

Grant contract between the Metropolitan Government of Nashville and Davidson County and (The FIND Design), Contract # _____ 8/23/2021

**GRANT CONTRACT
BETWEEN THE JUVENILE JUSTICE CENTER
(Metro Juvenile Court),
A DEPARTMENT OF THE METROPOLITAN GOVERNMENT
OF NASHVILLE AND DAVIDSON COUNTY
AND
THE F.I.N.D. DESIGN**

This Grant Contract issued and entered pursuant to RS2021- _____ by and between the Juvenile Justice Center, a Department of the Metropolitan Government of Nashville and Davidson County, a municipal corporation of the State of Tennessee hereinafter referred to as "Metro", and **The F.I.N.D. DESIGN**, hereinafter referred to as the "Grantee," is for **THE F.I.N.D. DESIGN Inc.**, to provide **preventative and intervention services to Black girls and other girls of color, ages 12-18 to increase personal and social-environmental factors that promote assets, gifts, and talents around self-awareness and cultural expression** as further defined in the "SCOPE OF PROGRAM." (Attachment 1).

RECITALS

WHEREAS, Metro Juvenile Court is the Recipient and Grantor of funds from the Metropolitan Government of Nashville Davidson County Community Partnership Fund and,

WHEREAS THE F.I.N.D. DESIGN Inc., (hereinafter called "Agency") is the Grantee of funds from the Community Partnership Fund; and,

WHEREAS expenditures will take place or have been retroactively used during the time frame from July 1, 2021 through June 30, 2022; and,

WHEREAS trauma can lead to engagement with the juvenile justice systems and girls of color tend to be referred to the juvenile justice system for "flight" behaviors; and,

WHEREAS culturally relevant responses that provide youth of color with essential relationship skills, identity empowerment, and critical awareness lead to an increase in personal protective factors and social environmental factors; and,

Grant contract between the Metropolitan Government of Nashville and Davidson County and (The FIND Design), Contract # _____ 8/23/2021

WHEREAS Grantee's goals include:

Goal 1: Promote healing and positive connections for 75 girls through healing circles, mentoring and civic contributions

Objective 1.1: Improved Protective Factors (personal development and social-environmental) and life skills of Black girls and other girls of color through 10 weeks of group mentoring (healing circles).

Activity 1.1: The F.I.N.D Design will implement 10 workshops (equivalent to 20 hours) of evidence-based, culturally relevant healing circles that encourage healthy development and positive connections.

Objective 1.2: Reduce trauma responses (i.e., risky behaviors) caused by racism and discrimination of black girls and other girls of color through 2:1 coaching and mentoring.

Activity 1.2: The F.I.N.D. Design will match 75 girls with 2 mentors to complete 60 hours of individualized coaching. 93% of mentoring relationship will report high quality/desired outcomes.

Goal 2: To promote positive outcomes for Black girls and other girls of color by increasing community education and awareness centered around historical trauma.

Objective 2.1: Train 100 community members on historical and social traumatization experienced by Black girls in effort to change to program and service delivery that promote positive outcomes for Black girls and other girls of color.

and,

WHEREAS, Measurable outcomes include:

- 1) 70 of 75 (93%) will report having increased in personal protective factors in two or more areas: a) positive and resilient attitude; b) ethnic identity; c) connectedness d) positive mental health and well-being; e) academic achievements.
- 2) 70 of 75 or (93%) will report a reduction in risky behaviors.
- 3) 67 of 75 or (90%) will report no interaction with the juvenile court system.
- 4) 90 or 100 or (90%) of community members will show an increase of awareness around the trauma of black girls and other girls of color and increase in likely improvements in service delivery.

WHEREAS Juvenile Court and **The F.I.N.D Design Inc.** propose to utilize **eighty-thousand dollars (\$80,000.00)**, of the CPF grant to fund the grantee to serve Davidson County Black girls and other girls of color ages 12-18.

A. RECITALS AND SCOPE OF PROGRAM:

Grant contract between the Metropolitan Government of Nashville and Davidson County and (The FIND Design), Contract # _____ 8/23/2021

All of the above stated Recitals are incorporated into and made a substantive part of this Contract.

SCOPE OF PROGRAM:

- A.1. The Grantee will use the funds for the following:
- A.2. The Grantee shall spend these funds consistent with their proposed use in the Grantee's funding application, hereinafter referred to as the Grant Spending Plan, attached and incorporated herein as **Attachment 1**. The Grantee shall collect data as mandated by the scope of program services, Metro Grants Manual requirements and Metro to evaluate the effectiveness of their services and shall provide those results to Metro upon request.
- A.3. The Grantee shall only utilize these funds for services the Grantee provides to documented residents of Davidson County. Documentation of residency may be established with a recent utility bill; voter's registration card; driver's license or other government issued ID; current record from a school showing address; affidavit by landlord; or affidavit by a nonprofit treatment, shelter, half-way house, or homeless assistance entity located within Davidson County. Grantee agrees that it will not use Metro funding for services to non-Davidson County residents.
- A.4. Additionally, the Grantee shall collect general demographic data on the primary county of residence of the clients it serves and provide that data to Metro upon request.

B. GRANT CONTRACT TERM:

B.1. Grant Contract Term.

The term of this Grant shall be for a period of twelve (12) months, commencing on July 1, 2021 and ending on June 30, 2022. This grant is retroactive, beginning July 1, 2021. Metro shall have no obligation for services rendered by the Grantee which are not performed within this term.

C. PAYMENT TERMS AND CONDITIONS:

C.1. Maximum Liability.

In no event shall the maximum liability of Metro under this Grant Contract exceed **eighty-thousand dollars (\$80,000.00)**. The Grant Spending Plan is attached and incorporated herein as part of **Attachment 1**, and shall constitute the maximum amount to be provided to the Grantee by Metro for all of the Grantee's obligations hereunder.

The Grant Spending Plan line items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct program costs incurred or to be incurred by the Recipient during the contract term. Indirect costs are not allowable for this grant.

Grant contract between the Metropolitan Government of Nashville and Davidson County and (The FIND Design), Contract # _____ 8/23/2021

This amount shall constitute the Grant Amount and the entire compensation to be provided to the Grantee by Metro.

C.2. Compensation Firm.

The maximum liability of Metro is not subject to escalation for any reason. The Grant Spending Plan amount is firm for the duration of the Grant Contract and is not subject to escalation for any reason unless the grant contract is amended.

C.3. Payment Methodology.

The Grantee shall be compensated on a reimbursement basis for actual direct program costs based upon the Grant Spending Plan, not to exceed the maximum liability established in Section C.1.

All invoices shall be sent **electronically** to the attention of JoeAtchley@jnsnashville.gov (Mr. Joe Atchley, Juvenile Court Accountant) and copy shelleyhudson@jnsnashville.gov (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager). Said payment shall not exceed the maximum liability of this Grant Contract. See the Metro Grants Manual, Chapter 3: Standards for Financial Management, Section: Supporting Documentation, page 17 for examples.

Generally, invoices submitted for reimbursement will be accepted on a **quarterly basis**. Juvenile Court Grant Management team will consider electronic written requests for monthly reimbursements and advise the Grantee if approved.

Supporting documentation shall serve as proof of delivered services of a kind and type and shall accompany submission of invoices in order to be eligible for payment. See the Metro Grants Manual, Chapter 3: Standards for Financial Management System.

Final invoices for the contract period must be received by Juvenile Court by July 6, 2022.

Any invoice not received by the deadline date will not be processed and all remaining grant funds will expire.

C.5. Payment of Invoice.

The payment of any invoice by Metro shall not prejudice Metro's right to object to the invoice or any matter in relation thereto. Such payment by Metro shall neither be construed as acceptance of any part of the work or service provided nor as an approval of any of the costs included therein.

C.6. Allowable, Unallowable, and Indirect Costs.

Grant contract between the Metropolitan Government of Nashville and Davidson County and (The FIND Design), Contract # _____ 8/23/2021

The Grantee shall meet all allowable and unallowable Metro Grants cost requirements. See the Metro Grants Manual, Chapter 5: Allowable Costs, and Chapter 6: Unallowable Costs. This grant contract does not allow for indirect cost. The Grantee's invoice shall be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs. Utilization of Metro funding for services to non-Davidson County residents is unallowable.

Grantees that receive grant funds from Metro shall ensure that expenditures incurred for the purpose of the grant meet certain criteria. Cost incurred must be:

- a reasonable use of funds,
- a necessary use of funds,
- for a reasonable amount,
- for a clear purpose,
- consistent with the purpose of the Grantee's program, compliant with the terms and purpose of the Metro grant, authorized within the budget,
- properly approved, and
- adequately documented

Long-distance non-business related calls are not reimbursable.

Tips included on supplies and service are not reimbursable.

C.7. Deductions.

Metro reserves the right to adjust any amounts which are or shall become due and payable to the Grantee by Metro under this or any Contract by deducting any amounts which are or shall become due and payable to Metro by the Grantee under this or any Contract.

C.8. Travel Compensation.

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by a Grantee or Grantee's employee who is in travel status on official business of the organization. Conference and or meeting costs include seminars designed to increase the vocational effectiveness of employees, including registration fees and other related costs. Travel, conferences, and meeting costs are allowable when they are directly attributable to specific work under the grant or are incurred in the normal course of administration of the organization. Travel costs must be evidenced by an approved travel claim. **Grantees must establish and use their own internal travel policy.** Each grantee is subject to their established travel policy. See Grants Manual, Chapter 5: Allowable Costs.

Grantee's internal travel policy will also include the following language:

Grant contract between the Metropolitan Government of Nashville and Davidson County and (The FIND Design), Contract # _____ 8/23/2021

Payment to the Grantee for travel, meals, or lodging shall be subject to amounts and limitations specified by Metro and the Grantee's Grant Spending Plan.

When traveling, Grantees should be as conservative as circumstances permit. The lower cost shall be selected whenever possible. Reimbursement for travel shall be based upon the most direct or expeditious route possible. Grantee traveling by an indirect route must assume any extra expense incurred.

The standard mileage reimbursement rate used by a Grantee is established by the United States General Services Administration. When using a personal vehicle, only mileage on official Grantee business may be claimed for reimbursement. Mileage published by Rand-McNally or similar reliable internet travel sites (starting point and destination) for driving routes will be regarded as official.

When using a personal vehicle, procedures for calculating mileage are based on the fact that Metro does not reimburse a Grantee for normal commuting mileage.

Travel advancements are not allowed. The Grantee shall use personal funds during the trip for meals, ground transportation and similar minor expenses and follow the procedure for travel expense reimbursement upon return.

Travel reimbursement claims must be submitted fifteen (15) days of return, along with all required receipts and backup documentation.

Reasonable taxi or rideshare fares are allowable from airports. Bus, limousine, or light rail services to or from airports will be used when available and practical. In traveling between hotel, other lodging, meeting or conference sites, reasonable taxi or rideshare fees will be allowed. Taxi or rideshare reimbursements are not allowed from conference and meeting sites for meals unless exceptional circumstances are documented.

Physical damage insurance with a deductible (collision and comprehensive) shall be purchased when renting a vehicle for official business. A copy of the rental authorization form, copy of rental contract, and itemized receipt must be attached to the travel claim.

Reasonable tolls and ferry fees and parking charges will be allowed.

When a Grantee uses their personal vehicle for official business, their personal auto coverage will be primary up to limits of their policies. In the event of an accident that results in damage to a Grantee's personal vehicle, the Grantee is responsible for that damage.

If travel is by air, the Grantee will be reimbursed the allowable mileage reimbursement for one round trip from the Grantee's official work station (or residence on weekends/evenings) and long-term airport parking; or the cost of one round trip taxi or rideshare fare from the Grantee's official work station (or residence on weekends/evenings) if the taxi or rideshare fare is lesser than

Grant contract between the Metropolitan Government of Nashville and Davidson County and (The FIND Design), Contract # _____ 8/23/2021

mileage and airport parking; or the appropriate mileage reimbursement for two round trips from the Grantee's official workstation or residence when dropped off at the airport.

Receipts are required for the handling of conference and meeting materials and/or equipment.

Maximum lodging reimbursement rates for out-of-town and in-state are the same as those maintained by the United States General Services Administration within the continental United States (CONUS). The CONUS list contains a maximum reimbursement rate for lodging. Lodging receipts are required and must itemize room charges, taxes by date, and surcharges, if a convention rate exceeds the maximum reimbursement rate, and is documented by convention information, a higher reimbursement rate will be allowed.

The maximum meal reimbursement rates for out-of-state travel are the same as those maintained by the United States General Services Administration within the continental United States (CONUS). The fixed M&I (Meal and Incidental Expense) rate on CONUS represents the maximum daily meal reimbursement for the Grantee

C.9. Electronic Payment.

Metro requires as a condition of this contract that the Grantee shall complete and sign Metro's **iSupplier** form authorizing electronic payments to the Grantee. Grantees who have not already submitted the form to Metro will have thirty (30) days from the beginning of the contract to complete, sign, and return the form. Thereafter, all payments to the Grantee, under this or any other contract the Grantee has with Metro, must be made electronically.

The process is initiated by clicking on "Register with iSupplier" at the following link on Nashville.gov:

<https://www.nashville.gov/Finance/Procurement/How-To-Do-Business-With-Metro.aspx>

Note: This is a critical step that can only be accomplished by the Grantee seeking payment by Metro. At the conclusion of the vendor registration process, registrants receive an email advising them of their system assigned iSupplier number and of having successfully registered. They should email iSupplier@nashville.gov if they have questions about or issues with navigating the vendor registration process.

By default, Metro sets up vendors on Net 30 payment terms. This means that it will take approximately 30 days for a Grantee to receive payment after an approved invoice is forwarded for reimbursement.

Grant contract between the Metropolitan Government of Nashville and Davidson County and (The FIND Design), Contract # _____ 8/23/2021

Grantees receiving reallocated funding do not have to register with Metro's iSupplier.

D. STANDARD TERMS AND CONDITIONS:

D.1. Required Approvals.

Metro is not bound by this Grant Contract until it is approved by the appropriate Metro representatives as indicated on the signature page of this Grant.

D.2. Modification and Amendment.

This Grant Contract may be modified only by a written amendment that has been approved in accordance with all Metro procedures and by appropriate legislation of the Metropolitan Council. The Grantee shall make proposed changes in writing by email to the attention of shelleyhudson@iisnashville.gov (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager). The Juvenile Court Grants Management team will review the requested changes to determine if the changes are allowable, and if they warrant a contract amendment.

D.3. Termination for Cause.

Should the Grantee fail to properly perform its obligations under this Grant Contract or if the Recipient violates any terms of this Grant Contract, Metro shall have the right to immediately terminate the Grant Contract and the Grantee shall return to Metro any and all grant monies for services or programs under the grant not performed as of the termination date. The Grantee shall also return to Metro any and all funds expended for purposes contrary to the terms of the Grant. Such termination shall not relieve the Grantee of any liability to Metro for damages sustained by virtue of any breach by the Grantee. See the Metro Grants Manual, Section: Failure to Comply, page 5.

D.4. 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 Metro. The Grantee shall make subcontracting requests in writing by email to the attention of shelleyhudson@iisnashville.gov (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager). Notwithstanding any use of approved subcontractors, the Grantee shall be considered the prime grant Recipient and shall be responsible for all work performed. Make all subcontract requests to the Juvenile Court Grants Management team.

D.5. Conflicts of Interest.

Grant contract between the Metropolitan Government of Nashville and Davidson County and (The FIND Design), Contract # _____ 8/23/2021

The Grantee warrants that no part of the total Grant Amount shall be paid directly or indirectly to an employee or official of Metro 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.6. 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 disability, age, race, color, religion, sex, national origin, or any other classification which is in violation of applicable laws. **The Grantee shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees, clients, and applicants, notices of nondiscrimination.**

D.7. Records, Records Access, and Maintenance.

The Grantee shall maintain all financial records, supporting documentation, program documentation, and all other relevant records pertaining to the Metro grant contract for a period of at least three (3) years after the completion of the grant period.

The Grantee shall retain all books of original entry, source documents to support accounting transactions, general ledger(s), subsidiary ledger(s), personnel and payroll records, cancelled checks, and documents and records related to the funds provided by Metro.

The Grantee shall maintain and identify the records by fiscal and/or grant period(s) separately and maintain the information in such a manner that they can be easily identified. The grantee shall ensure the records are adequately protected against theft, fire, or other damage.

The Grantee shall allow Metro Government, or any duty-authorized representatives to have access to any applicable books, documents, papers, or other records of the grantee that pertain to, support, or document the Metro grant funds for monitoring, auditing, or examination purposes. The right of access shall not be limited to the retention period, but shall extend as long as the records are retained by the organization.

Financial statements shall be prepared in accordance with generally accepted accounting principles.

See the Metro Grants Manual, Chapter 9: Record Retention and Access Requirements.

D.8. Monitoring.

Grant contract between the Metropolitan Government of Nashville and Davidson County and (The FIND Design), Contract # _____ 8/23/2021

Monitoring is the review process used to determine the Grantee's compliance with the requirements of Federal, State, and/or local laws, regulations, and measures of progress toward stated results and outcomes. Monitoring determine the level of compliance with program expectations and identify operational changes. Monitoring also determines if the financial management and the accounting system are adequate to account for program funds in accordance with government requirements.

The Grantee's activities conducted and records maintained pursuant to this Grant Contract shall be subject to monitoring and evaluation by the Juvenile Court Grant Management Team, the Metropolitan Office of Financial Accountability (OFA), and/or Metro's duly appointed representatives.

The Grantee shall make all audit, accounting, or financial records, notes, and other documents pertinent to this grant available for review by the Metropolitan Office of Financial Accountability, Internal Audit or Metro's representatives, upon request, during normal working hours. See the Metro Grants Manual, Chapter 10: Monitoring Requirements.

D.9. Reporting.

Reporting details the Grantee's progress on each of the core performance measures identified in the grant solicitation and any program specific and/or outcome measures identified in the Grantee's Grant Spending Plan as funded under this Grant Contract. The Grantee is required to gather and maintain statistical data relating to grant project activities. The data collected should support the information submitted on all reports.

The Grantee shall submit an **Interim Program Report** no later than **November 1, 2021**. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding November 1, 2021.

The Grantee shall submit a **Final Program Report** no later than **June 30, 2022**. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding June 30, 2022.

The Grantee shall submit an **Annual Expenditure Report**, to reconcile grant receipts with grant revenues. The report is due 45 days after the end of the grant period. The grantee can submit the report earlier. The Grantee shall submit the report in writing by email, having an electronic sent time date stamp not exceeding **August 14, 2022**. Said report shall be in form and substance acceptable to Metro and shall be prepared by a **Certified Public Accounting Firm or the Chief Financial Officer** of the Recipient Organization.

The Grantee shall send all reports electronically to the attention of shelleyhudson@iisnashville.gov (Mrs. Shelley Hudson, Juvenile Court Special Projects Program Manager).

See the Metro Grants Manual, Chapter 8: Reporting Requirements.

Grant contract between the Metropolitan Government of Nashville and Davidson County and (The FIND Design), Contract # _____ 8/23/2021

D.10. Strict Performance.

Failure by Metro to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this agreement shall not be construed as a waiver or relinquishment of any such 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 by the appropriate parties as indicated on the signature page of this Grant.

D.11. Insurance.

The Grantee agrees to carry adequate public liability and other appropriate forms of insurance, and to pay all applicable taxes incident to this Grant Contract.

D.12. Metro Liability.

Metro shall have no liability except as specifically provided in this Grant Contract.

D. 13. Independent Contractor.

Nothing herein shall in any way be construed or intended to create a partnership or joint venture between the Grantee and Metro or to create the relationship of principal and agent between or among the Recipient and Metro. The Grantee shall not hold itself out in a manner contrary to the terms of this paragraph. Metro shall not become liable for any representation, act, or omission of any other party contrary to the terms of this paragraph.

D. 14. Indemnification and Hold Harmless.

(a) Grantee shall indemnify, defend, and hold harmless Metro, its officers, agents and employees from any claims, damages, penalties, costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of Grantee, its officers, employees and/or agents, including its sub or independent contractors, in connection with the performance of the contract, and any claims, damages, penalties, costs and attorney fees arising from any failure of Grantee, its officers, employees and/or agents, including its sub or independent contractors, to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.

(b) Metro will not indemnify, defend or hold harmless in any fashion the Grantee from any claims, regardless of any language in any attachment or other document that the Grantee may provide.

(c) Grantee shall pay Metro any expenses incurred as a result of Grantee's failure to fulfill any obligation in a professional and timely manner under this Contract.

Grant contract between the Metropolitan Government of Nashville and Davidson County and (The FIND Design), Contract # _____ 8/23/2021

(d) Grantee's duties under this section shall survive the termination or expiration of the grant.

D.15. 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 as provided in this Section, any failure or delay by a party in the performance of its obligations under this Contract arising from a Force Majeure Event is not a breach under this Contract. 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. Grantee will promptly notify Metro within forty-eight (48) hours of any delay caused by a Force Majeure Event and will describe in reasonable detail the nature of the Force Majeure Event.

D.16. State, Local and Federal Compliance.

The Grantee agrees to comply with all applicable federal, state and local laws and regulations in the performance of this Grant Contract.

D.17. Governing Law and Venue.

The validity, construction and effect of this Grant Contract and any and all extensions and/or modifications thereof shall be governed by and construed in accordance with the laws of the State of Tennessee. The venue for legal action concerning this Grant Contract shall be in the courts of Davidson County, Tennessee.

D.18. 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 of the parties' agreement. This Grant Contract supersedes any and all prior understandings, representations, negotiations, and agreements between the parties relating hereto, whether written or oral.

D.19. Headings.

Section headings are for reference purposes only and shall not be construed as part of this Grant Contract.

D.20. Metro Interest in Equipment.

Grant contract between the Metropolitan Government of Nashville and Davidson County and (The FIND Design), Contract # _____ 8/23/2021

The Grantee shall take legal title to all equipment, hereinafter referred to as "equipment," purchased totally or in part with funds provided under this Grant Contract, subject to Metro's equitable interest therein, to the extent of its *pro rata* share, based upon Metro's contribution to the purchase price. "Equipment" shall be defined as an article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds \$5,000.00.

The Grantee agrees to be responsible for the accountability, maintenance, management, and inventory of all property purchased totally or in part with funds provided under this Grant Contract. Upon termination of the Grant Contract, where a further contractual relationship is not entered into, or at any time during the term of the Grant Contract, the Grantee shall request written approval from Metro for any proposed disposition of equipment purchased with Grant funds. All equipment shall be disposed of in such a manner as parties may agree as appropriate and in accordance with any applicable federal, state or local laws or regulations.

Equipment purchased with grant funds is listed on an equipment log. (See Juvenile Court Equipment Summary Report) and note project staff using said equipment.

D. 21. Assignment - Consent Required.

The provisions of this contract shall inure to the benefit of and shall be binding upon the respective successors and assignees of the parties hereto. Except for the rights of money due to Grantee under this contract, neither this contract nor any of the rights and obligations of Grantee hereunder shall be assigned or transferred in whole or in part without the prior written consent of Metro. Any such assignment or transfer shall not release Grantee from its obligations hereunder. Notice of assignment of any rights to money due to Grantee under this Contract must be sent to the attention of the Metro Department of Finance.

D.22. Gratuities and Kickbacks.

It shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparations of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore.

Grant contract between the Metropolitan Government of Nashville and Davidson County and (The FIND Design), Contract # _____ 8/23/2021

It shall be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or a person associated therewith, as an inducement for the award of a subcontract or order. Breach of the provisions of this paragraph is, in addition to a breach of this contract, a breach of ethical standards which may result in civil or criminal sanction and/or debarment or suspension from participation in Metropolitan Government contracts.

D.23. 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 Form to Report Lobbying," 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 sub-Grantees 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.25. Public Accountability.

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

Grant contract between the Metropolitan Government of Nashville and Davidson County and (The FIND Design), Contract # _____ 8/23/2021

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.

D. 26. Disclosure of Personal Identity Information.

The Grantee shall report to Metro any instances of unauthorized disclosure of personally identifiable information that comes to the Grantee's attention. The Grantee shall make any such report within twenty-four (24) hours after the instance has come to the Grantee's attention. The Grantee, at the sole discretion of Metro, shall provide no cost credit monitoring services for individuals that are deemed to be part of a potential disclosure. The Grantee shall bear the cost of notification to individuals having personally identifiable information involved in a potential disclosure event, including individual letters or public notice. The remedies set forth in this Section are not exclusive and are in addition to any claims or remedies available to Metro under this Grant Contract or otherwise available at law.

D.23. Written Policies and Procedures.

The Grantee should establish written policies and procedures to express management's position on all operational procedures such as accounting, purchasing, personnel, travel, and other such policies and procedures that guide normal business activities to ensure consistent operation of the agency's programs and adequate documentation for an audit. See the Metro Grants Manual, Chapter 3: Standards for Financial Management.

D.25. Communications and Contacts.

All instructions, notices, consents, demands, or other communications from the Grantee required or contemplated by this Grant Contract shall be in writing by email addressed to the respective party set forth below or to such other party, facsimile number, or address as may be hereafter specified by written notice.

Metro

For contract-related matters inquiries regarding programming and invoices:

Metro Juvenile Court CPF Grant Program Contact:

Shelley Hudson
Special Project Program Manager
Juvenile Court
P.O. Box 196306

Grant contract between the Metropolitan Government of Nashville and Davidson County and (The FIND Design), Contract # _____ 8/23/2021

Nashville, Tennessee 37219-6306
Office: 615-862-8079
Cell: 615-500-3391
shelleyhudson@jnsnashville.gov

Metro Juvenile Court CPF Grant Invoicing Contact.

Joe Atchley
Juvenile Court Accountant III
Juvenile Court
P.O. Box 196306
Nashville, Tennessee 37219-6306
Office: (615) 880-2368
JoeAtchley@jnsnashville.gov

Recipient:

Mrs. Kara James
Executive Director
The F.I.N.D. Design, Inc.,
2787 Smith Springs Road
Nashville, TN 37217
Phone Main : 615-647-8222
Phone Direct : 615-543-6606
Email : Kjames@thefinddesign.org

D. 25. Effective Date.

This contract shall not be binding upon the parties until it has been signed first by the Grantee and then by the authorized representatives of the Metropolitan Government and has been filed in the office of the Metropolitan Clerk. When it has been signed and filed, this contract shall be effective as of the date first written above.

(THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK)

Grant contract between the Metropolitan Government of Nashville and Davidson County and (The
FIND Design), Contract # _____ 8/23/2021

THE METROPOLITAN
GOVERNMENT OF NASHVILLE
AND DAVIDSON COUNTY:

RECIPIENT: Kara James

By: Kara James

Title: Executive Director



APPROVED AS TO
AVAILABILITY OF FUNDS:

DocuSigned by:

Saul Solomon /msw
Director of Finance

Sworn to and subscribed to before me a
Notary Public, this 30th day
of AUGUST, 2021

APPROVED AS TO FORM AND
LEGALITY

Notary Public

DocuSigned by:

Neki Elie
Metropolitan Attorney

A handwritten signature in black ink, likely belonging to William Hutchinson, the Notary Public.

My Commission
expires 05 25 2022

FILED IN THE OFFICE OF THE
CLERK:

Metropolitan Clerk

Community Partnership Reallocation Funds Grant Provided by the Davidson County Juvenile Court Youth Violence Reduction Program Application	
Name of Organization/Agency Applicant	The F.I.N.D. Design
Is the Applicant the primary (Parent) or secondary (Child) applicant?	<input checked="" type="checkbox"/> Primary <input type="checkbox"/> Secondary
If your organization/agency is filing under another agency's financial audit, then your organization is considered the secondary (Child) agency. If the applicant is a secondary (Child) applicant, then their parent (Primary) applicant must file for this grant and subcontract with the secondary (child) agency.	
Name of Program Supported by the Grant:	F.L.Y. Girl
Name of Individual Signing the Contract:	Kara James
Position:	Executive Director
Primary Phone:	(615) 543-6606
Email:	kjames@thefinddesign.org
Is the Applicant a prior Metro CPF Recipient Year:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$76,549, 50.
Is the Applicant a prior year Metro Direct Appropriation	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Amount:
REALLOCATED FUNDING AMOUNT	Amount: \$80,000
TERM OF GRANT FUNDING	JULY 1, 2021 – JUNE 30, 2022
SECTION I	Please include the names (s) of the person (s) and contact information below
Name of Individual Completing Application:	Name: Kara James Title: Executive Director Phone number: 615-543-6606 Email: kjames@thefinddesign.org
Name of Individual over program monitoring:	Name: Sharese Chapman Title: Director of Programs Phone number: 615-498-7754 Email: Schapman@thefinddesign.org
Name of Individual over financial monitoring:	Name: Rachelle Gross/Kara James Title: Board Treasure/Executive Director Phone number: 615-647-8222/615-543-6606 Email: rachelle@unique-for-you.com / kjames@thefinddesign.org
SECTION II: ELIGIBILITY CRITERIA	

In order to be eligible to receive reallocated CPF funding, an applicant must meet the following criteria:

1. Applicants must serve residents of Nashville, Davidson County.

X Yes ☐ No

2. Applicants must have a 501(c) (3) designation of exemption from federal taxation from the Internal Revenue Service (IRS) as provided by 26 U.S. C. A.;

X Yes ☐ No

If Yes, has there been a change in the applicant's 501(c) (3) status?

☐ Yes X No

If yes, please

explain _____.

Please attach a copy of the agency's 501 (c) (3) document with this application. X

3. Applicants must have an incorporation as a non-profit with registration identification number provided by the Secretary of State as a Charitable Organization or proof of such exemption as allowed.

X Yes ☐ No

If Yes, has there been a change in the applicant's non-profit status?

☐ Yes X No

If yes, please explain

Please attach a copy of the agency's non-profit registration and identification document with this application. X

4. Applicants must have been in existence for at least one full year by application due date.

X Yes ☐ No

If yes, how long has the applicant been in existence?

_____ 2014 _____.

5. Applicants must be in compliance with grant contract award requirements from Metro in any previous year(s).

X Yes ☐ No

If yes, when was the last time the applicant was audited by Metro? Jan.

2021 _____.

Was the applicant in compliance?

X Yes ☐ No

If no, did the applicant correct Metro audit concerns to Metro's satisfaction?

☐ Yes ☐ No N/A

6. Applicants must provide a copy of a financial audit of its latest completed fiscal year by a certified public accountant. The year-end or the issue date of the report should be within the preceding 12 months of the application due date. For example: If the NPO's fiscal year end is December 31, 2020 and application date is March 1, 2021; the audit for the 2020 year will probably not be completed by the application deadline, the NPO can submit the audit for the prior year if that audit was issued between March 2, 2020 and March 1, 2021.

NOTE: Applicants filing under a PARENT organization: Parent organizations are required to file as the primary recipient and subcontract with the CHILD agency as a subgrantee.

NOTE: The Audit requirement may be waived for non-profits with annual budgets of less than \$50,000 and requests for grants of less than \$5,000, per Ordinance No. BL2013-578.

SECTION III: VISION, MISSION, AND VALUES STATEMENTS

- Vision statement – Informs the agency's goals (What the agency wants to accomplish or achieve).
- Mission statement – Informs the agency's purpose (How the agency achieves their vision).
- Values statement – Informs the agency's culture (Agency core principle and values).

Provide the agency's vision, mission, and values statements here.

To empower girls of color to fly (forever love themselves) and be the voice that shifts both internal and external narratives surrounding their identity and value, through cultural expressions, positive connections, curative training, and advocacy.

SECTION IV: NEEDS STATEMENT

A fact-based and data driven statement to continue funding for the grantee. These lay the foundation for the grant application.

1) Briefly describe your agency's need/problem statement for program funding.

Women and girls of all races and ethnicities are more likely than boys and men to report emotional and psychiatric symptoms. According to the American Psychological Association Guidelines of Psychological Practice with Girls and Women (2007), Women and girls of color, in particular, face unique stressors that are compounded by the intersection of race and gender identities. Negative socio-cultural experiences rooted in racism, discrimination, and sexism contribute to emotional pain but often remain unacknowledged as sources of distress (Leary, 2019). Additionally, children of color experience substantially higher rates of adversity during

childhood than their white peers, which can significantly impact physical and mental health and educational and economic outcomes (Sacks & Murphy, 2018). Trauma, in turn, can lead to engagement with the juvenile justice system, which can further exacerbate symptoms (Leary, 2019).

Girls and young women compose a rapidly accelerating percentage of juvenile arrests, delinquency petitions, detentions, and post-adjudication placements (Sherman & Black, 2015). While Black girls constitute only about 14 percent of all the girls in the United States, they make up 32 percent of detained and committed girls (White House Council on Women and Girls, 2015). Black girls are over two times more likely to be adjudicated for "status offenses" like truancy, curfew violations, or running away than both white girls and Black boys (Peck et al., 2014). Consequently, girls of color tend to be referred to the juvenile justice system for "flight" behaviors that do not present a risk to public safety and can be commensurate with trauma exposure (Leary, 2019).

2) Briefly Describe how reallocated funds will continue to help your agency meet program needs.

The F.L.Y. (Forever Loving Yourself) Girl program uses evidence-based, gender-specific, culturally relevant programming designed to provide black girls and other girls of color with a sense of ethnic pride and "connectedness." The robust preventative and intervention services provide aid in increasing personal and social-environmental factors that promote assets, gifts, and talents around self-awareness and cultural expression while positioning participants as self-advocates and change agents in their schools and communities.

The F.L.Y. Girl program's foundation is based on 20+ years of consistent research from analysts and researchers examining the connection between racial identity, risky behaviors, engagement, and school and communities. The studies demonstrated that culturally relevant responses could provide youth of color with essential relationship skills, identity empowerment, and critical awareness that lead to an increase in personal protective factors (i.e., confidence, character building, problem-solving, coping skills) and socio-environmental factors (i.e., positive connections with peers, family, community, opportunities pathways etc.) that leads to a healthy and successful transition into adulthood.

1. Promote healing and positive connections through healing circles.
2. Reduce trauma responses through 2:1 coaching.
3. Engage in School and Community by improving educational outcomes and increasing civic contributions.
4. Increase community awareness and education.

SECTION V: GOALS, OBJECTIVES, ACTIVITIES

Program success is defined by establishing goals, objectives, and activities. These inform strategic planning and program improvements. Goals are broad and measurable statements about what the program intends to accomplish. These align with the agency mission and flow from the community need. Generally state 1 or 2 goals. Objectives are what the program intends to achieve. These are realistic, specific, measurable, and focused on outcomes. Objectives include

who (program clients) what (desired measurable change) and how (program activities), and are generally stated with a verb as an increase, decrease, expand, improve or change in behavior or condition, etc. **Activities** are efforts conducted to achieve the program objectives and tie into outputs: if the activities are completed then the outputs are produced. Activities use action words: provide, train, establish, etc. Grantee to provide minimally two (2) goals and is also allowed to add more goals, objectives, and activities as needed to this template.

Program Goal: To support 75 black girls and other girls of color to become successful members of their school, families, and communities by promoting healing that leads to positive mental health and well-being to mitigate the effects of racism and discrimination.

Goal 1: Promote healing and positive connections for 75 girls ages 12-18 through healing circles, mentoring, and civic contributions.

- **Objective 1.1:** Improved Protective Factors (personal development and social-environmental) and life skills of black girls and other girls of color through 10 weeks of group mentoring (healing circles).
- **Activity 1.1 1.** T.F.D. will implement 10 workshops (equivalent to 20 hours) of evidence-based, culturally relevant healing circles that encourage healthy development and positive connections.
- **Objective 1.2:** Reduce trauma responses (i.e., risky behaviors) caused by racism and discrimination of black girls and other girls of color through 2:1 coaching and mentoring 20 weeks (60 total hours).
- **Activity 1.2** T.F.D. will match 75 girls with 2 mentors to complete 60 hours of individualized coaching. 93% of mentoring relationships will report high-quality/desired outcomes.

Goal 2: To promote positive outcomes for Black girls and other girls of color by increase community education and awareness centered around historical trauma.

- **Objective 2.1-** Train 100 community members on historical and social traumatization experienced by Black girls in an effort to change to program and service delivery that promote positive outcomes for Black girls and other girls of color.
- **Activity 1.2.** Complete 4 educational trauma-informed workshops (1 per quarter). 100 community members trained with increased awareness and a commitment to implementing trauma-informed practices centered around the unique needs of girls of color.

SECTION VI: MEASURABLE OUTCOMES

Measurable outcomes are quantifiable (numeric value, percentage, scores, value, or characteristic) used to measure achievement of program outcomes: events, occurrences, or changes in conditions or attitudes that indicate progress toward a program's goals. These are specific, measurable and meaningful. Achieving an outcome indicates fulfillment of purpose and program toward long-term goals.

List and describe below a minimum of three measurable outcomes of your program that will be achieved as a result of this reallocated funding (Measurable outcomes must support goals and objectives). Grantee is allowed to add more measurable outcomes as needed to this template.

1. 70 of 75 (93%) will report having increased in personal protective factors in two or more areas
a) positive and resilient attitude; b) ethnic identity; c) "connectedness" c) positive mental health and well-being; e) academic achievements.
2. 70 of 75 or (93%) will report a reduction in risky behaviors.
3. 67 of 75 (90%) will report no interaction with the juvenile court system
4. 90 of 100 (90%) of community members will show an increase of awareness around the trauma of black girls and other girls of color and increase in likely with improvements in services delivery.

SECTION VII: PROGRAM INPUTS

Describe the factors (inputs) dedicated to this program to conduct its' activities and to achieve its goals and objectives.

1. **Agency resources:** Grants for Girls of Color (financial support), Priest Lake Presbyterian Church (program/office space), Metro Nashville Public School (program space/financial support), Maddox Fund (financial support)
2. **Agency collaborations:** Davidson County Juvenile Court, Nashville Conflict Resolution Center; Big Brothers Big Sister, Metro Nashville Public Schools.
3. **Evidence-based programming:** Sisters of Nia: A Cultural Enrichment Program to Empower African American Girls.

SECTION VIII: MONITOR AND TRACKING PROGRAM SERVICE DELIVERY

Briefly describe below the agency's plans to monitor and track the quality of the agency's progress toward program service delivery? These may include output measures (*products of your activities*) which are process measures that quantify the activities of your program and outcome measures which are measure the achievement, effect or results that are attributed to program efforts that determine impact and success

This program uses a combination of tools from the program logic model and evaluation plan to collect specific data to measure program outcomes and program evaluation. Specific outputs are:

- # of youth referred to the program
 - # recruited, screened, enrolled.
- # of empowerment workshops completed.
- # of mentors recruited & accepted w/desired characteristics.
 - # of mentees matched, and coaching hours completed.
 - 90% of mentoring relationships that are high quality/desired outcomes.
- # of mentor check-ins per mentor/mentee relationship.
 - 90% program completion, satisfaction, and quality (youth, parents, partners & mentors; 85% mentor/youth sustained relationship (e.g., 1 year)
- 100 trained community members

- o 90 out of 100 reports having an increase in awareness/willingness to implement new initiatives to address disparities.

*Please reference measurable outcome's section for outcomes measures.

Additionally, the program uses the following to monitor and track service delivery.

Pre-Post Surveys and exit surveys to measure program impact and satisfactions.

- Youth, mentor, school, parent.
- Patterns of Adaptive Learning Scale (P.A.L.S) Patterns of Adaptive-Learning Scale- (i.e., Academic Press, Disruptive Behavior, Self-Presentation of Low Achievement). The Patterns of Adaptive Learning Scales have been developed and refined over time by a group of researchers using goal orientation theory to examine the relation between the learning environment and students' motivation, affect, and behavior.

Metro Nashville Public School (MNPS) 9-week report- Provided in partnership with the school system to provide student specific data that included attendance, grades, test scores, behavior infractions (suspensions, referrals).

Charity Tracker- The F.I.N.D. Design collects and stores this data in Charity Tracker. The data collected includes the following:

- Weekly session attendance
- Mentor and Mentee data
- Individualized coaching and case management services

The program uses an evaluation plan (logic model) that provides specific outputs and activities to measure the success of the program. (Please see Section VIII for specific outputs).

SECTION IX: PROGRAM EVALUATION PLAN

Briefly describe below the agency's plan to evaluate program effectiveness and corrective action plans: This includes completeness of the evaluation plan to include what you will do to judge the success or effectiveness of your program.

Briefly describe evaluation processes and corrective action plan(s):

The proposed F.L.Y. Girl program will use a multi-layered evaluation system that will include the collection and analysis of quantitative and qualitative data as appropriate for each activity. These methods will allow the Director and staff to examine the impact of each activity and recommend changes that will result in continuous improvement.

SECTION X: BUDGET, DETAILED BUDGET NARRATIVE, AND ORGANIZATIONAL PLAN

Grant Recipients shall be compensated on a **quarterly** (July-September, October-December, January-March; and, April-June) reimbursement basis for actual direct program costs based upon the Grant Spending Plan, not to exceed the maximum liability. Documentation shall serve as proof of delivered services of a kind and type as specified by the contract and accompany the submission of invoices in order to be eligible for payment. The Recipient's invoice shall be subject

to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of Metro Grants allowable and unallowable costs (See Attachment). Indirect costs are not allowable for this grant funding. Juvenile Court Grant Management personnel will consider written requests for monthly reimbursement and advise Recipient in writing if approved.

Please describe the processes and systems in place related to financial administration and accounting:

Required Attachments:

Attach the applicant's budget x

Attach the detailed budget narrative x

Attach the agency organizational chart x

SECTION XI: SUSTAINABILITY PLAN

Please describe the agency's plan to sustain this funded project in the future if Metro funding decreases or discontinues in the future.

- Understanding the importance of long-term sustainability for The F.I.N.D. Design staff and board are constantly developing and implementing plans to diversify our funding. We are confident we will be able to increase our programmatic and organizational sustainability through a combination of several strategies:
- Continue to gain revenue by contracting youth services through partnerships such as Metro Nashville Public Schools.
- Create and sustain partnerships with local foundations.
- Develop stronger relationships with local corporations and small businesses.
- Train the community to generate revenue.
- Expand our donor's base

SECTION XII: DATA COLLECTION

Describe the data collection procedures the agency undertakes to collect and report the outputs and outcomes of the planned services or interventions. (E.g. stakeholder questionnaires, client satisfaction surveys, case records, etc.)

- **Please see Section VIII**

Describe how the agency will use the data collected to evaluate the goals of the project and the work performed and plan accordingly.

As stated, The F.I.N.D. Design gathers data using Charity Tracker and compiles this information for monthly, quarterly, and annual reports, allowing program staff to assess, monitor, and inform program goals and initiatives. Data included:

- Pre- and post-assessments and surveys.
- Demographics.
- Emotional support hours.
- Individualized coaching hours.
- The number of wraparound services and resources referred.

- Education workshops.
- Referrals to wraparound services

Describe how the agency shares data with the agency's board and other community partners.

The organization provides monthly reports to board members and partners and an annual report highlighting evaluation data, goals, objectives, and outcomes and how the program progresses towards each goal.

JUVENILE COURT GRANTS MANAGEMENT TEAM CONTACT INFORMATION

**Metro Juvenile Court Finance Director
Mr. Jim Swack, J.D.**

Juvenile Court Deputy Court Administer
Finance and Business Operations
(615) 862-8022

jimswack@jnsnashville.gov

**Metro Juvenile Court Grants and Contracts
Manager Contact**

Mrs. L'Tannia Williams, M.S.

Juvenile Court Grants and Contracts Program
Manager

(615) 862-8023

l'tanniawilliams@jnsnashville.gov

**Metro Juvenile Court CPF Grant Program
Contact**

Mrs. Shelley Hudson, M.A.

Juvenile Court Special Projects Program
Manager

(615) 862-8079

shelleyhudson@jnsnashville.gov

**Metro Juvenile Court CPF Grant Invoicing
Contact**

Mr. Joe Atchley

Juvenile Court Accountant III

(615) 880-2368

JoeAtchley@jnsnashville.gov

GRANT BUDGET LINE-ITEM DETAIL:			
PROGRAM NAME: F.L.Y. GIRL PROGRAM			
SALARIES, BENEFITS & TAXES	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
Position 1: Director of Programs \$45000/year @ 85% = \$38,250 (52% charged to CPF)	\$20,000	\$18,250	\$38,250
Position 2: Director of Operations \$50000/year @ 50% = \$25000 (32% charged to this CPF)	\$8,000	\$17,000	\$25,000
Position 3: Youth Development Specialist \$35000/year @ 65% = \$29750 (40% charged to this CPF)	\$12,000	\$17,750	\$29,750
Position 4: PT Mentor Coordinator \$20000/year @ 85% = \$17,000 (29% charged to this CPF)	\$5,000	\$12,000	\$17,000
Position 5: Content Manager \$35000/year @ 75% = \$26,250 (46% charged to this CPF)	\$12,000	\$14,250	\$26,250
Position 6: Executive Director \$60000/year @ 5% = \$3000 (33% charged to this CPF)	\$1,000	\$2,000	\$3,000
Position 7: Admin Assistant \$35000/year @ 25% = \$8750 (46% charged to this CPF)	\$4,000	\$4,750	\$8,750
FICA will be paid for all salaries: \$ 148000 @ 7.65% = \$ 11,322+Unemployment cost rate is 3.40% = \$976 Allocated at approx 53% =approx \$12,300 (60% charged to this CPF)	\$7,400	\$4,900	\$12,300
Telemedicine provided for each employee @ 15pp/month = \$1,260, appr 52% allocated to program = \$666	\$0	\$666	\$666
TOTAL SALARIES, BENEFITS, & TAXES	\$69,400	\$91,566	\$160,966
PROFESSIONAL FEE			
Contracted Content Creator/Facilitator (\$470 wkly/30 wks)	\$0	\$1,500	\$1,500
TOTAL PROFESSIONAL FEE	\$0	\$1,500	\$1,500
SUPPLIES			
Curriculum Supplies (group sessions/workshops) \$100pp (75 girls/20 facilitators)= 100 x 95=\$9500; Healthy Snacks @ \$10pp (95 total)=10 x 95= 950.00, Background Checks \$35,15pp (30 total/20 inkind)) @ \$35,15 x 30= \$1055; Volunteer Appreciation/Training \$20pp (50 Total) 20x 50=\$2500; Graduation Supplies \$25pp (95total) = 25 x 85 (10 inkind) = \$2125. Total 9500+950+1055+2500+2125=\$16130	\$10,600	\$5,530	\$16,130
1 desk/printer/1 monitor /1 Laptop = \$800, Office supplies (lnk pens, cartridges, folders, binders, paper, decor) approx \$3000 annually allocated @ appr 53%=\$1589 \$800+\$1590=\$2385	\$0	\$2,385	\$2,385
Annual Software- (Adobe, Calendly, Office, Docusign, Zoom etc) (\$2694) HR Software (\$4200)=\$6894 allocated @ approx 53% = \$3645	\$0	\$3,645	\$3,645
Miscellaneous-This is office petty cash for parking expenses, additional resource assistance and any other miscellaneous expenses that may occur, 150.00	\$0	\$150	\$150
TOTAL SUPPLIES	\$10,600	\$11,710	\$22,310
COMMUNICATION			
Office phone (\$1980 annually) Mobile phone allowance (\$60pp/7 program staff//12 months=(60 x7=420) x12=\$5040, Allocated at appr 53% = \$3708	\$0	\$3,708	\$3,708
TOTAL COMMUNICATION	\$0	\$3,708	\$3,708
POSTAGE AND SHIPPING			
Shipping for program materials (Approx \$20pp/85 total)=\$20 x 85=\$1900	\$0	\$1,900	\$1,900
TOTAL POSTAGE AND SHIPPING	\$0	\$1,900	\$1,900
PRINTING AND PUBLICATIONS			
Printing Curriculum -Apprx \$50pp (10 lead facilitators)=50 x 100 =\$500	\$0	\$500	\$500
Marketing \$600. Post card for program participants (\$250)= \$600 x \$250=\$850	\$0	\$850	\$850
TOTAL PRINTING AND PUBLICATIONS		\$1,350	\$1,350
TRAVEL/CONFERENCES AND MEETINGS			
Staff travels appr 500 miles @ .56 (lrs rate) per mile= \$1960; allocated approx 53% = \$1035	\$0	\$1,035	\$1,035
Director of Programs Certification (total \$780), Staff Development (CNM Membership (\$100 annually), Org Trauma informed training (\$285.71pp/7 total=\$2000), 2 team building activities (\$200pp/7 total=\$1400)and monthly leadership development (\$2388 annually)= \$6888; allocated @ approx 53% = \$3522	\$0	\$3,522	\$3,522
TOTAL TRAVEL/CONFERENCES AND MEETINGS	\$0	\$4,557	\$4,557
INSURANCE			
General Liability/Hazardous/Workers Comp Insurance: \$3000/year allocated at appr 53% = \$1585	\$0	\$1,584	\$1,584
TOTAL INSURANCE	\$0	\$1,584	\$1,584
SPECIFIC ASSISTANCE TO INDIVIDUALS			
Misc Assistance (personal hygiene items,clothes, food etc.) @ \$25pp/75-85 youth/caretakers)= \$2125	\$0	\$2,125	\$2,125
TOTAL SPECIFIC ASSISTANCE TO INDIVIDUALS	\$0	\$2,125	\$2,125
	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
TOTAL	\$80,000	\$120,000	\$200,000

John Cooper
MAYOR



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

DEPARTMENT OF FINANCE
700 2ND AVENUE SOUTH, SUITE 201
NASHVILLE, TENNESSEE 37210

Metropolitan Government of Nashville and Davidson County Recipient of Community Partnership Funds Certifications of Assurance

Recipient Name Kara James

As a condition of receipt of this funding, the Recipient assures that it will comply fully with the provisions of the following laws.

- The Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. Section 12116;
- Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, and national origin;
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

CERTIFICATION REGARDING LOBBYING - Certification for Contracts, Grants, Loans, and Cooperative Agreements

By accepting this funding, the signee hereby certifies, to the best of his or her knowledge and belief, that:

- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the Recipient, to any person for influencing or attempting to influence an officer or employee of any agency, 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, and 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 grant, loan, or cooperative agreement, the Recipient shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- c. The Recipient shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, subcontracts, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients of federally appropriated funds shall certify and disclose accordingly.

DocuSigned by:

Kara James

Signature of Authorized Representative

Name: Kara James

Title: Executive Director

Agency Name: The F.I.N.D. Design

Date: 8/11/2021