

# LEGISLATIVE TRACKING FORM

Filing for Council Meeting Date: 11/17/20

☒ Resolution ☐ Ordinance

Contact/Prepared By: Alan Enzo

Date Prepared: 11/03/20

Title (Caption): VCA CACFP 2020-2021 grant award. This grant award is for the Tennessee Department of Human Services Child

And Adult Care Food Program. This is a reimbursement grant providing food program services at 6 Parks locations.

Submitted to Planning Commission? ☒ N/A ☐ Yes-Date: \_\_\_\_\_ Proposal No: \_\_\_\_\_

Proposing Department: Parks and Recreation Requested By: Monique Odom

Affected Department(s): Parks and Recreation Affected Council District(s): All

## Legislative Category (check one):

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Bonds                | <input type="checkbox"/> Contract Approval           | <input type="checkbox"/> Intergovernmental Agreement   |
| <input type="checkbox"/> Budget - Pay Plan    | <input type="checkbox"/> Donation                    | <input type="checkbox"/> Lease                         |
| <input type="checkbox"/> Budget - 4%          | <input type="checkbox"/> Easement Abandonment        | <input type="checkbox"/> Maps                          |
| <input type="checkbox"/> Capital Improvements | <input type="checkbox"/> Easement Accept/Acquisition | <input type="checkbox"/> Master List A&E               |
| <input type="checkbox"/> Capital Outlay Notes | <input checked="" type="checkbox"/> Grant            | <input type="checkbox"/> Settlement of Claims/Lawsuits |
| <input type="checkbox"/> Code Amendment       | <input type="checkbox"/> Grant Application           | <input type="checkbox"/> Street/Highway Improvements   |
| <input type="checkbox"/> Condemnation         | <input type="checkbox"/> Improvement Acc.            | <input type="checkbox"/> Other: _____                  |

**FINANCE** Amount +/-: \$ \$ 525,660.84

Funding Source: Capital Improvement Budget  
Capital Outlay Notes  
Departmental/Agency Budget  
Funds to Metro  
General Obligation Bonds  
Grant  
Increased Revenue Sources

Match: \$ \$ 0.00

Judgments and Losses  
Local Government Investment Project  
Revenue Bonds  
Self-Insured Liability  
Solid Waste Reserve  
Unappropriated Fund Balance  
4% Fund  
Other: \_\_\_\_\_

Approved by OMB: \_\_\_\_\_

Approved by Finance/Accounts: \_\_\_\_\_

Approved by Div Grants Coordination: VAUGHN WILSON

Date to Finance Director's Office: \_\_\_\_\_

**APPROVED BY**

**FINANCE DIRECTOR'S OFFICE:** \_\_\_\_\_

## ADMINISTRATION

Council District Member Sponsors: \_\_\_\_\_

Council Committee Chair Sponsors: \_\_\_\_\_

Approved by Administration: \_\_\_\_\_ Date: \_\_\_\_\_

## DEPARTMENT OF LAW

Date to Dept. of Law: \_\_\_\_\_ Approved by Department of Law: \_\_\_\_\_

Settlement Resolution/Memorandum Approved by: \_\_\_\_\_

Date to Council: \_\_\_\_\_ For Council Meeting: \_\_\_\_\_ ☐ E-mailed Clerk

☐ All Dept. Signatures ☐ Copies ☐ Backing ☐ Legislative Summary ☐ Settlement Memo ☐ Clerk Letter ☐ Ready to File

Department of Law - White Copy

Administration - Yellow Copy

Finance Department - Pink Copy

## GRANT SUMMARY SHEET

**Grant** Child and Adult Care Food Program 20-21

**Department:** PARKS & RECREATION

**Grantor:** TN Dept. of Children's Services

**Pass-Through  
Grantor**

**Total Award this** \$525,660.84

**Cash Match** \$0.00

**Department** Alan Enzo  
862-8400

**Status** CONTINUATION

### **Program Description:**

The Child & Adult Care Food Program provides reimbursement funding for meals and snacks served to children enrolled in at-risk after-school programs. New funding will provide food program services at 6 Parks locations.

### **Plan for continuation of services upon**

The grant is offered annually, and the department expects to re-apply each year when the grant program is announced. Should funds become unavailable the Parks Department will evaluate the availability of other resources for funding.

## Grants Tracking Form

### Part One

<b>Pre-Application</b> <input type="radio"/>		<b>Application</b> <input type="radio"/>		<b>Award Acceptance</b> <input checked="" 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>
PARKS & RECREATION ▼	040	Alan Enzo				862-8400	862-8414
<b>Grant Name:</b>		Child and Adult Care Food Program 20-21					
<b>Grantor:</b>		TN Dept. of Human Services ▼				<b>Other:</b>	
<b>Grant Period From:</b>		10/01/20		(applications only) <b>Anticipated Application Date:</b>			
<b>Grant Period To:</b>		09/30/21		(applications only) <b>Application Deadline:</b>			
<b>Funding Type:</b>	STATE ▼			<b>Multi-Department Grant</b> <input type="checkbox"/>		If yes, list below.	
<b>Pass-Thru:</b>	▼			<b>Outside Consultant Project:</b> <input type="checkbox"/>			
<b>Award Type:</b>	FORMULA ▼			<b>Total Award:</b>		\$525,660.84	
<b>Status:</b>	CONTINUATION ▼			<b>Metro Cash Match:</b>		\$0.00	
<b>Metro Category:</b>	Est. Prior. ▼			<b>Metro In-Kind Match:</b>		\$0.00	
<b>CFDA #</b>	N/A			<b>Is Council approval required?</b> <input checked="" type="checkbox"/>			
<b>Project Description:</b>		Applic. Submitted Electronically? <input type="checkbox"/>					
<p>The Child &amp; Adult Care Food Program provides reimbursement funding for meals and snacks served to children enrolled in at-risk after-school programs. New funding will provide food program services at 6 Parks locations. Note: This is a reimbursement grant.</p>							
<b>Plan for continuation of service after expiration of grant/Budgetary Impact:</b> This grant is offered annually and the department expects to re-apply each year when the grant program is announced. Should funds become unavailable the Parks Department will evaluate the availability of other resources for funding.							
<b>How is Match Determined?</b>							
<b>Fixed Amount of \$</b>		N/A		<b>or</b>		<b>% of Grant</b>	
						<b>Other:</b> <input type="checkbox"/>	
<b>Explanation for "Other" means of determining match:</b>							
N/A							
<b>For this Metro FY, how much of the required local Metro cash match:</b>							
<b>Is already in department budget?</b>		N/A		<b>Fund</b>		<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>		17.66%		<b>Indirect Cost of Grant to Metro:</b>		\$92,831.70	
<b>*Indirect Costs allowed?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No		% Allow.		0.00%		<b>Ind. Cost Requested from Grantor:</b>	
						\$0.00	
<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>							

### 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	FY21		\$394,245.63		\$0.00		\$0.00	\$394,245.63	\$69,623.78	\$0.00
Yr 2	FY22		\$131,415.21		\$0.00		\$0.00	\$131,415.21	\$23,207.93	\$0.00
Yr 3	FY__									
Yr 4	FY__									
Yr 5	FY__									
Total		\$0.00	\$525,660.84	\$0.00	\$0.00		\$0.00	\$525,660.84	\$92,831.70	\$0.00
Date Awarded:				11/03/20	Tot. Awarded:	\$525,660.84	Contract#:	N/A		
(or) Date Denied:					Reason:					
(or) Date Withdrawn:					Reason:					

Contact: [trinity.weathersby@nashville.gov](mailto:trinity.weathersby@nashville.gov)  
[vaughn.wilson@nashville.gov](mailto:vaughn.wilson@nashville.gov)



**STATE OF TENNESSEE  
DEPARTMENT OF HUMAN SERVICES**

JAMES K. POLK  
505 DEADERICK STREET  
NASHVILLE, TENNESSEE 37243-1403

TELEPHONE: 615-313-4749 FAX: 615-741-4165  
TTY: 1-800-270-1349  
[www.tn.gov/humanservices](http://www.tn.gov/humanservices)

**BILL LEE**

GOVERNOR

**DANIELLE W. BARNES**

COMMISSIONER

October 27, 2020

Ms. Darlene Morrow  
Metropolitan Nashville Government  
Nashville, TN

RE: Sponsor # 00711 CACFP Approval for 2020-21

Dear Ms. Morrow:

Metropolitan Nashville Parks and Recreation (Sponsor # 00711) has been approved to participate in the CACFP Food Program administered by the Tennessee Department of Human Services with Ms. Tiffanie D. Fletcher as Program Administrator. This approval was granted on September 30, 2020 and will continue until September 30, 2021. Please let me know if you have any additional questions or need further information.

Thank you,

A handwritten signature in black ink, appearing to read "Thomas A. Waddell".

Thomas A. Waddell, Program Specialist  
TN Department of Human Services  
Community and Social Services-Nutrition Program – CACFP & SFSP  
Polk Building, 15th Floor  
505 Deaderick Street, Nashville, TN 37243-1403  
T: (615) 770-5493

# METROPOLITAN BOARD OF PARKS AND RECREATION

Centennial Park Office  
Park Plaza at Oman Street  
Nashville, TN 37201



(615) 862-8400  
Fax (615) 862-8414  
[www.nashville.gov/parks](http://www.nashville.gov/parks)

Monique N. Odom, Director

October 2, 2019


Mr. Stevon Neloms  
Assistant Director of Parks/Community Programs  
P.O. Box 196340  
Nashville, TN 37219

Dear Stevon:

As you are aware the Metro Parks Board, at its meeting held Tuesday, October 1, 2019, granted approval to your request to adopt the Child and Adult Care Food Program to be offered in six (6) of Metro Parks' after school programs. This program provides consistent nutritious meals and snacks for children attending after school programming that contributes to their wellness, healthy growth and development.

On behalf of the Metro Parks Board, thank you for all you do to bring innovative programming and assistance to the participants in our recreation center programs.

Sincerely,

  
Monique N. Odom, Director  
and Secretary to the Board

:jf

*"It is the mission of Metro Parks and Recreation to sustainably and equitably provide everyone in Nashville with an inviting network of parks and greenways that offer health, wellness and quality of life through recreation, conservation and community"*



FOR ADA ACCOMMODATIONS, PLEASE CONTACT 615-862-8400

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

**Child & Adult Care Food Program  
Sponsor Budget for 2020 - 2021**

00711 Status: Active

**NASHVILLE & DAVIDSON COUNTY METRO GOVERNMENT**

DBA: Metro Parks and Recreation

511 Oman Street

Nashville, TN 37203-1234

Type of Agency: Government Agency

Agreement Type: Sponsor of Affiliated Sites

**Budget Version:** Original

		Sponsor Complete This Column	FOR STATE USE ONLY Approved
<b>A. Anticipated Annual CACFP Revenue</b>			
1.	Number of sites anticipated for sponsorship	6	
2.	Total Annual CACFP Revenue from prior 12 months	\$1.00	\$1.00
<b>B. Projected Operating Costs: Labor</b>			
	Executive Staff	\$0.00	\$0.00
	Management Staff	\$0.00	\$0.00
	Staff	\$121160.84	\$121,160.84
<b>C. Projected Administrative Costs: Labor</b>			
	Executive Staff	\$0.00	\$0.00
	Management Staff	\$0.00	\$0.00
	Staff	\$0.00	\$0.00
<b>D. Projected Operating Costs</b>			
	Brief Description	Projected Cost	Approved Cost
1.	Food Purchases      Food Purchases for meal prep	\$374,400.00	\$374,400.00
2.	Meal Contracts (meal cost)	\$0.00	\$0.00
3.	Mileage (meal transporting cost)      Gas Purchases	\$5,200.00	\$5,200.00
4.	Non-Food Supplies      paper products	\$18,000.00	\$18,000.00
5.	Printing/Postage/Com munications      Menus, Training Documents	\$400.00	\$400.00
6.	Purchased Services      Milk Delivery	\$1,000.00	\$1,000.00
7.	Food Service Space	\$0.00	\$0.00
8.	Reimbursement to Unaffiliated Centers	\$0.00	\$0.00
	<b>Total Operating Costs</b>	\$520,160.84	\$520,160.84
<b>E. Net Operating Amount</b>			
1.	Difference (A-D)	\$-520,159.84	\$-520,159.84

## F. Projected Administrative CACFP Expenditures

	Brief Description	Projected Cost	Approved Cost
1.	Durable Supplies under \$5,000	\$0.00	\$0.00
2.	Office Materials (Expendable) Supplies Toner, paper	\$500.00	\$500.00
3.	Equipment Purchases over \$5,000 Blenders, Professional Cookware, Juicer, Utensils	\$3,000.00	\$3,000.00
4.	Equipment Rental/Lease	\$0.00	\$0.00
5.	Printing/Postage/Communications flyers, post cards, mail outs	\$200.00	\$200.00
6.	Office Space/Rental/Lease/Depreciation Use Allowance	\$0.00	\$0.00
7.	Utilities/Facility Maintenance/Janitorial Services	\$0.00	\$0.00
8.	Travel for Program Operations	\$0.00	\$0.00
9.	Center Workshops/Participant Training workshops	\$200.00	\$200.00
10.	Nutrition Education Materials educational programs	\$500.00	\$500.00
11.	Meetings, Conferences, Staff Training and Staff Training	\$300.00	\$300.00
12.	Contracted/Professional Services	\$0.00	\$0.00
13.	Insurance Premiums	\$0.00	\$0.00
14.	Bonds	\$0.00	\$0.00
15.	Memberships/Subscriptions/Professional Activities NRPA Conference	\$800.00	\$800.00
16.	Other Administrative Expenditures/Advertising	\$0.00	\$0.00
<b>Total Administrative Costs</b>		<b>\$5,500.00</b>	<b>\$5,500.00</b>

## G. Summary

1.	Total Expenditures (Operating and Administrative)	\$525,660.84	\$525,660.84
2.	Total Anticipated Annual CACFP Reimbursement	\$525,660.84	\$525,660.84
3.	Prior Year Carryover Non Profit Food Program Revenue	\$0.00	\$0.00
4.	Total Other Revenue	\$0.00	\$0.00
	Explanation of Source of Other Revenue		
5.	Total Revenue (G2 + G3 + G4)	\$525,660.84	\$525,660.84
6.	Net Balance (G5 Total Revenue – G1 Total Expenditures)	\$0.00	\$0.00

7. ☐ There are expenditures that require prior approval or specific written prior approval (SPWA).

**Certification**

- ☒ I certify that the information on this form, and supporting documents, is true and correct and that I will immediately report to the Department of Human Services any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The Department of Human Services may verify information; and the deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

**Document Attachments**

Actions	Notes	Version	Uploaded By

Created By: Tiffanie.Fletcher@nashville.gov on: 7/13/2020 2:59:19 PM    Modified By: Tiffanie.Fletcher@nashville.gov on: 7/14/2020 5:33:17 PM



# Child and Adult Care Food Program



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Program Year: 2020 - 2021

## Application Packet Sponsor of Affiliated Sites

00711 Status: Active

### NASHVILLE & DAVIDSON COUNTY METRO GOVERNMENT

DBA: Metro Parks and Recreation

511 Oman Street

Nashville, TN 37203-1234

Type of Agency: Government Agency

Agreement Type: Sponsor of Affiliated Sites

Packet Submitted Date: 09/30/2020

Packet Approved Date: 09/30/2020

Packet Original Approval Date: 09/30/2020

Packet Status: Approved

Action	Form Name	Latest Version	Status
<a href="#">View</a>   <a href="#">Revise</a>	✓ Sponsor Application	Original	Approved
<a href="#">Revise</a>   <a href="#">Details</a>	✓ Board of Directors/Principals	Original	Approved
<a href="#">View</a>   <a href="#">Revise</a>	✓ Sponsor Budget Detail	Original	Approved
<a href="#">View</a>   <a href="#">Revise</a>	✓ Sponsor Management Plan	Original	Approved
<a href="#">Details</a>	✓ Checklist (26)		
<a href="#">View</a>	Application Packet Notes for Sponsor (6)		
<a href="#">Details</a>	Attachment List (15)		

	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Site Application(s)	5	0	0	0	0	0	5

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**SIGNATURE PAGE  
FOR**

**GRANT NO. VCA CACFP Child and Adult Care Food Program 2020-2021 Award**

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

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

  
\_\_\_\_\_  
Department

  
\_\_\_\_\_  
Date

APPROVED AS TO AVAILABILITY  
OF FUNDS:

\_\_\_\_\_  
Director of Finance

\_\_\_\_\_  
Date

APPROVED AS TO RISK AND INSURANCE:

\_\_\_\_\_  
Director of Insurance

\_\_\_\_\_  
Date

APPROVED AS TO FORM AND  
LEGALITY:

\_\_\_\_\_  
Metropolitan Attorney

\_\_\_\_\_  
Date

FILED:

\_\_\_\_\_  
Metropolitan Clerk

\_\_\_\_\_  
Date