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## GRANT APPLICATION SUMMARY SHEET

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**Grant Name:** Community Project Funds-2023 Congressionally Directed Spending 23-26

**Department:** WATER & SEWER

**Grantor:** U.S. DEPARTMENT OF AGRICULTURE

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

**Total Applied For** \$1,078,020.00

**Metro Cash Match:** \$0.00

**Department Contact:** Rebecca Dohn  
5661328

**Status:** NEW

**Program Description:**

Replants Nashville's diminishing tree canopy and retain all the benefits it provides. The requested funding will be allocated to two canopy restoration projects:•Tree planting through contracted to our non-profit partners on private property•A pilot ash tree removal and canopy tree replanting in Metro ROW

**Plan for continuation of services upon grant expiration:**

Work is continued through Council's commitment to fund canopy restoration through resolution RS2023-2063 and Capital Prioritization of Ash Tree Removal.

**APPROVED AS TO AVAILABILITY OF FUNDS:**

*Kelly Flannery* 5/31/2023 | 8:16 AM CDT  
**Director of Finance** *R AP* **Date**

**APPROVED AS TO FORM AND LEGALITY:**

*Courtney Mohan* 6/1/2023 | 1:34 PM CDT  
**Metropolitan Attorney** **Date**

**APPROVED AS TO RISK AND INSURANCE:**

*Balogun Cobb* 6/1/2023 | 10:28 AM CDT  
**Director of Risk Management Services** **Date**

*John Cooper* 6/1/2023 | 12:15 PM CDT  
**Metropolitan Mayor** **Date**  
*(This application is contingent upon approval of the application by the Metropolitan Council.)*

**Grants Tracking Form**

Part One

<b>Pre-Application</b> <input type="radio"/>		<b>Application</b> <input checked="" type="radio"/>		<b>Award Acceptance</b> <input type="radio"/>		<b>Contract Amendment</b> <input type="radio"/>	
<b>Department</b>	<b>Dept. No.</b>	<b>Contact</b>				<b>Phone</b>	<b>Fax</b>
WATER & SEWER	065	Rebecca Dohn				5661328	
<b>Grant Name:</b> Community Project Funds-2023 Congressionally Directed Spending 23-26							
<b>Grantor:</b> U.S. DEPARTMENT OF AGRICULTURE <b>Other:</b>							
<b>Grant Period From:</b> 07/01/23		(applications only) <b>Anticipated Application Date:</b> Earmark					
<b>Grant Period To:</b> 09/30/26		(applications only) <b>Application Deadline:</b> Earmark					
<b>Funding Type:</b>	FED DIRECT	<b>Multi-Department Grant</b> <input type="checkbox"/> <b>If yes, list below.</b>					
<b>Pass-Thru:</b>		<b>Outside Consultant Project:</b> <input type="checkbox"/>					
<b>Award Type:</b>	OTHER	<b>Total Award:</b> \$1,078,020.00					
<b>Status:</b>	NEW	<b>Metro Cash Match:</b> \$0.00					
<b>Metro Category:</b>	New Initiative	<b>Metro In-Kind Match:</b> \$0.00					
<b>CFDA #</b>	10,730	<b>Is Council approval required?</b> <input checked="" type="checkbox"/>					
<b>Project Description:</b>		<b>Applic. Submitted Electronically?</b> <input checked="" type="checkbox"/>					
Replants Nashville's diminishing tree canopy and retain all the benefits it provides. The requested funding will be allocated to two canopy restoration projects: •Tree planting through contracted to our non-profit partners on private property •A pilot ash tree removal and canopy tree replanting in Metro ROW							
<b>Plan for continuation of service after expiration of grant/Budgetary Impact:</b>							
Work is continued through Council's commitment to fund canopy restoration through resolution RS2023-2063 and Capital Prioritization of Ash Tree Removal.							
<b>How is Match Determined?</b>							
<b>Fixed Amount of \$</b>		or		<b>% of Grant</b>		<b>Other:</b> <input type="checkbox"/>	
<b>Explanation for "Other" means of determining match:</b>							
No Match Required							
<b>For this Metro FY, how much of the required local Metro cash match:</b>							
<b>Is already in department budget?</b>		No		<b>Fund</b>	37039	<b>Business Unit</b>	
<b>Is not budgeted?</b>		<b>Proposed Source of Match:</b>					
<b>(Indicate Match Amount &amp; Source for Remaining Grant Years in Budget Below)</b>							
<b>Other:</b>							
<b>Number of FTEs the grant will fund:</b>		0.00		<b>Actual number of positions added:</b>		0.00	
<b>Departmental Indirect Cost Rate</b>		13.20%		<b>Indirect Cost of Grant to Metro:</b>		\$142,298.64	
<b>*Indirect Costs allowed?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No		<b>% Allow.</b> 0.00%		<b>Ind. Cost Requested from Grantor:</b>		\$0.00 in budget	
<b>*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)</b>							
<b>Draw down allowable?</b> <input type="checkbox"/>							
<b>Metro or Community-based Partners:</b>		Water and Sewer					

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	FY24	\$1,078,020.00	\$0.00		\$0.00			\$1,078,020.00	\$142,298.64	\$0.00
Yr 2	FY__									
Yr 3	FY__									
Yr 4	FY__									
Yr 5	FY__									
<b>Total</b>		\$1,078,020.00	\$0.00	\$0.00	\$0.00		\$0.00	\$1,078,020.00	\$142,298.64	\$0.00
<b>Date Awarded:</b>					<b>Tot. Awarded:</b>		<b>Contract#:</b> 0			
(or) <b>Date Denied:</b>					<b>Reason:</b>					
(or) <b>Date Withdrawn:</b>					<b>Reason:</b>					

Contact: [juanita.paulsen@nashville.gov](mailto:juanita.paulsen@nashville.gov)  
[vaughn.wilson@nashville.gov](mailto:vaughn.wilson@nashville.gov)

GCP Rec'd  
05/30/23

GCP Approved  
05/30/23

VW

**Application for Federal Assistance SF-424**

\* 1. Type of Submission:

- Preapplication  
 Application  
 Changed/Corrected Application

\* 2. Type of Application:

- New  
 Continuation  
 Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify):

\* 3. Date Received:

06/01/2023

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\* a. Legal Name:

The Metropolitan Government of Nashville &amp; Davidson County

\* b. Employer/Taxpayer Identification Number (EIN/TIN):

62-0694743

\* c. UEI:

LGZLHP6ZHM55

**d. Address:**

\* Street1:

1600 2nd Ave North

Street2:

\* City:

Nashville

County/Parish:

Davidson County

\* State:

TN: Tennessee

Province:

\* Country:

USA: UNITED STATES

\* Zip / Postal Code:

37208-0000

**e. Organizational Unit:**

Department Name:

Metro Water Services

Division Name:

Stormwater Division

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix:

\* First Name:

Rebecca

Middle Name:

\* Last Name:

Dohn

Suffix:

Title:

Stormwater Sustainability Coordinator

Organizational Affiliation:

Employee of Grantee

\* Telephone Number:

(615) 566-1328

Fax Number:

\* Email:

rebecca.dohn@nashville.gov

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

USDA

**11. Catalog of Federal Domestic Assistance Number:**

10.730

CFDA Title:

Community Project Fund- Congressionally Directed Spending

**\* 12. Funding Opportunity Number:**

N/A

\* Title:

Community Project Fund- Congressionally Directed Spending

**13. Competition Identification Number:**

N/A

Title:

Metro Nashville Tree Canopy Restoration for Natural Resource Enhancement

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

Landscape Scale Restoration Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424****16. Congressional Districts Of:**\* a. Applicant \* b. Program/Project 

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**\* a. Start Date: \* b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="1,078,020.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="1,078,020.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

 \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title: \* Telephone Number:  Fax Number: \* Email: 

\* Signature of Authorized Representative:

DocuSigned by:

Scott Potter/dt

\* Date Signed:

Community Project Appropriations-2023 Congressional Directed Spending  
(Forest Information & Analysis Funds)  
**Metro Nashville Tree Canopy Restoration for Natural Resource Enhancement**  
Metropolitan Government of Nashville and Davidson County  
FY2023

**Lead Contact(s):**

Program Manager Lead Name and Contact Information

Rebecca Dohn, (615)566-1328, 1607-A County Hospital Rd. Nashville, TN 37218,  
Rebecca.Dohn@Nashville.gov

Additional Program Contacts (Partnership coordinator(s), etc.)

Mekayle Houghton, (615)210-9600, 35 Peabody Street, #305, Nashville TN 37210,  
mekayle.houghton@cumberlandrivercompact.org

Financial Contact(s) Name(s) and Contact Information

Amanda K. Deaton-Moyer, 615-862-4782, 1600 2<sup>nd</sup> Ave. North, Nashville, TN 37208,  
Amanda.deaton-moyer@nashville.gov

**Purpose:**

The Community Project Funding for the House and Congressionally Directed Spending on the part of the Senate was authorized by the Consolidated Appropriations Act of 2023, P.L. 117-328, effective December 29, 2022. The program is intended to meet urgent needs across the United States, by funding projects submitted through members of Congress on behalf of their communities.

**Project Rationale:**

Metro Nashville has experienced rapid growth over the last 20 years, which has resulted in a significant decrease in its urban tree canopy. A canopy assessment performed in 2018 showed the loss of 918 acres of canopy on properties that were developed over an eight-year period. This translated to 13% canopy loss in the rapidly redeveloping urban areas. To help reduce the impact of these canopy losses, Metro Nashville started the Root Nashville campaign in 2018. This campaign is a public-private partnership to plant 500,000 trees by 2050. The campaign has planted over 33,000 trees to date and is continuing to ramp up operations on both the public and private sides to meet the 2050 goal. Root Nashville has launched an initiative to offer grants to non-profits to assist with canopy restoration and maintenance on private property where the greatest tree losses have occurred.

Nashville will also experience a substantial tree loss from the Emerald Ash Borer (EAB), which was first detected in Davidson County in 2014. This will result in the additional death of approximately 1.6 million trees county-wide. To better understand the impact to Metro government, a survey of ash and other hazard trees along 3,000 miles of Metro right-of-way (ROW) and in 200 park properties was conducted over the last three years. This inventory identified the need for felling or removal of over 15,500 trees in these areas. The estimated ten-year cost for this project, including replanting, exceeds \$40 million.

On a wider scale, both increased development and the EAB infestation are impacting the canopy of the State of Tennessee. Planting trees is one of the best management practices for enhancing our natural resources. Trees intercept and infiltrate rainwater, which reduces both the volume of runoff and the pollutants carried to our waterways. The root systems of trees stabilize soils and are especially effective at preventing streambank erosion. The loss of wildlife habitat in our urban areas is an ongoing concern for biodiversity and ecological balance. Newly reforested areas will help establish homes for a variety of species. Enhanced tree planting is necessary to help mitigate canopy lost to development and the pending loss of Tennessee's ash trees. Starting that replanting now will ensure all the benefits trees provide will begin to accumulate to improve our natural resources.

### **Scope of Work:**

This proposal seeks to help replant Nashville's diminishing tree canopy and retain all the benefits it provides. The \$1,078,020 in requested funding will be allocated to two canopy restoration projects:

- Tree planting contracted to our non-profit partners on private property.
- A pilot ash tree removal and canopy tree replanting in Metro ROW.

This project will help meet the goals in the 2016-2026 Urban Forestry Action Plan in the following ways:

- The planting of street trees will help mitigate automotive pollution and the heat island effect, which will improve human health and wellness (Goal 2).
- The project recruits tree captains from these historically underserved areas so that the benefits of trees can be experienced by all Nashvillians (Goal 3)
- The planting projects will require a diversity of species to increase biodiversity and urban forest resilience (Goal 4).

### **Canopy Restoration on Private Property**

Only six percent of the land in Davidson County is owned by Metro government, and the majority of tree canopy degradation in Davidson County has occurred on private property. A successful tree planting campaign needs to allocate significant resources to planting on private property. Tree-planting projects on private properties are best undertaken by non-profit operational partners who have fewer restrictions on improving private property. Non-governmental organizations (NGOs) can also leverage greater community support and engage more volunteers for tree planting activities.

The Cumberland River Compact (CRC) is the operational NGO partner for the Root Nashville campaign and has led its planting efforts since 2018. \$775,000 of the canopy funding will be contracted to the CRC to support their private property tree planting programs. This will include an expansion of their highly successful neighborhood captain program, which is a grassroots effort that uses neighbors to engage neighbors in tree planting. The funding will also provide planting assistance to larger institutions such as churches and colleges. Planting projects will be targeted to areas identified as experiencing canopy loss, with priority going to underserved communities.

Work will be completed in three years and result in the planting of 3,100 trees.

### **ROW Ash Removal & Replanting**

Metro Nashville has begun the process of ash tree removals to protect the public. These removals should be paired with replanting efforts to help maintain tree canopy and the benefits provided for stormwater runoff mitigation. A failure to combine replanting efforts with removal will likely result in fewer replacement trees in the landscape. Metro is proposing a project in the ROW that will pair ash tree removals with the replanting of canopy trees, when possible. Canopy trees were chosen because they provide greater water quality runoff mitigation than understory trees. To help protect our canopy from future tree threats, Metro will replant with a diversity of tree species.

Metro Nashville's ROW inventory has identified the location of ash trees. A total of 99 ash trees will be removed and two trees will be planted for each in return. This project will also include public outreach to educate residents both on the EAB infestation and the importance of trees to our city.

### **Methodology and Timeline:**

#### **Canopy Restoration on Private Property**

Activity	Expected Completion Date
Train Neighborhood Planting Captains cohorts – 50 individuals/year Emphasis on low income, non-english speaking neighborhoods	August 2023-2025
Work with residents to pick species, planting location and develop a care plan: residents will be offered a choice from 5 tree species	September 2023-2025
Plan projects for churches, neighborhood association, NGOs, schools, etc are eligible	July 2023-2025
Deliver and help plant trees: staff will deliver trees to recipients houses and plant trees for those who are unable to plant themselves	October-March 2023-2026
Trees will be monitored for survival and entered into tree plotter, the city's tree tracking software	ongoing

Progress will be tracked internally in real time. The Cumberland River Compact maintains detailed records of trees scheduled for delivery, trees planted, and trees under maintenance agreements. Programmatic and financial reports are shared with Metro Water quarterly. These reports provide a summary page with detailed supporting data also included. Finally, Tree Plotter will provide a publicly accessible map of where, and what species of trees are planted.

## ROW Ash Removal & Replanting

Activity	Expected completion date
Generate maps of ash trees for removals and contact tree maintenance contractors for quotes – Metro staff	October 2024
Find locations to plant trees in subareas where removals will occur – Metro staff	March 2025
Public Outreach: Contact Council Members and Beautification Commissioners to inform them of program. Mail letters to property owners to inform them of removals and replanting – Metro staff	March 2025
Ash tree removals – Metro contractors	March 2025
Plant trees in ROW – Metro contractors	March 2025
Water planted trees for two years – Metro contractors	September 2026
Tree survivability study – Metro staff	September 2026

Metro Nashville will internally track all ash tree removals and tree plantings. Each removal site and tree planting will be inspected prior to the payment of contractor invoices. Tracking spreadsheets will be updated within one week of completed work. The spreadsheets and invoices will be stored on a secure server. Planted trees will be added to both Metro's internal GIS system and the publically viewable Root Nashville tree tracker: <https://pg-cloud.com/NashvilleTN/>.

[Note: If future needs arise outside the Methodology activities as described, the Forest Service will need to approve a grant modification.]

**Accomplishment Reporting:**[Describe how activity accomplishments will be monitored and reported. (How does the recipient track performance/accomplishments.)]

The reporting period will be annually. Reporting will include accomplishments of goals, objectives and other deliverables that were funded with this grant. A reporting template will be provided by the USFS later.

**Budget:**

<b>Budget Items by SF 424A Object Class Categories</b>	<b>Federal \$</b>
<b>a. Personnel</b>	
<b>b. Fringe Benefits</b>	
<i>[Specific Budget Item]</i>	
<b>c. Travel</b>	
<i>[fuel for tree delivery]</i>	
<b>d. Equipment</b>	
<i>[/]</i>	
<b>e. Supplies</b>	
<i>[trees, mulch, planting supplies, misc]</i>	
<b>f. Contractual</b>	
<i>Canopy Restoration on Private Property (3,100 trees @\$250/tree)</i>	775,000
<i>Right of Way Ash Tree Removal and Replanting disease resistant tree</i>	303,020
<b>g. Construction</b>	
<i>[Specific Budget Item]</i>	0
<b>h. Other</b>	
<i>[website, email, data mngmnt software]</i>	
<i>[equipment repair]</i>	
<b>i. Total Direct Charges (sum of a-h)</b>	1,078,020
<b>j. Indirect Charges</b>	
<b>k. Totals (i + j)</b>	1,078,020
<b>l. Program Income</b>	0

**Canopy Restoration on Private Property Budget Narrative**

- Salary and Benefits for Personnel: Staff Salaries
- Personnel: Staff Fringe & Benefits 18% for medical insurance, retirement contributions and sick/vacation time.
- Program Supplies: Trees and Materials: Trees are expected to cost \$75-\$85/each with materials like mulch and soil amendments adding another \$10/tree.
- Tree delivery: Trees will be purchased in McMinnville, TN and trucked to Nashville. From a staging site in Nashville trees will be delivered by Compact staff to private property planting sites throughout the city. This line item covers the trucking fee from McMinnville to Nashville and the fuel costs incurred during local tree delivery.
- Communications & Outreach: Generating a demand for trees on private property through website, printed material distributions and signage.
- Program Equipment: Purchase of a skid steer, trailer and truck will reduce the project's dependence on contractors and increase efficiencies and capacity.
- Equipment Maintenance and Supplies: Expected replacement of tires and regular servicing schedule.

**ROW Ash Removal and Replanting Budget Narrative**

The project will entail the removal of 99 ash trees and the planting of 198 new trees in the ROW. The removals, stump grinding, and planting will be done by contractors and the trees will be watered for two years post planting. The cost for the tree removals was estimated by Metro's tree maintenance contractors and was based upon the average size of the trees. The \$615 price per planted tree was based upon the average cost of street tree plantings in fiscal year 2022 year plus two years of watering. The total project cost is estimated at \$303,020.

# of Ash Trees Removed	Removal Cost	# Trees Replanted	Replanting Cost
99	\$181,250	198	\$121,770



USDA Forest Service

OMB 0596-0217  
FS-1500-22**FINANCIAL CAPABILITY QUESTIONNAIRE**

FISCAL YEAR: 2023

Adequate accounting systems should meet the following criteria as outlined in the Office of Management and Budget's (OMB) Circular of Uniform Administrative Requirements, Cost Principles, and Audit Requirements found in 2 CFR Part 200, as implemented by USDA regulations 2 CFR Part 400.

- (1) Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant.
- (2) Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located.
- (3) The accounting system should provide accurate and current financial reporting information.
- (4) The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed management policies.

**APPLICANT ORGANIZATIONAL INFORMATION**

1. Name of Organization and Address:

Metropolitan Government of Nashville Davidson County  
1600 Second Ave N  
Nashville, TN 37208

2. Authorized Representative's Name and Title: Amanda Deaton-Moyer, Asst Director, Metro Water

3. Phone: 615 - 862 - 4782 ext.

4. Fax: - -

5. Email: amanda.deaton-moyer@nashville.gov

6. Year Established:  
19627. Employer Identification Number (EIN):  
62 - 06947438. DUNS Number:  
- - N/A

9. Type of Organization: Local Government

10. Approximate Number of Employees: 1,000

Full Time (Paid): 1,000

Full Time (Volunteer):

Part Time (Paid):

Part Time (Volunteer):

**FEDERAL AUDIT DATA**11. Have you been audited by a Federal agency?:  Yes  No

If yes, please indicate the type:

 OMB A-133 Single Audit (required of institutions that annually expend over \$750,000 in federal funds) Incurred Cost  Accounting System  Timekeeping

12. Date of Last Federal Audit/Review (m/d/yyyy): 7/1/2022

Audit Agency/Firm:  
Crosslin

If findings are reported, explain:

**FINANCIAL STATEMENT AUDIT DATA**

13. Date of Last Financial Statement Audit: 7/1/2023

Fiscal Period Audited: FY2022

Audit Firm: Crosslin

Auditor's Opinion on Financial Statement:

 Unqualified Opinion Qualified, Disclaimer  
or Adverse Opinions

If other than unqualified, state reason:



USDA Forest Service

OMB 0596-0217  
FS-1500-22

If you have not had an audit completed in the last two years, please submit a copy of your most recent tax forms (990 for non-profits). If you do not have a current tax form, please explain:

### ACCOUNTING SYSTEM

14. Has any Government Agency rendered an official written opinion concerning the adequacy of the accounting system for the collection, identification and allocation of costs under Federal contracts/grants?

Yes  No

15. If yes, provide name and address of Agency performing review:

**Attach a copy of the latest review and any subsequent correspondence, clearance documents, etc.**

16. Which of the following best describes your accounting system:

Manual  Automated  Combination

17. Does the accounting system identify the receipt and expenditure of program funds separately for each grant?

Yes  No  Not Sure

18. Does the accounting system provide for the recording of expenditures for each grant/contract by budget cost categories shown in the approved budget?

Yes  No  Not Sure

19. Does the accounting system provide for the recording of cost sharing or match for each grant? Can you ensure that documentation is available to support recorded match or cost share?

Yes  No  Not Sure

20. Are time distribution records maintained for each employee that specifically identify effort charged to a particular grant or cost objective?

Yes  No  Not Sure

21. Does the accounting/financial system include budgetary controls to preclude incurring obligations or costs in excess of total funds available for a grant?

Yes  No  Not Sure

22. Does the accounting/financial system include budgetary controls to preclude incurring obligations or costs in excess of total funds available for a budget cost category (e.g. Personnel, Travel, etc.)?

Yes  No  Not Sure

23. Is your organization generally familiar with the existing regulation and guidelines containing the Cost Principles and procedures for the determination and allowance of costs in connection with Federal grants?

Yes  No  Not Sure

### FUNDS MANAGEMENT

24. Is a separate bank account maintained for Federal grant funds?

Yes  No

25. If a separate bank account is not maintained, can the Federal grant funds and related expenses be readily identified?

Yes  No

### PROPERTY STANDARDS, PROCUREMENT STANDARDS, AND TRAVEL POLICIES

#### PROPERTY STANDARDS

26. Does your property management system(s) provide for maintaining: (1) a description of the equipment; (2) an identification number; (3) source of the property, including the award number; (4) where title vests; (5) acquisition date; (6) federal share of property cost; (7) location and condition of the property; (8) acquisition cost; & (9) ultimate disposition information?

Yes  No  Not Sure



USDA Forest Service

OMB 0596-0217  
FS-1500-22

27. Does your property management system(s) provide for a physical inventory and reconciliation of property at least every two years?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Sure
28. Does your property management system(s) provide controls to insure safeguards against loss, damage or theft of the property?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
<b>PROCUREMENT STANDARDS</b>	
29. Does your organization maintain written procurement procedures which (1) avoid unnecessary purchases; (2) provide an analysis of lease and purchase alternatives; and (3) provide a process for soliciting goods and services?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
30. Does your procurement system provide for the conduct to ensure selection on a competitive basis and documentation of cost or price analysis for each procurement action?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
31. Does your procurement system include provisions for checking the "Excluded Parties List" system for suspended or debarred sub-grantees and contractors, prior to award? <a href="http://www.sam.gov">www.sam.gov</a>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Sure
<b>TRAVEL POLICY</b>	
32. Does your organization maintain a standard travel policy or, if no policy exists, does your organization adhere to rates and amounts established under 5 U.S.C. 5701-11, ("Travel and Subsistence Expenses; Mileage Allowances"), and policies under the Federal Acquisition Regulations at 48 CFR 31.205-46(a)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
<b>SUBRECIPIENT MANAGEMENT</b>	
33. (For Pass-through entities only). Does your organization have controls in place to monitor activities of subrecipients, as necessary, to ensure that Federal awards are used for authorized purposes in compliance with laws, regulations, and the provisions of the award and that performance goals are achieved.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
<b>INDIRECT COSTS</b>	
34. My organization has an established indirect cost rate	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
35. If my organization chooses to charge indirect costs to the Federal award or use indirect costs as a match, you understand that you must prepare an indirect cost rate proposal and submit it to your cognizant Federal agency for approval. Alternatively, you may use a de minimus rate of 10% of modified total direct costs (MTDC).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
<b>STANDARDS FOR FINANCIAL MANAGEMENT SYSTEMS AND APPLICANT CERTIFICATION</b>	
I certify that the above information is complete and correct to the best of my knowledge.	
Signature: <small>DocuSigned by:</small> <i>Amanda Deaton-Moyer</i>	
Name: <small>7CFBD5AE69C84AC</small> Amanda Deaton-Moyer	
Title: Asst. Director, Metro Water	



USDA Forest Service

OMB 0596-0217  
FS-1500-22

Burden Statement

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To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.



USDA Forest Service

OMB 0596-0217  
FS-1500-22A

## FINANCIAL CAPABILITY CHECKLIST

Fiscal Year: 2023

Adequate accounting systems and internal policies should meet the following criteria as outlined in the Office of Management and Budget's (OMB) Circular which can be found in 2 CFR Part 200, as implemented by USDA regulations 2 CFR Part 400.

- (A) Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant.
- (B) Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located.
- (C) The accounting system should provide accurate and current financial reporting information.
- (D) The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, validate the accuracy and reliability of accounting data, promote operational efficiency, and ensure adherence to prescribed management policies.

**PURPOSE:** This Checklist is to assist your organization in understanding the minimum requirements necessary to accept, manage, and spend Federal funds. If you have questions regarding the content presented in this checklist, please bring this to the attention of your Forest Service contact.

### INSTRUCTIONS

A knowledgeable representative from your organization should review and complete the form, certifying in the last section that they have read and understand items listed in this document. The completed form will be returned to the designated U.S. Forest Service Grants & Agreements Specialist or Program Manager.

### ACCOUNTING SYSTEM

- 1. My organization's accounting system provides for the recording of expenditures for each Federal award by the component project and budget cost categories.
- 2. My organization's accounting system provides for the recording of cost sharing or match for each project, and ensures that documentation is available to support recorded cost sharing or match.
- 3. My organization's time distribution records are maintained for each employee and effort can be specifically identified to a particular grant or cost objective.
- 4. My organization's accounting/financial system includes budgetary controls to preclude incurring obligations in excess of total funds available for a grant.
- 5. My organization's accounting/financial system includes budgetary controls to preclude incurring obligations in excess of total funds available for a budget cost category (e.g. Personnel, Travel, etc.).
- 6. My organization is familiar with the applicable OMB Uniform Administrative Requirements and Cost Principles, existing regulations and guidelines containing the procedures for the determination and allowance of costs in connection with Federal awards.

### MANAGING FEDERAL FUNDS

- 7. My organization is aware that it is required to maintain accounting systems and financial records to accurately account for funds awarded. These records shall include both Federal funds and all matching funds of State, local, and private organizations, when applicable. Where a recipient's or sub-recipient's accounting system cannot comply with this requirement, the recipient or sub-recipient shall establish a system to provide adequate fund accountability for each project it has been awarded.
- 8. My organization is aware that funds specifically budgeted and/or received for one project may not be used to support another without prior written approval of the awarding agency.
- 9. My organization is aware that it must EITHER have a Federally approved negotiated indirect cost agreement (NICRA) or cost allocation plan in effect for indirect costs to be allowable for reimbursement or match OR may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC), which may be used indefinitely.



USDA Forest Service

OMB 0596-0217  
FS-1500-22A**RECIPIENT AND SUB-RECIPIENT ACCOUNTING RESPONSIBILITIES**

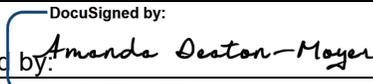
10. When applicable, my organization is aware that it must monitor its sub-recipients' financial operations, records, systems, and procedures. Particular attention should be directed to the maintenance of current financial data.
11. When applicable, my organization is aware that each sub-recipient prepares an adequate budget on which its award commitment is based. The detail of each project budget should be maintained on file by my organization.
12. My organization is aware that sub-recipients must not award or permit any award to any party that is debarred or suspended from participation in Federal assistance programs. The "Excluded Parties List" system for suspended or debarred sub-grantees and contractors may be search at [www.sam.gov](http://www.sam.gov).

**INTERNAL POLICIES:  
PROPERTY, PROCUREMENT STANDARDS, PERSONNEL,  
AND TRAVEL POLICIES AND PROCEDURES**

13. My organization's property management system(s) provides for maintaining: (1) a description of the equipment; (2) an identification number; (3) source of the property, including the award number; (4) where title vests; (5) acquisition date; (6) federal share of property cost; (7) location and condition of the property; (8) acquisition cost; & (9) ultimate disposition information.
14. My organization's property management system(s) provides for a physical inventory and reconciliation of property at least every two years.
15. My organization's management system(s) provides controls to insure safeguards against loss, damage or theft of the property and that the property is used solely for authorized purposes.
16. My organization maintains written procurement procedures which (1) avoid unnecessary purchases; (2) provide an analysis of lease and purchase alternatives; and (3) provide a process for soliciting goods and services?
17. My organization's procurement system provides for the conduct to ensure selection on a competitive basis and documentation of cost or price analysis for each procurement action?
18. My organization's has internal policy to check the "Excluded Parties List" system for suspended or debarred sub-grantees and contractors, prior to award at [www.sam.gov](http://www.sam.gov).
19. My organization maintains written personnel policies and procedures that provide for reasonable and consistent treatment of personnel costs, such as fringe benefits and pension plans.
20. My organization has written travel policy which is consistent for both internal travel and approved travel costs under the grant or cooperative agreement. If no policy exists, my organization adheres to rates and amounts established under 5 U.S.C. 5701-11, ("Travel and Subsistence Expenses; Mileage Allowances"), or by the Administrator of General Services, or by the President (or his or her designee) pursuant to any provisions of such subchapter must apply to travel under Federal awards (48 CFR 31.205- 46(a)).
21. My organization is aware of 2 CFR Part 400, Single Audit, which requires audit of any entity that expends more than \$750,000 in federal funds in a fiscal year.

**ACKNOWLEDGEMENT**

I acknowledge that my organization has received this document and understands the financial management standards necessary to manage Federal awards and subawards. At any time in reviewing this document, in pre-award negotiations, during the post-award meeting, or at any time subsequent, if my agency has questions regarding the content presented in this checklist or related to the award, I understand that I may bring this to the attention of the Forest Service for clarification and that the Forest Service is available to assist my organization.

Completed by:  7CFBD5AE69C94AC...	Title: Asst. Director, Metro Water
Print Name: Amanda Deaton-Moyer	Date: 5/26/2023
Organization Name: Metropolitan Govern't of Nashville Davidson County, Water and Sewerage Dept	



USDA Forest Service

OMB 0596-0217  
FS-1500-22A

Burden Statement

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**APPLICATION SIGNATURE PAGE  
FOR  
APPLICATION FOR USDA Community Project Appropriations –  
2023 Congressional Directed Spending  
Metro Nashville Tree Canopy Restoration for Natural Resource  
Enhancement**

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

DocuSigned by:

*Scott Potter/dt*

5/26/2023

\_\_\_\_\_  
Scott Potter, Director

\_\_\_\_\_  
Date

Department Water and Sewerage Services

# ORIGINAL

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***METROPOLITAN COUNTY COUNCIL***

**Resolution No.** \_\_\_\_\_

A resolution approving a submission for the Community Project Fund – Congressionally Directed Spending from the United States Department of Agriculture to The Metropolitan Government of Nashville and Davidson County, acting by and through the Metropolitan Nashville Water and Sewerage Services Department, to help replant Nashville’s diminishing tree canopy and retain all the benefits it provides.

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*Introduced* \_\_\_\_\_

*Amended* \_\_\_\_\_

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*Adopted* \_\_\_\_\_

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*Approved* \_\_\_\_\_

*By* \_\_\_\_\_  
*Metropolitan Mayor*

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**Certificate Of Completion**

Envelope Id: OCD731FA33EE404DA2A0CD11BBA74A35

Status: Completed

Subject: DocuSign: Community Project Funds-2023 Congressionally Directed Spending 23-26 Council Mtg. 7/06/23

Source Envelope:

Document Pages: 22

Signatures: 3

Envelope Originator:

Certificate Pages: 15

Initials: 1

Vaughn Wislon

AutoNav: Enabled

730 2nd Ave. South 1st Floor

Envelopeld Stamping: Enabled

Nashville, TN 37219

Time Zone: (UTC-06:00) Central Time (US &amp; Canada)

Vaughn.wilson@nashville.gov

IP Address: 170.190.198.185

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Vaughn.wilson@nashville.gov

Security Appliance Status: Connected

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Storage Appliance Status: Connected

Pool: Metropolitan Government of Nashville and Davidson County

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**Signer Events****Signature****Timestamp**

Rose Wood

rose.wood@nashville.gov

Finance Admin

Metro Finance Dept. OMB

Security Level: Email, Account Authentication (None)



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Aaron Pratt

aaron.pratt@nashville.gov

Security Level: Email, Account Authentication (None)



Signature Adoption: Pre-selected Style

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**Electronic Record and Signature Disclosure:**

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Kelly Flannery

kelly.Flannery@nashville.gov

Security Level: Email, Account Authentication (None)



Signature Adoption: Pre-selected Style

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**Electronic Record and Signature Disclosure:**

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ID: 28a76927-ea3f-4850-9c99-f97da90e7b69

Courtney Mohan

courtney.mohan@nashville.gov

Security Level: Email, Account Authentication (None)



Signature Adoption: Pre-selected Style

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Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Danielle Godin danielle.godin@nashville.gov Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 6/14/2023 11:15:15 AM Viewed: 6/14/2023 2:32:08 PM
Sally Palmer sally.palmer@nashville.gov Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Accepted: 6/14/2023 11:24:31 AM ID: a08806f7-9e08-4949-bfec-90da0f7ba5af	<b>COPIED</b>	Sent: 6/14/2023 11:15:16 AM Viewed: 6/14/2023 11:16:36 AM
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