate in 2021 shows that our program has dedicated users, while the 90% token return rate shows the program is functioning as intended. With these metrics in mind, our growth rates designated for this project are conservative and achievable. While the majority of the funding that we are requesting will go to Supplemental Nutrition Assistance Program incentives directly, the funding requested for a part-time, seasonal assistant to administer token distribution and collection will help to ensure consistency of the program for users and our farm vendors alike. We tested this strategy in 2021 with a seasonal intern and were able to increase usage over 30%, as previously mentioned. Additionally, funding reserved to revamp signage, fliers and other programmatic materials will help increase awareness for the Fresh Bucks program, which to this point has grown organically via word of mouth from our farmers and weekend assistance at our Info Booth.

6. Project Abstract and Problem Statement (750 Word Limit) - Please do not use any acronyms. Include:
Brief project description. Briefly describe the project that you have formed to meet the need.
Desired outcomes. Address how your project could meet the defined need for the defined population.
Community support. Demonstrate how there is community interest and backing for this project.

Project Description: Since 2019, the Nashville Farmers' Market has offered a Supplemental Nutrition Assistance Program dollar doubling program, Fresh Bucks, to program users. While "Double Up" programs are common in the farmers' market world, many only allow users to buy fruits and vegetables due to limitations with funding from "Power of Produce," "Produce RX," "GusNIP" and other large federal food initiative grants. Fresh Bucks is unique because the program allows its users to buy not only fresh, regionally-grown fruits and vegetables, but also all kinds of farm products, such as meat, eggs, dairy and value-added products. Widening the scope of what users can buy allows us to offer a diversity of nutritious options to program users that align more with what shoppers actually buy for their families at the grocery store. It also helps our farms stay competitive in offerings with supermarkets and grocery stores for Supplemental Nutrition Assistance Program dollars.
Participating farms at the Nashville Farmers' Market apply to accept Electronic Benefits Transfer cards for Supplemental Nutrition Assistance Program benefits. Once approved by the United States Department of Agriculture, those farms are added to the roster of Fresh Bucks vendors. Currently, those vendors are Smiley's Farm, Plano Produce, Morning Star Farm and Pure Pasture Farm, with two farms application pending approval. Supplemental Nutrition Assistance Program recipients can use their

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Electronic Benefits Transfer cards to purchase eligible food items at those vendors' Market booths. During weekend Info Booth hours, program users trade in their qualifying receipts to receive tokens of the same value—effectively doubling every Supplemental Nutrition Assistance Program dollar they spend at the Market.

Fresh Bucks tokens work just like cash with the program's vendors and do not expire. However, users are limited to $100 in tokens per visit in order to both account for a realistic weekly grocery budget, but also ensure funding is distributed to as many users as possible. Farmers then turn in their tokens to Nashville Farmers' Market's Program Coordinator on a weekly or monthly basis (as needed) for full reimbursement.

Community Support: Over the course of 3 months in the summer of 2021, we surveyed 78 different Fresh Bucks users. 94% of those users lived in Tennessee and 85% lived in Davidson County specifically. Nearly half of all respondents lived within 5 miles of the Nashville Farmers' Market. The survey also found that 61% of respondents were using the Fresh Bucks program for the first time, which is also how we determined that an estimated 40% of users are repeat visitors.

Due to our status as a Metro Nashville government department, we are unable to directly accept EBT cards to double funds in a single transaction. Therefore, we rely on our participating farms ensure the program continues to operate. It is with their cooperation that we are able to serve so many in our direct vicinity.

Desired Outcomes: As outlined in question 5, our primary outcome is to use Strategy 1.8 to increase access to nutritious food for underserved communities in our immediate zip code (37208, North Nashville) primarily with the most use in Davidson County specifically. Within those geographical parameters, we hope to increase new users by 20% year over year and a 10% increase in overall transactions each year. The increase in transactions and users will demonstrate that more Supplemental Nutrition Assistance Program funding is being spent with our farms on nutritious farm products.

Doubling Supplemental Nutrition Assistance Program dollars at Nashville Farmers' Market increases access to fresh, nutrient-rich local foods that might otherwise seem too expensive in comparison to commodity supermarket goods. While the benefits to users are clear, it also serves to support local farms and agriculture. Not only do our farms get paid out from the initial purchase, which ensures Supplemental Nutrition Assistance Program funding is spent locally, it also means our farmers get the doubled dollar amount once the Fresh Bucks user returns to spend their tokens.

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7. Project Narrative (750 Word Limit) - Please provide a project narrative detailing how you will work to achieve your goal(s) and objectives. Please do not use any acronyms. Include:

Background information. Describe why you think the project will work. Is the project evidence-based or innovative? Why do you think it will be a good service to the targeted communities?

Strategies and milestones. Describe project milestones and provide a timeline of when you plan to complete them. Explain roles and responsibilities and how you will ensure your progress appropriately throughout the project.

Collaboration. Describe any other plans, projects or initiatives happening in conjunction with other state agencies, non-profits, or businesses related to your project. Explain how you will work with these entities.

Demonstrate that you are aware of federal and state regulations applicable to your project and how you will ensure you are in compliance. If you will be seeking additional funds for the project, demonstrate that your project meets the required state and federal regulations to seek the additional funding. This could include regulations for proper installation of playground equipment and construction of greenways, sidewalks, and bikeways. Regulations also include all Americans with Disabilities Act requirements.

Plans for sustainability, maintenance, and training (if applicable) related to your project.

Community Involvement. Explain how you will keep the community involved throughout the project.

Background information: The reason we believe the Fresh Bucks Program will work is simple: it has since 2019. The reason we are seeking funding is due to the evidence-based, exponential growth we've seen since the program's inception.

Fresh Bucks launched in April 2019 and finished the year with 2,921 tokens distributed and $2,202 in vendor reimbursement. Since Fresh Bucks tokens don't expire, return rate isn't exact month-to-month, which can account for the discrepancy in token distribution and vendor reimbursement as evidenced by the next year's metrics.

In 2020, Fresh Bucks distributed 5,757 tokens and $6,391 in vendor reimbursement—a 97 percent increase in distribution from 2019 nearly doubling that year's total.

In 2021, Fresh Bucks distributed 19,531 tokens with $16,597 in vendor reimbursements—a 340% increase from 2020 and over 6 times the distribution from 2019. With 752 total redemption visits over 2021, the average receipt total redeemed through the program is just under $26.

Since the program's inception, 28,710 tokens have been distributed with $26,083 in vendor reimbursements. With an over 90%

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return rate of tokens overall and an estimated 40% of repeat users, it is clear that Fresh Bucks users rely on this program and have used it as intended with regularity. Which means $26,000 has been turned into fresh, healthy food choices already with the Fresh Bucks program for those in our community.

Strategies and Milestones: To ensure our success metrics for this project are met, I will be comparing quarterly token distribution rates and new user rates to ensure that our program is on track to be successful for Project Diabetes. As the Program Coordinator, I will take on all reporting, reimbursement and tracking within the project. I will be assisted by a part-time intern to be hired to distribute tokens, complete user surveys and collect tokens from farmers. By end of FY23, I will have a good idea of if the program is meeting its goals through data tracking. Our Marketing Coordinator will assist in designing and printing program materials, while our Office Manager will assist with invoicing. Through the monthly reimbursement tracking, quarterly analysis and annual reporting, I will keep my finger on the pulse of the program's metrics and be able to be agile to adjust our marketing and collaborative promotional efforts to ensure targets are met.

Collaboration: In order to get the word out to Nashvillians who are eligible to use Fresh Bucks, I have fostered relationships with key players in local food justice organizations on compatible programming and informational sharing. I will continue to rely on partnerships or trainings through with Tennessee Justice Center, Tennessee State University's "SNAP-Ed" program, Nashville Food Project, Second Harvest Food Bank, Tennessee Association of Farmers' Market, Fair Food Network and Farmers Market Coalition. Additionally, the Community Relations and Corporate Social Responsibility wing of Piedmont Gas has been a committed partner in our market's food justice work since 2021.

Demonstrate that you are aware of federal and state regulations applicable to your project and how you will ensure you are in compliance: We will ensure compliance with governmental regulations by continuing to require our farms to go through the United States Department of Agriculture for approval to accept Electronic Benefit Transfer cards, showing that the products they are selling meet the standards of the Supplemental Nutrition Assistance Program. Since Fresh Bucks will be funded in full if our Project Diabetes funds are awarded, we will not need to see additional funds. Finally, our Farm Sheds, including the Info Booth, where the program's entire user-based operations occur are all accessible in conjunction with the Americans with Disabilities Act.

Plans for Sustainability: In the short term, the Project Diabetes grant will ensure the Fresh Bucks program is fully funded for the next three years for both incentive distribution/reimbursement and part-time staffing to administer the program consistently. With the program funded, I can focus my efforts on an initiative in conjunction with the Tennessee Association of Farmers' Markets to apply for a "GusNIP" grant to get Double Up funding for every farmers' market in the state for three years. The effects of this grant, if awarded, could have a lasting impact on food access, not just in Nashville, but across the entire state.

Community Involvement: Through strategic partnerships and connections made with the organizations outlined in the "Collaboration" section, we will target both Nashville communities in need and the North Nashville community more specifically to increase awareness and usage of the Fresh Bucks program among those communities' food insecure populations.

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8. Project Management (500 Word Limit) - Please provide a narrative describing your organization's qualifications and ability to manage the project successfully and achieve outcomes. Please do not use acronyms. Include the answers to the following questions:

Have you managed a similar project? If so, what objectives were met and unmet?

What personnel will provide the key expertise for the success of your project, including progress reports, invoicing and financial management?

What specific plans have you made to partner with other groups or organizations to accomplish your objectives? How have you aligned this project with your community's health priorities?

-I have managed the Fresh Bucks program since August 2020. While there were no set objectives to the program when I began, aside from distributing nutrition incentives, I have implemented reporting and surveying systems that have allowed the program to have measurable outcomes. I have also standardized the reimbursement process for our vendors to ensure payment is consistent, which, in turn, encourages more vendors to want to join the program to receive program funds. Overall, I am most proud of the fact that the program has grown over six times in token distribution since its inception, providing nearly $20,000 in Fresh Bucks funds in 2021 alone.

-As the Program Coordinator, I will continue to execute all Fresh Bucks reporting, reimbursement and tracking required within the project, including the financial management of project funds. I will be assisted by a part-time intern (to be hired), as I was in 2021, to distribute tokens, complete user surveys and collect tokens from farmers. Our Marketing Coordinator will assist in designing and printing program materials, as well as lend expertise on social media promotions and campaigns to increase

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community awareness. Our Office Manager will assist with invoicing and the back-end reimbursement process within Metro Nashville government.
-Currently, Piedmont Gas is sponsoring the Fresh Bucks program for funds enough to get us through until the Project Diabetes funds are awarded.
Although I do not have specific partnership plans in place for community outreach and engagement, I will continue to work with Tennessee Justice Center, Tennessee State University's "SNAP-Ed" program, Nashville Food Project, Second Harvest Food Bank, Tennessee Association of Farmers' Market, Fair Food Network and Farmers Market Coalition on outreach specific to this project, as well as adjacent food justice and nutrition incentive work.

9.

Evaluation (Exhibit 1) - Please do not use any acronyms. Complete logic model and work plan template and timeline and evaluation template. Please see RFA exhibit 1.

a. **General grant project logic model and work plan which visually presents the relations among the project's strategies/activities, short-term impacts, and outcomes.**

b. **Preliminary* logic model and work plan that describes how you will collect and organize data to address, at a minimum, the four categories below over the course of the grant period. You are encouraged to collect data such as demographics (e.g.: age, gender, race/ethnicity), socio-economic status (e.g.: income/poverty, education, health insurance), and health status (e.g.: diabetes, cardiovascular disease) where possible. Include timeframes for evaluation activities that align with your general project activities.**

   i. **Availability and Access: Number of people who are aware of, have access to, and/or could benefit from the project.**

   ii. **Participation: Number of people who have used, participated in, and/or taken advantage of the completed/ongoing project.**

   iii. **Outcomes: Number of people who have experienced positive impact(s) from the project. What behavioral/health changes have been observed?**

   iv. **Sustainability: How will you (a) assess the potential for maintaining the project and (b) measure the number of people who will benefit from the project when the grant has ended?**

***Submission of a more comprehensive logic model and work plan will be required after the contract has been awarded.**

NFM_PD_Logic_Model_2022.xlsx

10. Budget (500 Word Limit) Please do not use any acronyms. Include a detailed budget and budget narrative, including anticipated revenue and expenses, grant funding, and other sources, (including in-kind, if applicable). Address sustainability and maintenance beyond the grant period. Clearly delineate funding requests and total project cost. Additionally, if the organization has received funding from the state in the past, they need to provide a brief history. Did they handle funds and contractual obligations responsibly? If not, what has changed in the organization to ensure that they will handle the funds appropriately with a new grant?

Since our Fresh Bucks program is already operational, there are no start up costs associated with our grant fund request. Due to that fact, 85% of the funds we're requesting will be used directly to double nutrition incentives. According to the Feeding America Foundation, 1 in 8 people in Tennessee are experiencing food insecurity, with 1 in 6 Tennessee children facing hunger. The increased use of Supplemental Nutrition Assistance Program programming at the Nashville Farmers' Market has several contributing factors, including a general increased awareness of the program and the addition of two new Fresh Bucks vendors

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this year alone.
It is likely that 2021 has seen such a large increase in Fresh Bucks usage partially due to P-EBT distribution to families with small children who would typically benefit from school meal programming, but were offered Supplemental Nutrition Assistance Program assistance to compensate for the decrease or lack of that programming due to COVID-19. Additionally, many of our other Fresh Bucks users are senior citizens experiencing food insecurity.
The funds we've requested for nutrition incentive doubling account for a 10% increase in total transaction redemption year over year for three years, which will serve the dual purpose of providing much-needed additional revenue streams for our local farms as well as providing increased access to nutritious foods for Davidson County residents experiencing food insecurity.
The second largest fund we're requesting is $10,800 for three years of part-time, seasonal intern assistance with token distribution, token collection and survey administration. Our intern program was highly successful last season, resulting in a Master's student from Tulane gathering valuable demographical data from our program users. The intern's regular schedule at the Info Booth also increased consistency and reliability of the program, which encouraged program users to rely more on the market's offerings. The requested funds break down as $15/hour, 8 hours/day and 30 weekend days for three years.
Finally, we've requested $200 annually for printing and production of informational fliers and signage to promote the program to ensure we're hitting our increase metrics.
Nashville Farmers' Market is dedicating staff time to this project with most of the contribution coming from 20% of the Program Coordinator's annual time/salary budgeting. Our total in-kind contribution will be $64,300, which does not account for program materials already purchased by the market.

11. Please upload the budget template that is provided with this RFA.

NFM_PD_Budget_2022.xls

12.

Additional Attachments (the total of all additional attachments may not exceed 10 pages) Supplemental attachments can include, but are not limited to:

- **Letters of Commitment are required from all partners who have a role in implementing the project. The expectations and responsibilities of the planned partnership must be bullet pointed in the letter. Mere letters of support are not encouraged.**
- **Documents that demonstrate public input and support**
- **Plans**
- **Pictures**
- **Convening meeting minutes**

Please combine all of your additional documents into one file attachment that does not exceed 10 pages.

NFM_PD_Additional_Considerations_2022.pdf

2. Thank You!

New Send Email

Apr 09, 2022 14:52:15 Success: Email Sent to: competitive.health@tn.gov

New Send Email

Apr 09, 2022 14:52:16 Success: Email Sent to: heather.hoch@nashville.gov

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ATTACHMENT 2

GRANT BUDGET

NASHVILLE FARMERS MARKET

APPLICABLE PERIOD: The grant budget line-item amounts below shall be applicable only to expense incurred during the period beginning 07/01/2022, and ending 06/30/2025. ROLLUP

POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY [1] (detail schedule(s) attached as applicable)	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1	Salaries[2]	$10,800.00	$0.00	$10,800.00
2	Benefits & Taxes	$0.00	$0.00	$0.00
4, 15	Professional Fee/ Grant & Award [2]	$0.00	$0.00	$0.00
5	Supplies	$500.00	$0.00	$500.00
6	Telephone	$0.00	$0.00	$0.00
7	Postage & Shipping	$0.00	$0.00	$0.00
8	Occupancy	$0.00	$0.00	$0.00
9	Equipment Rental & Maintenance	$0.00	$0.00	$0.00
10	Printing & Publications	$600.00	$0.00	$600.00
11, 12	Travel/ Conferences & Meetings[2]	$0.00	$0.00	$0.00
13	Interest [2]	$0.00	$0.00	$0.00
14	Insurance	$0.00	$0.00	$0.00
16	Specific Assistance To Individuals[2]	$69,200.00	$0.00	$69,200.00
17	Depreciation [2]	$0.00	$0.00	$0.00
18	Other Non-Personnel [2]	$0.00	$0.00	$0.00
20	Capital Purchase [2]	$0.00	$0.00	$0.00
22	Indirect Cost (% and method)	$0.00	$0.00	$0.00
24	In-Kind Expense	$0.00	$0.00	$0.00
25	**GRAND TOTAL**	$81,100.00	$0.00	$81,100.00

[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: http://www.tn.gov/finance/looking-for/policies.html).

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

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ATTACHMENT 2 (Continued)

GRANT BUDGET

NASHVILLE FARMERS MARKET

APPLICABLE PERIOD: The grant budget line-item amounts below shall be applicable only to expense incurred during the period beginning 07/01/2022, and ending 06/30/2023. **YEAR 1**

POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY [1] (detail schedule(s) attached as applicable)	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1	Salaries[2]	$3,600.00	$0.00	$3,600.00
2	Benefits & Taxes	$0.00	$0.00	$0.00
4, 15	Professional Fee/ Grant & Award [2]	$0.00	$0.00	$0.00
5	Supplies	$200.00	$0.00	$200.00
6	Telephone	$0.00	$0.00	$0.00
7	Postage & Shipping	$0.00	$0.00	$0.00
8	Occupancy	$0.00	$0.00	$0.00
9	Equipment Rental & Maintenance	$0.00	$0.00	$0.00
10	Printing & Publications	$200.00	$0.00	$200.00
11, 12	Travel/ Conferences & Meetings[2]	$0.00	$0.00	$0.00
13	Interest [2]	$0.00	$0.00	$0.00
14	Insurance	$0.00	$0.00	$0.00
16	Specific Assistance To Individuals[2]	$20,900.00	$0.00	$20,900.00
17	Depreciation [2]	$0.00	$0.00	$0.00
18	Other Non-Personnel [2]	$0.00	$0.00	$0.00
20	Capital Purchase [2]	$0.00	$0.00	$0.00
22	Indirect Cost (% and method)	$0.00	$0.00	$0.00
24	In-Kind Expense	$0.00	$0.00	$0.00
25	**GRAND TOTAL**	$24,900.00	$0.00	$24,900.00

[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: http://www.tn.gov/finance/looking-for/policies.html).

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

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ATTACHMENT 2 (Continued)

GRANT BUDGET LINE-ITEM DETAIL

YEAR 1

SALARIES									**AMOUNT**
Name, Title	Monthly Salary		# of Months		% of time				
Part-Time, Seasonal Intern (to be hired, disburses, collects and counts tokens, issues direct-to-user surveying at info booth for program data collection)	$480.00	x	7.5	x	100.00%	+		Seasonal	$3,600.00
							ROUNDED TOTAL		**$3,600.00**

SPECIFIC ASSISTANCE TO INDIVIDUALS	**AMOUNT**
SNAP Doubling Nutrition Incentive Funds (10% increase from FY22)	$20,900.00
ROUNDED TOTAL	**$20,900.00**

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ATTACHMENT 2 (Continued)

GRANT BUDGET

NASHVILLE FARMERS MARKET

APPLICABLE PERIOD: The grant budget line-item amounts below shall be applicable only to expense incurred during the period beginning 07/01/2023, and ending 06/30/2024. YEAR 2

POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY [1] (detail schedule(s) attached as applicable)	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1	Salaries[2]	$3,600.00	$0.00	$3,600.00
2	Benefits & Taxes	$0.00	$0.00	$0.00
4, 15	Professional Fee/ Grant & Award [2]	$0.00	$0.00	$0.00
5	Supplies	$100.00	$0.00	$100.00
6	Telephone	$0.00	$0.00	$0.00
7	Postage & Shipping	$0.00	$0.00	$0.00
8	Occupancy	$0.00	$0.00	$0.00
9	Equipment Rental & Maintenance	$0.00	$0.00	$0.00
10	Printing & Publications	$200.00	$0.00	$200.00
11, 12	Travel/ Conferences & Meetings[2]	$0.00	$0.00	$0.00
13	Interest [2]	$0.00	$0.00	$0.00
14	Insurance	$0.00	$0.00	$0.00
16	Specific Assistance To Individuals[2]	$23,000.00	$0.00	$23,000.00
17	Depreciation [2]	$0.00	$0.00	$0.00
18	Other Non-Personnel [2]	$0.00	$0.00	$0.00
20	Capital Purchase [2]	$0.00	$0.00	$0.00
22	Indirect Cost (% and method)	$0.00	$0.00	$0.00
24	In-Kind Expense	$0.00	$0.00	$0.00
25	**GRAND TOTAL**	$26,900.00	$0.00	$26,900.00

[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: http://www.tn.gov/finance/looking-for/policies.html).

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

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ATTACHMENT 2 (Continued)

GRANT BUDGET LINE-ITEM DETAIL

YEAR 2

SALARIES									**AMOUNT**
Name, Title	Monthly Salary		# of Months		% of time				
Part-Time, Seasonal Intern (to be hired, disburses, collects and counts tokens, issues direct-to-user surveying at info booth for program data collection)	$480.00	x	7.5	x	100.00%	+		Seasonal	$3,600.00
							ROUNDED TOTAL		**$3,600.00**

SPECIFIC ASSISTANCE TO INDIVIDUALS	**AMOUNT**
SNAP Doubling Nutrition Incentive Funds (10% increase from FY23)	$23,000.00
ROUNDED TOTAL	**$23,000.00**

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ATTACHMENT 2 (Continued)

GRANT BUDGET

NASHVILLE FARMERS MARKET

APPLICABLE PERIOD: The grant budget line-item amounts below shall be applicable only to expense incurred during the period beginning 07/01/2024, and ending 06/30/2025. **YEAR 3**

POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY [1] (detail schedule(s) attached as applicable)	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1	Salaries[2]	$3,600.00	$0.00	$3,600.00
2	Benefits & Taxes	$0.00	$0.00	$0.00
4, 15	Professional Fee/ Grant & Award [2]	$0.00	$0.00	$0.00
5	Supplies	$200.00	$0.00	$200.00
6	Telephone	$0.00	$0.00	$0.00
7	Postage & Shipping	$0.00	$0.00	$0.00
8	Occupancy	$0.00	$0.00	$0.00
9	Equipment Rental & Maintenance	$0.00	$0.00	$0.00
10	Printing & Publications	$200.00	$0.00	$200.00
11, 12	Travel/ Conferences & Meetings[2]	$0.00	$0.00	$0.00
13	Interest [2]	$0.00	$0.00	$0.00
14	Insurance	$0.00	$0.00	$0.00
16	Specific Assistance To Individuals[2]	$25,300.00	$0.00	$25,300.00
17	Depreciation [2]	$0.00	$0.00	$0.00
18	Other Non-Personnel [2]	$0.00	$0.00	$0.00
20	Capital Purchase [2]	$0.00	$0.00	$0.00
22	Indirect Cost (% and method)	$0.00	$0.00	$0.00
24	In-Kind Expense	$0.00	$0.00	$0.00
25	**GRAND TOTAL**	$29,300.00	$0.00	$29,300.00

[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: http://www.tn.gov/finance/looking-for/policies.html).

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

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ATTACHMENT 2 (Continued)

GRANT BUDGET LINE-ITEM DETAIL

YEAR 3

SALARIES									**AMOUNT**
Name, Title	Monthly Salary		# of Months		% of time				
Part-Time, Seasonal Intern (to be hired, disburses, collects and counts tokens, issues direct-to-user surveying at info booth for program data collection)	$480.00	x	7.5	x	100.00%	+		Seasonal	$3,600.00
							ROUNDED TOTAL		**$3,600.00**

SPECIFIC ASSISTANCE TO INDIVIDUALS	**AMOUNT**
SNAP Doubling Nutrition Incentive Funds (10% increase from FY24)	$25,300.00
ROUNDED TOTAL	**$25,300.00**

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TN Department of Health

Invoice Reimbursement Form

Section 1: Contract Information (to be completed by TDH Accounts)

PO # _____

PO Line # _____

Receipt # _____

Agency Invoice # _____

Edison Contract # _____

Edison Vendor # _____

Edison Address Line # _____

AP Attachment (check if yes) ☑

Section 2: Invoice Information (to be completed by Contractor/Grantee)

Contract Invoice # _____

Invoice Date _____

Service Start Date _____

Service End Date _____

Contract Start Date _____

Contract End Date _____

Contact Person Name _____

Phone # _____

Remit Payment to:

Business Name _____

Street Address _____

City _____

State _____

ZIP _____

Budget Line Items	(A) Total Contract Budget	(B) Amount Billed YTD	(C) Monthly Expenditures Due
Salaries			
Benefits			
Professional Fee/Grant/Award			
Supplies			
Telephone			
Postage and Shipping			
Occupancy			
Equipment Rental and Maintenance			
Printing and Publications			
Travel/Conferences and Meetings			
Interest			
Insurance			
Specific Assistance to Individuals			
Depreciation			
Other Non-Personnel			
Capital Purchase			
Indirect Costs			
TOTAL	$ 0.00	$ 0.00	$ 0.00

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Section 3: Payment Information (to be completed by TDH Program)

Service Type (Select One): ☐ Medical Services ☑ Non-Medical Services

Speedchart	User Code	Project ID	Amount ($)

Section 4: Authorized Signatures

Contractor/Grantee Authorization

Name: _____

Date: _____

Signature: _____

TDH Program Authorization

Name: _____

Date: _____

Signature: _____

TDH Accounts Authorization

Name: _____

Date: _____

Signature: _____

Section 5: Additional Comments

DocuSign Envelope ID: 20C622C4-9D67-43C4-8493-E98CD9D6BD93

Instructions & Hints

Do not send a worksheet that is linked to another file

Line by line instructions are on the "line by line info" tab
Retain this file in blank form
Use "File Save As" to save information for a specific contract or reporting period
File Names: **Please use the following format when naming files.**
name of agency REPORTING PERIOD END.xls
do not abbreviate the agency name
example: davidson county health MARCH 02.xls
Reporting period - the start and end dates of the quarter being reported
Reporting periods are based on the Agency's fiscal year
Grant period - the start and end dates of the contract being reported
Send a report for every quarter even if there is no activity for that quarter
Abbreviations - do not abbreviate the Agency name
Number pages using the "page_____of _____ pages" format

THE WORKSHEET IS NOT PROTECTED
do not overwrite formulas (identified by yellow shading and "0") or change formats
do not overwrite/edit shaded areas (move to the cell beyond the shading for input)
do not add (insert) lines **do not change shaded areas**

Expense and Revenue pages can show information for 2 contracts
Use separate Schedules A & B to report contracts for each granting State agency
Use additional expense and revenue pages for more than 2 contracts
copy all lines & fields to the first blank line below the last line in column A
with the cursor at the start of the added page, use "insert" "page break" for print purposes
reset print range to cover the added page(s) and correct the page numbers
Contract Number is the State Contract Number, NOT the agency program number
Report by program within the State Contract Number within State Department
Summarize programs into totals by State Contract Number and State Department totals
Do not combine State Contract Numbers
One Funding Information Summary and one Schedule C are required from each contractor submitting reports
Review Section C in all contracts for reporting requirements

ALLOCATION OF ADMINISTRATIVE COSTS
Requires completion of all attached sheets

NOTE If files are not properly named and print ranges not set, the report will be returned for correction
Do not send invoices with expense reports
If a refund is due, mail reports with check or send note with e-mail that check in the mail.

e-mail completed files to: Policy3.AMO.Health@tn.gov
e-mail filing replaces mailing forms
or mailing Address:
Monaliz Hana Telephone: 615-253-3406
Tennessee Department of Health
Fiscal Services
6th Floor Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243

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PROGRAM EXPENSE REPORT (Excerpted from Policy 3 statement)
SCHEDULE A
EXPENSE BY OBJECT LINE-ITEMS

There are seventeen specific object expense categories; two subtotals (Line 3, Total Personnel Expenses, and Line 19, Total Non-personnel Expenses); and Reimbursable Capital Purchases (Line 20), above Line 21, Total Direct Program Expenses. All expenses should be included in one or more of the specific categories, or in an additional expense category entered under Line 18, Other Non-personnel Expenses. The contracting state state agency may determine these requirements.

With the exception of depreciation, everything reported in Lines 1 through 21 must represent an actual cash disbursement or accrual as defined in the Basis For Reporting Expenses/Expenditures section on page 13.

THE YEAR-TO-DATE EXPENSES MUST BE TRACEABLE TO THE REPORTING AGENCY'S GENERAL LEDGER

Line 1 Salaries And Wages
On this line, enter compensation, fees, salaries, and wages paid to officers, directors, trustees, and employees. An attached schedule may be required showing client wages or other included in the aggregations.

Line 2 Employee Benefits & Payroll Taxes
Enter (a) the organization's contributions to pension plans and to employee benefit programs such as health, life, and disability insurance; and (b) the organization's portion of payroll taxes such as social security and Medicare taxes and unemployment and workers' compensation insurance. An attached schedule may be required showing client benefits and taxes or other included in the aggregations.

Line 3 Total Personnel Expenses
Add lines 1 and 2.

Line 4 Professional Fees
Enter the organization's fees to outside professionals, consultants, and personal-service contractors. Include legal, accounting, and auditing fees. An attached schedule may be required showing the details in the aggregation of professional fees.

Line 5 Supplies
Enter the organization's expenses for office supplies, housekeeping supplies, food and beverages, and other supplies. An attached schedule may be required showing food expenses or other details included in the aggregations.

Line 6 Telephone
Enter the organization's expenses for telephone, cellular phones, beepers, telegram, FAX, E-mail, telephone equipment maintenance, and other related expenses.

Line 7 Postage And Shipping
Enter the organization's expenses for postage, messenger services, overnight delivery, outside mailing service fees, freight and trucking, and maintenance of delivery and

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shipping vehicles. Include vehicle insurance here or on line 14.

Line 8 Occupancy
Enter the organization's expenses for use of office space and other facilities, heat, light, power, other utilities, outside janitorial services, mortgage interest, real estate taxes, and similar expenses. Include property insurance here or on line 14.

Line 9 Equipment Rental And Maintenance
Enter the organization's expenses for renting and maintaining computers, copiers, postage meters, other office equipment, and other equipment, except for telephone, truck, and automobile expenses, reportable on lines 6, 7, and 11, respectively.

Line 10 Printing And Publications
Enter the organization's expenses for producing printed materials, purchasing books and publications, and buying subscriptions to publications.

Line 11 Travel
Enter the organization's expenses for travel, including transportation, meals and lodging, and per diem payments. Include gas and oil, repairs, licenses and permits, and leasing costs for company vehicles. Include travel expenses for meetings and conferences. Include vehicle insurance here or on line 14.

Line 12 Conferences And Meetings
Enter the organization's expenses for conducting or attending meetings, conferences, and conventions. Include rental of facilities, speakers' fees and expenses, printed materials, and registration fees (but not travel).

Line 13 Interest
Enter the organization's interest expense for loans and capital leases on equipment, trucks and automobiles, and other notes and loans. Do not include mortgage interest reportable on line 8.

Line 14 Insurance
Enter the organization's expenses for liability insurance, fidelity bonds, and other insurance. Do not include employee-related insurance reportable on line 2. Do not include property and vehicle insurance if reported on lines 7, 8, or 11.

Line 15 Grants And Awards
Enter the organization's awards, grants, subsidies, and other pass-through expenditures to individuals and to other organizations. Include allocations to affiliated organizations. Include in-kind grants to individuals and organizations. Include scholarships, tuition payments, travel allowances, and equipment allowances to clients and individual beneficiaries. Pass-through funds are not included when computing administrative expenses reported on Line 22.

Line 16 Specific Assistance to Individuals
Enter the organization's direct payment of expenses of clients, patients, and individual beneficiaries. Include such expenses as medicines, medical and dental fees, children's board, food and homemaker services, clothing, transportation, insurance coverage, and wage supplements.

Line 17 Depreciation

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Enter the expenses the organization records for depreciation of equipment, buildings, leasehold improvements, and other depreciable fixed assets.

Line 18 Other Non-personnel Expenses

NOTE: Expenses reportable on lines 1 through 17 should not be reported in an additional expense category on line 18. A description should be attached for each additional category entered on line 18. The contracting state agency may determine these requirements.
Enter the organization's allowable expenses for advertising (1), bad debts (2), contingency provisions (7), fines and penalties (14), independent research and development (reserved) (17), organization (27), page charges in professional journals (29), rearrangement and alteration (39), recruiting (41), and taxes (47). Include the organization’s and employees' membership dues in associations and professional societies (26). Include other fees for the organization's licenses, permits, registrations, etc.

Line 19 Total Non-personnel Expenses
Add lines 4 through 18.

Line 20 Reimbursable Capital Purchases
Enter the organization's purchases of fixed assets. Include land, equipment, buildings, leasehold improvements, and other fixed assets. An attached schedule may be required showing the details for each such purchase.

Line 21 Total Direct Program Expenses
Add lines 3, 19, and 20.
Includes direct and allocated direct program expenses.

Line 22 Administrative Expenses
The distribution will be made in accordance with an allocation plan approved by your cognizant state agency.

Line 23 Total Direct And Administrative Expenses
Line 23 is the total of Line 21, Total Direct Program Expenses, and Line 22, Administrative Expenses. Line 23, Total Direct and Administrative Expenses Year-to-Date should agree with the Total of Column B, Year-to-Date Actual Expenditures of the *Invoice for Reimbursement.*

Line 24 In-Kind Expenses
In-kind Expenses (Line 24) is for reporting the value of contributed resources applied to the program. Approval and reporting guidelines for in-kind contributions will be specified by those contracting state agencies who allow their use toward earning grant funds.
Carry forward to Schedule B, Line 38.

Line 25 Total Expenses
The sum of Line 23, Total Direct and Administrative Expenses, and Line 24, In-kind Expenses, goes on this line.

PROGRAM REVENUE REPORT (PRR)
SCHEDULE B

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SOURCES OF REVENUE

The revenue page is intended to be an extension of the total expenses page, in that the columns should match up by contract/attachment number and program title. There are ten revenue sources (Schedule B, Part 1) and three subtotals (Lines 33, 41, and 43). Additional supplemental schedules for one or more of the line items may be attached, if needed. Each revenue column should be aligned with its corresponding expense column from Schedule A.

Reimbursable Program Funds

Line 31 Reimbursable Federal Program Funds
Enter the portion of Total Direct & Administrative Expenses reported on Line 23, Schedule A, that is reimbursable from federal program funds. The state funding agency may require an attached detail listing and reconciliation schedule.

Line 32 Reimbursable State Program Funds
Enter the portion of Total Direct & Administrative Expenses reported on Line 23, Schedule A, that is reimbursable from state program funds. The state funding agency may require an attached detail listing and reconciliation schedule.

Line 33 Total Reimbursable Program Funds (Equals Schedule B, Line 55)
Add lines 31 and 32.

Matching Revenue Funds

Line 34 Other Federal Funds
Enter the portion of matching revenues reported on Line 54, Subtract Matching Expenses (Equals Line 41), that is from other federal funds. The state funding agency may require an attached detail listing and reconciliation schedule.

Line 35 Other State Funds
Enter the portion of matching revenues reported on Line 54, Subtract Matching Expenses (Equals Line 41), that is from other state funds. The state funding agency may require an attached detail listing and reconciliation schedule.

Line 36 Other Government Funds
Enter the portion of matching revenues reported on Line 54, Subtract Matching Expenses (Equals Line 41), that is from other government funds. The state funding agency may an attached detail listing and reconciliation schedule.

Line 37 Cash Contributions (Non-government)
Enter the portion of matching revenues reported on Line 54, Subtract Matching Expenses (Equals Line 41), that is from such sources of cash contributions as corporations, foundations, trusts, individuals, United Ways, other not-for-profit organizations, and from affiliated organizations. The state funding agency may require an attached detail listing and reconciliation schedule.

Line 38 In-Kind Contributions (Equals Schedule A, Line 24)
Enter the portion of matching revenues reported on Line 54, Subtract Matching Expenses (Equals Line 41), that is from direct and administrative in-kind contributions. The state

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funding agency may require an attached detail listing and reconciliation schedule. Approval and guidelines for valuation and reporting of in-kind contributions will be specified by those grantor agencies who allow their use toward earning grant funds.

Line 39 Program Income
Enter the portion of matching revenues reported on Line 54, Subtract Matching Expenses (Equals Line 41), that is from program income related to the program funded by the state agency. The state funding agency may require an attached detail listing.

Line 40 Other Matching Revenue
Enter the portion of matching revenues reported on Line 54, Subtract Matching Expenses (Equals Line 41), that is from other revenues not included in lines 34 through 39. The state funding agency may require an attached detail listing.

Line 41 Total Matching Revenue Funds
Add lines 34 through 40

Line 42 Other Program Funds
Enter program income related to the program funded by the state agency but not reported as matching revenue funds on Line 54.

Line 43 Total Revenue
Add lines 33, 41, and 42

RECONCILIATION BETWEEN TOTAL EXPENSES AND REIMBURSABLE EXPENSES SCHEDULE B - (Lines 51 to 59)

This section, at the bottom of Schedule B, is for subtracting non-reimbursable amounts included in Total Expenses (Line 25, Schedule A and Line 51, Schedule B).
The first line of this section, Line 51, Total Expenses, is brought forward from the last last line of the corresponding Schedule A Total Expense Page.

There are three categories of adjustments for which titled lines are provided:

Line 52 OTHER UNALLOWABLE EXPENSES:
Some program expenses may not be reimbursable under certain grants. This is a matter between the contracting parties, and will vary according to the state agency involved and the type of grant or contract. Consult your contract or the department that funds the program for guidelines.

Line 53 EXCESS ADMINISTRATION:
This adjustment line may be used to deduct allocated Administration and General expenses in excess of an allowable percentage specified in the grant contract. It may also be used to deduct an adjustment resulting from limitations on certain components of Administration and General expenses. Again, the specific guidelines of the department and grant involved are the controlling factor.

Line 54 MATCHING EXPENSES (Equals Schedule B, Line 41)
Since the goal is to arrive at a reimbursable amount, the expenses paid out of other sources

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of funding, local support and program user fees for example, will have to be deducted. The amount left should be only that which is to be paid for by the contracting state agency.

Line 55 REIMBURSABLE EXPENSES (Line 51 less Lines 52, 53, and 54)
(Equals Schedule B, Line 33)
This is the amount that the contracting state agency will pay for the quarter's operations of the program. The cumulative column is what the grant actually paid to date.

Line 56 TOTAL REIMBURSEMENT-TO-DATE
In the quarter-to-date column, this is the total received for this quarter from filing of the Invoice For Reimbursement. The cumulative column's amount is the total received for the grant year-to-date.

Line 57 DIFFERENCE (Line 55 less Line 56)
This is the portion of Reimbursable Expenses not yet paid.

Line 58 ADVANCES
Any advance payments for a grant should appear on this line.

Line 59 THIS REIMBURSEMENT (Line 57 less Line 58)
The remainder should be the amount due under the grant contract. Actual payments are made through the invoicing process and not through the filing of this report.

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POLICY 3 REPORTING REQUIREMENTS - SUMMARY

Policy 3 requires reporting the entire operation of the Grantee agency. This could include numerous programs and contracts. Policy 3 requirements are outlined in each contract and are available on line at: http://www.state.tn.us/finance/act/policyb.html

The "Contractor/Grantee" is the agency receiving the state grant.

The "Contracting State Agency" is the state agency that gives the grant.

Reports are normally due 30 days after the close of the Grantee's accounting quarter and year, which may/may not coincide with the State accounting quarter and year end. Exact requirements are in the contract.

Policy 3 reporting requires one report from each contracting agency consisting of Schedules A, B, and C and a Funding Information Summary. Schedules A and B detail each program added to a contract total. Schedules A and B are designed to show 2 programs per page and there would be only one Schedule C per grantee. On Schedules A and B, programs that are not state funded can be rolled into a single program category. The lines on Schedule A for year-to-date information add across all programs/contracts to the corresponding line on the Schedule C - Grant contracts in the first column and non-grant operations in the second column.

The third column of the Schedule C shows Administrative Expenses incurred by the Grantee. Administrative expenses are generally those that benefit programs but are not directly associated with the program/contract. These could include the Executive Director, office operation, accounting staff, and other similar expenses. This column will also show the allocation of Administrative Expenses to the various programs/contracts, if this is done by the Grantee. If allocated, a negative on line 22 is equal to the Administrative Expense allocated to the grant and non-grant programs/contracts. Administrative Expenses may include some items that are not subject to allocation so the amount allocated may/may not equal the total Administrative Expense reported. Allocation of Administrative Expenses requires an approved allocation plan.

The fourth column of the Schedule C shows the total operation of the reporting grantee for the year-to-date. The Policy 3 report should, in total, match the total operation of the Grantee.

The funding Information Summary shows the method of allocating Administrative Expenses. If there is no approved allocation plan and the grantee does not allocate Administrative Expenses, then there is no entry on Schedule C, line 22 and no allocation to the programs/contracts. This form must be submitted with every report.

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Tennessee Department of Health
Funding Information Summary

AGENCY NAME _____
ADDRESS _____
CITY, STATE, ZIP _____

REPORTING PERIOD: (MM/DD/YY) FROM: _____ THRU: _____

AGENCY FISCAL YEAR END (MM/DD) _____

COST ALLOCATION: DOES YOUR ORGANIZATION HAVE AN APPROVED COST ALLOCATION PLAN?
YES ___ NO ___

If yes, Name of organization that approved the Plan: _____

IF COST ALLOCATION IS APPLIED, INDICATE THE METHOD OF ALLOCATION:
Ratio of direct program salaries to total direct salaries applied to administrative cost. _____
Ratio of direct program expenditure to total direct expenditures applied to administrative cost. _____
Cost step down. _____
Other (describe) _____

Is your organization: _____ A private not-for-profit organization?
_____ A state college or university, or part of a city government?

DIRECTOR _____ PHONE # _____

PREPARER OF REPORT _____ PHONE # _____

DATE COMPLETED _____

Schedule A, Part 1 STATE OF TENNESSEE PROGRAM EXPENSE REPORT

CONTRACTOR/GRANTEE _____ FEDERAL ID # _____

CONTRACTING STATE AGENCY _____ REPORT PERIOD _____

Program # _____ _____

Contract Number _____ _____

Grant Period _____ _____

Program Name _____ _____

Service Name _____ _____

Schedule A

Item #	EXPENSE BY OBJECT:	QUARTER TO DATE	YEAR TO DATE	QUARTER TO DATE	YEAR TO DATE
1	Salaries and Wages				
2	Employee Benefits & Payroll Taxes				
3	Total Personnel Expenses (add lines 1 and 2)	0.00	0.00	0.00	0.00
4	Professional Fees				
5	Supplies				
6	Telephone				
7	Postage and Shipping				
8	Occupancy				
9	Equipment Rental and Maintenance				
10	Printing and Publications				
11	Travel				
12	Conferences and Meetings				
13	Interest				
14	Insurance				
15	Grants and Awards				
16	Specific Assistance to Individuals				
17	Depreciation				
18	Other Non-personnel Expenses (detail)				
a	_____				
b	_____				
c	_____				
d	_____				
19	Total Non-personnel Expenses (add lines 4 - 18)	0.00	0.00		0.00
20	Reimbursable Capital Purchases				
21	TOTAL DIRECT PROGRAM EXPENSES	0.00	0.00		0.00
22	Administrative Expenses				
23	TOTAL DIRECT AND ADMINISTRATIVE EXPENSES	0.00	0.00	0.00	0.00
24	In-Kind Expenses				
25	TOTAL EXPENSES	0.00	0.00	0.00	0.00

Attachment 4

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Schedule B, Part 1 STATE OF TENNESSEE PROGRAM EXPENSE REPORT

CONTRACTOR/GRANTEE FEDERAL ID #

CONTRACTING STATE AGENCY REPORT PERIOD

Program #
Contract Number
Grant Period
Program Name
Service Name

Schedule B

Item #	SOURCES OF REVENUE	QUARTER TO DATE	YEAR TO DATE	QUARTER TO DATE	YEAR TO DATE
	Reimbursable Program Funds				
31	Reimbursable Federal Program Funds				
32	Reimbursable State Program Funds				
33	Total Reimbursable Program Funds (equals line 55)	0.00	0.00	0.00	0.00
	Matching Revenue Funds				
34	Other Federal Funds				
35	Other State Funds				
36	Other Government Funds				
37	Cash Contributions (non-government)				
38	In-Kind Contributions (equals line 24)	0.00	0.00	0.00	0.00
39	Program Income				
40	Other Matching Revenue				
41	Total Matching Revenue Funds (lines 34 - 40)	0.00	0.00	0.00	0.00
42	Other Program Funds				
43	Total Revenue (lines 33, 41, & 42)	0.00	0.00	0.00	0.00
	Reconciliation Between Total and Reimbursable Expenses				
51	Total Expenses (line 25)	0.00	0.00	0.00	0.00
52	Subtract Other Unallowable Expenses (contractual)				
53	Subtract Excess Administration Expenses (contractual)				
54	Subtract Matching Expenses (equals line 41)	0.00	0.00	0.00	0.00
55	Reimbursable Expenses (line 51 less lines 52,53,54)	0.00	0.00	0.00	0.00
56	Total Reimbursement To Date				
57	Difference (line 55 less line 56)	0.00	0.00	0.00	0.00
58	Advances	0.00	0.00	0.00	0.00
59	This reimbursement (line 57 less line 58)	0.00	0.00	0.00	0.00

Attachment 4

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Schedule C - Final Page | STATE OF TENNESSEE | PROGRAM EXPENSE REPORT

CONTRACTOR/GRANTEE _____ FEDERAL ID # _____

CONTRACTING STATE AGENCY _____ REPORT PERIOD _____

Schedule A Year-To-Date Information

Item #	EXPENSE BY OBJECT:	TOTAL DIRECT PROGRAM EXPENSES	TOTAL NONGRANT/ UNALLOWABLE EXPENSES	TOTAL ADMINISTRATIVE EXPENSES	GRAND TOTAL
		YEAR TO DATE	YEAR TO DATE	YEAR TO DATE	YEAR TO DATE
1	Salaries and Wages				0.00
2	Employee Benefits & Payroll Taxes				0.00
3	Total Personnel Expenses	0.00	0.00	0.00	0.00
4	Professional Fees				0.00
5	Supplies				0.00
6	Telephone				0.00
7	Postage and Shipping				0.00
8	Occupancy				0.00
9	Equipment Rental and Maintenance				0.00
10	Printing and Publications				0.00
11	Travel				0.00
12	Conferences and Meetings				0.00
13	Interest				0.00
14	Insurance				0.00
15	Grants and Awards				0.00
16	Specific Assistance to Individuals				0.00
17	Depreciation				0.00
18	Other Non-personnel Expenses (detail)	----------	----------	----------	----------
a	_____				0.00
b	_____				0.00
c	_____				0.00
d	_____				0.00
19	Total Non-personnel Expenses	0.00	0.00	0.00	0.00
20	Reimbursable Capital Purchases				0.00
21	TOTAL DIRECT PROGRAM EXPENSES	0.00	0.00	0.00	0.00
22	Administrative Expenses				0.00
23	TOTAL DIRECT AND ADMINISTRATIVE EXPENSES	0.00	0.00	0.00	0.00
24	In-Kind Expenses				0.00
25	TOTAL EXPENSES	0.00	0.00	0.00	0.00

Attachment 4

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Attachment 5

Annual (Final) Report*

1. **Grantee Name:**
2. **Grant Contract Edison Number:**
3. **Grant Term:**
4. **Grant Amount:**
5. **Narrative Performance Details:** *(Description of program goals, outcomes, successes and setbacks, benchmarks or indicators used to determine progress, any activities that were not completed)*

Submit one copy to:

Joan Cook, Project Diabetes Director at Joan.Cook@tn.gov;

Morgan McDonald, MD, FACP, FAAP, Interim Commissioner, TN Department of Health; and

fa.audit@tn.gov, TN Department of Finance and Administration

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ATTACHMENT 6

Notice of Audit Report

Check one of the two boxes below and complete the remainder of this document as instructed. Send completed documents as a PDF file to cpo.auditnotice@tn.gov. ***The Grantee should submit only one, completed "Notice of Audit Report" document to the State ninety (90) days prior to the Grantee's fiscal year.***

☐ Grantee Legal Entity Name is subject to an audit for fiscal year #.

☐ Grantee Legal Entity Name is not subject to an audit for fiscal year #.

Grantee's Edison Vendor ID Number:

Grantee's fiscal year end:

Any Grantee that is subject to an audit must complete the information below.

Type of funds expended	Estimated amount of funds expended by end of Grantee's fiscal year
Federal pass-through funds a. Funds passed through the State of Tennessee b. Funds passed through any other entity	a. b.
Funds received directly from the federal government	
Non-federal funds received directly from the State of Tennessee	

Auditor's name:

Auditor's address:

Auditor's phone number:

Auditor's email:

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ATTACHMENT 7

Parent Child Information

The Grantee should complete this form and submit it with the Grant Contract. The Grantee should submit only one, completed "Parent Child Information" document to the State during the Grantee's fiscal year.

"Parent" means an entity whose IRS filing contains the information of at least one other entity.

"Child" means an entity whose information is contained in another entity's IRS filing.

Grantee's Edison Vendor ID number:

Is Grantee Legal Entity Name a parent? Yes ☐ No ☐

If yes, provide the name and Edison Vendor ID number, if applicable, of any child entities.

Is Grantee Legal Entity Name a child? Yes ☐ No ☐

If yes, complete the fields below.

Parent entity's name: _____

Parent entity's tax identification number: _____

Note: If the parent entity's tax identification number is a social security number, this form must be submitted via US mail to:

Central Procurement Office, Grants Program Manager
3rd Floor, WRS Tennessee Tower
312 Rosa L Parks Avenue
Nashville, TN 37243

Parent entity's contact information

Name of primary contact person: _____

Address: _____

Phone number: _____

Email address: _____

Parent entity's Edison Vendor ID number, if applicable: _____