

**Smart Growth America**

Improving lives by improving communities

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Anna Dearman  
Walking & Biking Manager  
City of Nashville  
750 S 5th Street  
Nashville, TN 37206

RE: Tennessee Complete Streets Leadership Academy Award

Dear Anna Dearman:

We are delighted to work with you as part of the cohort of three cities participating in the Tennessee Complete Streets Leadership Academy (Academy). The purpose of this letter is to formalize and establish the mutual commitments between Smart Growth America (SGA) and the City of Nashville (the Jurisdiction).

The Academy is a technical assistance and peer learning program with virtual and in-person workshops funded by a Cooperative Agreement from the Centers for Disease Control and Prevention's (CDC) Division of Nutrition, Physical Activity, and Obesity. The program is designed to help state DOTs and local communities work together to put Complete Streets into practice, engage in peer learning, and improve cross-jurisdictional coordination. During the workshops, participants will learn about Complete Streets best practices and discuss policy and procedural barriers to Complete Streets at the state and local levels. Throughout the workshops, participants will collaborate to plan and install "quick-build" temporary Complete Streets demonstration projects on state highways

The Jurisdiction and SGA agree to work together in a collaborative spirit and negotiate in good faith on all tasks and deliverables required for the Academy.

### **Dedication of Resources**

SGA, through its Cooperative Agreement with CDC, shall cover the following monetary costs of the work to be performed during the Academy:

1. SGA staff and consultant efforts retained for the Academy. SGA shall not cover the cost of the Jurisdiction staff efforts.
2. Travel assistance to the Jurisdiction to send a cohort of up to 17 individuals to one in-person workshop in Memphis, TN. This assistance shall cover travel expenses (including mileage, gasoline, public transit, taxi, flights, lodging, and a per diem for dinners based on federal guidance). SGA shall issue official travel reimbursement guidance, including a detailed breakdown of maximum reimbursement by expense type. It shall be the responsibility of individuals in the Jurisdiction's cohort to make travel arrangements. In line with the travel reimbursement guidance provided by SGA, either the Jurisdiction or individuals within its cohort

must provide SGA with receipts for **all** expenses, completed W-9s, and completed ACH authorization forms for electronic payment in order to receive reimbursement.

3. Catering expenses for the in-person workshop in Memphis, TN.
4. Costs to transport the attendees of the in-person workshop to the location of the Jurisdiction's project for a walking audit if needed using a shuttle, carpool or public transportation.
5. Two subawards to support the Jurisdiction's Complete Streets demonstration project, for a total of up to **\$15,000**.
  - a. SGA shall provide up to **\$10,000** to the Jurisdiction on an expense reimbursement basis. Funds must be used for temporary materials for the Jurisdiction's Complete Streets demonstration project. SGA shall issue detailed guidance on allowable expenses and the reimbursement process. The Jurisdiction shall submit an invoice to SGA with itemized expenses and receipts by July 31, 2023.
  - b. SGA shall provide **\$5,000** to the jurisdiction to support other aspects of the demonstration project, whether additional materials, stipends for partners, supplies or refreshments for a public event, or other expenses to make the project a success. The Jurisdiction shall submit an invoice to SGA within two weeks post execution of the Letter of Agreement.
6. A stipend of **\$4,000** to a local artist to support the artist's work on the demonstration project and planning process. The Jurisdiction shall identify and engage the artist. SGA shall directly contract with the artist. SGA shall directly administer the stipend to the artist.

The Jurisdiction shall provide the following resources and monetary support for the workshops and demonstration project:

1. Cover the monetary costs of jurisdiction staff time to attend 30 hours of virtual and in-person workshops, convene additional planning sessions with the local cohort as needed, engage community members to solicit input about the project, and facilitate all other demonstration project planning activities.

## Roles and Responsibilities

SGA shall:

1. Manage the Academy and be responsible for timely completion of all deliverables, including delivery of 30 hours of in-person and virtual workshops;
2. Serve as the fiscal agent for the Academy and be responsible for signing all contracts and handling all billing;
3. Complete a written case study on the Jurisdiction's demonstration project;

The Jurisdiction shall:

1. Engage its 20-person cohort to attend all virtual workshops.

2. Engage its cohort to attend the in-person workshop in Memphis, TN, distribute all travel reimbursement guidance provided by SGA to other members of the cohort, and encourage cohort members to submit receipts for reimbursement in a timely manner using forms provided by SGA. SGA cannot reimburse expenses without receipts.
3. Complete a Complete Streets demonstration project on a state-owned road through coordination with the state Department of Transportation. This project shall be installed before the end of the final virtual workshop block on June 7, 2023.. The Jurisdiction shall work with SGA to produce a case study about their demonstration project and analyze its projected benefits;
4. Comply with all federal laws, including but not limited to the Required Disclosures for Federal Awardee Performance and Integrity Information Systems (FAPIIS): *Consistent with 45 CFR 75.113, the Jurisdiction must disclose, in a timely manner in writing to SGA and the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Refer to the "Tennessee Complete Streets Leadership Academy Subaward guidance" document for further details.*

## Modification and Termination

These arrangements may be modified by mutual agreement of SGA and the Jurisdiction. This agreement may be terminated only by mutual agreement of the parties, or if funding is withdrawn by CDC, in which case SGA and the Jurisdiction shall make all reasonable efforts to find alternate funding sources and, failing that, complete the Academy to the extent possible using available resources.

Signed on behalf of City of Nashville

Name: Anna Dearman

Address: 750 S 5th Street, Nashville, TN 37206

Email: anna.dearman@nashville.gov

Phone: 615-862-8735

Title: Walking & Biking Manager

Signature: Anna Dearman

Signed on behalf of Smart Growth America

Name: Calvin Gladney

Title: President & CEO

Signature: Calvin Gladney



National Complete  
Streets Coalition

## Tennessee Complete Streets Leadership Academy

### Subaward guidance

SGA Associated Project #(s): CDC0 / 1203CDC003 / 102

SGA shall provide each participating Jurisdiction with subaward to support the Jurisdiction's Complete Streets demonstration project, for a total of up to \$15,000.

- **Subaward 1:** SGA shall provide up to \$10,000 to the Jurisdiction on an expense reimbursement basis. Funds must be used for temporary materials for the Jurisdiction's Complete Streets demonstration project. The Jurisdiction shall provide an invoice to SGA with itemized expenses and receipts.
- **Subaward 2:** SGA shall provide \$5,000 to the jurisdiction to support other aspects of the demonstration project, whether additional materials, stipends for partners, supplies or refreshments for a public event, or other expenses to make the project a success. SGA shall provide this subaward to the Jurisdiction upon execution of this letter.

In addition:

- **Artist stipend:** SGA shall provide a stipend of \$4,000 to a local artist to support the artist's work on the demonstration project and planning process. The Jurisdiction shall identify and engage the artist. SGA shall work directly with the artist to manage administration of the artist's stipend.

### Subaward 1: Detailed guidance (\$10,000)

#### Allowable expense guidelines

- Funds may be used for materials for temporary roadway safety installations, including but not limited to paint, reflective tape, rubber curbs, cones, and temporary signage, in accordance with TDOT requirements for allowable treatments in state right-of-way. Use of funds for these and other materials for temporary demonstration projects does not require advanced approval from SGA.
- All expenditures must have a clear relationship to the temporary demonstration project. SGA reserves the right to ask jurisdictions to submit explanations for purchases in writing if the relationship is not clear.
- Funds shall not be spent on permanent infrastructure, including but not limited to pouring concrete or anything included in a long-term maintenance plan.
- Funds may not be used to purchase food or beverages. Spending on alcohol is strictly prohibited.
- Funds may not be used to support staff time or to provide stipends for participation in the project planning process.



### Process

1. SGA will reimburse each jurisdiction for allowable expenses up to \$10,000.
2. Team leads must submit an invoice using the form provided by SGA with attached receipts for all reimbursable expenses, as well as an ACH authorization form. **SGA cannot reimburse expenses without itemized receipts.**
3. SGA will provide payment electronically within two months after receiving the jurisdiction's invoice.
4. All reimbursable expenses must be incurred before July 31, 2023. SGA strongly encourages jurisdictions to make and submit an invoice for all purchases before SGA's fiscal year 2023 ends on June 30. The deadline to submit an invoice to SGA is July 31, 2023.

### **Subaward 2 Detailed guidance (\$5,000)**

#### Allowable expense guidelines

- These funds are flexible and may be used for any purpose identified by the jurisdiction to help facilitate a successful temporary demonstration project. Eligible uses of funds include but are not limited to temporary materials such as those listed above, equipment rental, supplies or refreshments for an event, or stipends for community members providing project input.
- All expenditures must have a clear relationship to the temporary demonstration project. SGA reserves the right to ask jurisdictions to submit an explanation in writing of how the funds were used and how they support the project goals.

### Process

1. SGA will provide a single lump sum payment of \$5,000 upfront to each jurisdiction upon execution of each jurisdiction's Letter of Agreement. To receive the payment, within two weeks of the execution of the Letter of Agreement, jurisdictions must submit an invoice to SGA, an ACH authorization form, and a W-9 using blank forms provided.
2. SGA will provide payment electronically within two months after receiving the jurisdiction's invoice.