

LEGISLATIVE TRACKING FORMFiling for Council Meeting Date: 08/18/26

Resolution



Ordinance

Contact/Prepared By: M. Park

Date Prepared: _____

Title (Caption): 2026 National Integrated Ballistic Information (NIBIN) Modernization Grant Application

The funding from this grant will be utilized to purchase two (2) BrassTrax Acquisition Stations to strengthen forensic ballistic capabilities

and improve the investigation and resolution of firearm-related crimes that occur in Davidson County, TN.

Submitted to Planning Commission? ☒ N/A ☐ Yes-Date: _____ Proposal No: _____Proposing Department: Police Requested By: PoliceAffected Department(s): ALL Affected Council District(s): ALL**Legislative Category (check one):**

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

FINANCE Amount +/-: \$ \$ 600,000.00**Match:** \$ \$ 0.00
Funding Source: Capital Improvement Budget
 Capital Outlay Notes
 Departmental/Agency Budget
 Funds to Metro
 General Obligation Bonds
 Grant
 Increased Revenue Sources

 Judgments and Losses
 Local Government Investment Project
 Revenue Bonds
 Self-Insured Liability
 Solid Waste Reserve
 Unappropriated Fund Balance
 4% Fund
 Other: _____
Approved by OMB: Aaron Pratt

Date to Finance Director's Office: _____

Approved by Finance/Accounts: _____

APPROVED BYApproved by Div Grants Coordination: Juanita Paulsen**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 APPLICATION SUMMARY SHEET

Grant Name: 2026 National Integrated Ballistic Information (NIBIN) Modernization Grant27-31

Department: POLICE DEPARTMENT

Grantor: U.S. DEPARTMENT OF JUSTICE

Pass-Through Grantor (If applicable):

Total Applied For \$600,000.00

Metro Cash Match: \$0.00

Department Contact: Kelly Cantrell
862-7363

Status: NEW

Program Description:
The funding from this grant will be utilized to purchase two (2) BrassTrax Acquisition Stations to strengthen forensic ballistic capabilities and improve the investigation and resolution of firearm-related crimes that occur in Davidson County, TN.

Plan for continuation of services upon grant expiration:
Project is totally grant funded and will cease upon expiration of the grant.

APPROVED AS TO AVAILABILITY OF FUNDS: **APPROVED AS TO FORM AND LEGALITY:**

<u>Jennene Reed/mjw</u>	7/21/2026 11:30 AM CDT	<u>Roby Greer</u>	7/21/2026 12:22 PM CDT
Director of Finance	Date	Metropolitan Attorney	Date

A.P. JD
APPROVED AS TO RISK AND INSURANCE:

<u>Balagun Cobb</u>	7/21/2026 11:48 AM CDT	<u>Freddie O'Connell/mt</u>	7/22/2026 6:05 AM CDT
Director of Risk Management Services	Date	Metropolitan Mayor	Date

(This application is contingent upon approval of the application by the Metropolitan Council.)

Grants Tracking Form

Part One

Pre-Application ☐		Application ☒		Award Acceptance ☐		Contract Amendment ☐	
Department	Dept. No.	Contact				Phone	Fax
POLICE DEPARTMENT ▼	031	Kelly Cantrell				862-7363	880-3077
Grant Name: 2026 National Integrated Ballistic Information (NIBIN) Modernization Grant							
Grantor: U.S. DEPARTMENT OF JUSTICE ▼		Other:					
Grant Period From: 10/01/26		(applications only) Anticipated Application Date:		07/27/26			
Grant Period To: 09/30/31		(applications only) Application Deadline:		07/27/26			
Funding Type:	FED DIRECT ▼	Multi-Department Grant		☐		If yes, list below.	
Pass-Thru:	▼	Outside Consultant Project:		☐			
Award Type:	COMPETITIVE ▼	Total Award:		\$600,000.00			
Status:	NEW ▼	Metro Cash Match:		\$0.00			
Metro Category:	Est. Prior. ▼	Metro In-Kind Match:		\$0.00			
CFDA #	16.076	Is Council approval required?		☐			
Project Description:		Applic. Submitted Electronically? ☒					
The funding from this grant will be utilized to purchase two (2) BrassTrax Acquisition Stations to strengthen forensic ballistic capabilities and improve the investigation and resolution of firearm-related crimes that occur in Davidson County, TN.							
Plan for continuation of service after expiration of grant/Budgetary Impact:							
Project is totally grant funded and will cease upon expiration of the grant.							
How is Match Determined?							
Fixed Amount of \$		or		% of Grant		Other: ☒	
Explanation for "Other" means of determining match:							
Grant funds will not cover complete cost and require additional funds to make purchase.							
For this Metro FY, how much of the required local Metro cash match:							
Is already in department budget?		\$0.00		Fund		Business Unit	
Is not budgeted?		\$0.00		Proposed Source of Match:			
(Indicate Match Amount & Source for Remaining Grant Years in Budget Below)							
Other:							
Number of FTEs the grant will fund:		0.00		Actual number of positions added:			
Departmental Indirect Cost Rate		33.20%		Indirect Cost of Grant to Metro:		\$169,320.00	
*Indirect Costs allowed? ☒ Yes ☐ No		% Allow. 17.6%		Ind. Cost Requested from Grantor:		\$90,000.00 in budget	
*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)							
Draw down allowable? ☐							
Metro or Community-based Partners:							

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	FY27	\$96,060.00			\$0.00		\$0.00	\$96,060.00	\$31,891.92	\$16,952.00
Yr 2	FY28	\$98,944.00			\$0.00		\$0.00	\$98,944.00	\$32,849.41	\$17,461.00
Yr 3	FY29	\$101,912.00			\$0.00		\$0.00	\$101,912.00	\$33,834.78	\$17,984.00
Yr 4	FY30	\$104,968.00			\$0.00		\$0.00	\$104,968.00	\$34,849.38	\$18,524.00
Yr 5	FY31	\$108,116.00			\$0.00		\$0.00	\$108,116.00	\$35,894.51	\$19,079.00
Total		\$510,000.00	\$0.00	\$0.00	\$0.00		\$0.00	\$510,000.00	\$169,320.00	\$90,000.00
Date Awarded:					Tot. Awarded:	Contract#:				
(or) Date Denied:					Reason:					
(or) Date Withdrawn:					Reason:					

Contact:

juanita.paulsen@nashville.gov
vaughn.wilson@nashville.gov

Rev. 04/23/09
6278

GCP Received 7/17/26

GCP Approved 7/17/26

JP

Resolution No. _____

A resolution approving an application for a DOJ FY 2026 Invited to Apply-National Integrated Ballistic Information (NIBIN) Modernization Program grant from the U.S. Department of Justice, to the Metropolitan Government, acting by and through the Metropolitan Nashville Police Department (MNPd), to fund the modernization of the MNPd Crime Laboratory's ballistic imaging capabilities to strengthen forensic ballistic capabilities and improve the investigation and resolution of firearm-related crimes.

WHEREAS, the U.S. Department of Justice, Office of Justice Programs, is accepting applications for a DOJ FY 2026 Invited to Apply-National Integrated Ballistic Information (NIBIN) Modernization Program grant with an award of \$600,000.00 with no cash match required to fund the modernization of the MNPd Crime Laboratory's ballistic imaging capabilities to strengthen forensic ballistic capabilities and improve the investigation and resolution of firearm-related crimes; and,

WHEREAS, the Metropolitan Government is eligible to participate in this grant program; and,

WHEREAS, it is to the benefit of the citizens of The Metropolitan Government of Nashville and Davidson County that this grant application be approved and submitted.

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY:

Section 1. That the Metropolitan Government's application for a DOJ FY 2026 Invited to Apply-National Integrated Ballistic Information (NIBIN) Modernization Program grant with an award of \$600,000.00, a copy of which is attached hereto and incorporated herein, is hereby approved, and the Metropolitan Nashville Police Department is authorized to submit said application to the U.S. Department of Justice, Office of Justice Programs.

Section 2. That this resolution shall take effect from and after its adoption, the welfare of The Metropolitan Government of Nashville and Davidson County requiring it.

APPROVED AS TO AVAILABILITY
OF FUNDS:

Jenneen Reed/mjr
Jenneen Reed, Director
Department of Finance

INTRODUCED BY:

APPROVED AS TO FORM AND
LEGALITY:

Abby Greer
Assistant Metropolitan Attorney

Member(s) of Council

DOJ FY 2026 Invited to Apply – National Integrated Ballistic Information (NIBIN) Modernization Program

Grants.gov Funding Opportunity Number: O-BJA-2026-172648

Application Deadlines in Eastern Time (ET):

1. Complete SF-424 and submit in Grants.gov: **July 27, 2026, by 11:59 p.m. ET**
 2. Submit full application in JustGrants: **July 29, 2026, by 8:59 p.m. ET**
-



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1. BASIC INFORMATION

Purpose of the Funding

The Office of Justice Programs (OJP) is committed to advancing work that furthers the U.S. Department of Justice’s (DOJ) mission to keep our country safe and secure and uphold the rule of law and protect the rights of American citizens. This NOFO is authorized under Public Law 119-21, Title X, Subtitle A, Part II, Section 100055 (codified at 34 U.S.C. § 61101), which provides funding to enhance capacity to locate and apprehend aliens who have committed crime(s) under Federal, State, or local law, in addition to being unlawfully present in the United States, investigate crimes committed by illegal aliens, counter gang and criminal activity including drug and human trafficking operations, support prosecutions, coordinate with federal immigration enforcement partners, and strengthen multi-jurisdictional responses to transnational criminal organizations threatening American communities.

This grant program is a collaboration between the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) and the Office of Justice Programs’ (OJP) Bureau of Justice Assistance (BJA) to provide state, local, and tribal law enforcement agencies with funding to acquire modern ballistic imaging equipment and implement crime gun intelligence best practices.

This is an invitation to apply notice of funding opportunity (NOFO) for the FY 2026 National Integrated Ballistic Information Network (NIBIN) Modernization Program. This program will modernize NIBIN technology at 194 existing sites currently utilizing outdated technology. Grant funds will cover the cost of new NIBIN-compatible equipment and maintenance costs for five years. Eligible applicants are entities listed in [Appendix 1](#).

See the [Eligible Applicants](#) section for eligibility details.

Funding Details

Announcement Type	Initial
Assistance Listing Number	16.076
Statutory Authority	Pub. L. No. 119-21, Sec. 100055 (codified at 34 U.S.C. § 61101)
Grants.gov Opportunity Number	O-BJA-2026-172648
Competition ID Number	25825
Expected Total Amount of Funding	\$58,200,000
Anticipated Number of Awards	194
Award Type(s)	Grant

Anticipated Award Amount	(\$300,000 per equipment system)
Expected Award Period(s)	60 months

Key Dates and Times

NOFO Release Date	June 26, 2026
SAM.gov Registration/Renewal	Begin the process by June 26, 2026, and no later than July 13, 2026
Step 1: Grants.gov Deadline	11:59 p.m. ET on July 27, 2026
Step 2: JustGrants Deadline	8:59 p.m. ET on July 29, 2026
Anticipated Notification Date	By September 30, 2026

See [Questions?](#) at the end of this NOFO for agency contact information.

2. ELIGIBILITY

Eligible Applicants

The types of entities that are eligible to apply are:

Other: Eligible applicants are jurisdictions listed in [Appendix 1](#).

Cost Sharing (Match) Requirement: This NOFO does **not** require cost sharing (match).

3. PROGRAM DESCRIPTION

Statutory Authority

Pub. L. No. 119-21, Sec. 100055 (codified at 34 U.S.C. 61101)

Agency Funding Priorities

In order to advance public safety and help meet its mission, OJP priorities include:

- (a) Directly supporting law enforcement operations (including immigration law enforcement operations);
- (b) Combatting violent crime;
- (c) Supporting services to American citizens;
- (d) Protecting American children; and
- (e) Supporting American victims of trafficking and sexual assault.

Unallowable Activities: The following are certain unallowable costs and certain activities that are out of the program scope and will not be funded.

1. Out of program scope is any program or activity, at any tier that, directly or indirectly, violates (or promotes or facilitates the violation of) federal immigration law (including 8 U.S.C. § 1373) or impedes or hinders the enforcement of federal immigration law—including by failing to comply with 8 U.S.C. § 1373, give access to DHS agents, or honor DHS requests and provide requested notice to DHS agents.
2. Out of program scope is any program or activity, at any tier that violates any applicable Federal civil rights or nondiscrimination law. This includes violations that (1) indirectly violate the law, including by promoting or facilitating violations; or (2) unlawfully favor individuals in any race or protected group, including on a majority or minority, or privileged or unprivileged, basis, within a given area, population, or sector.
3. As specified in the [DOJ Grants Financial Guide](#), in Chapter 3.13 “Unallowable Costs” (“Legal Services for Aliens”), any obligations of funds, at any tier, under this award to provide (or to support the provision of) legal services to any removable alien or any alien otherwise unlawfully present in the United States shall be unallowable costs for purposes any award made under this notice, but the foregoing shall not be understood to apply: (1) to legal services to obtain protection orders for victims of crime; or (2) to immigration-related legal services that may be expressly authorized or required by any law, or any judicial ruling, governing or applicable to the award.

Goals and Objectives of This Funding Opportunity

Goal 1: Improve nationwide access to NIBIN through modernization of ballistic imaging technology at NIBIN sites, enhancing forensic ballistic capabilities for state, local, and tribal law enforcement agencies to investigate and solve gun crimes committed by illegal aliens, counter gang and criminal activity including drug and human trafficking operations.

- **Objective 1:** Replace end-of-life equipment at 194 existing NIBIN sites and deploy new NIBIN-compatible technology to ensure reliable, modern ballistic analysis capability nationwide.
- **Objective 2:** Increase ballistic evidence processing capacity, reduce backlogs, and improve gun crime case clearance rates through enhanced NIBIN technology and crime gun intelligence best practices.

For a description of how awards under this NOFO will contribute to achieving these goals and objectives, see the [Performance Reports](#) section below.

Expected Outcomes

OJP expects recipients to submit deliverables and performance reports, as described below. Read the [Application Resource Guide](#) for more information. OJP will measure success by reviewing a recipient's submission of performance reports and data and the extent to which project implementation reflects progress toward the goals and objectives of this NOFO.

Deliverables

Recipients do not need to submit any deliverables other than the standard items in the [Post-Award Requirements and Administration](#) section.

Additionally, recipients will be expected to:

1. Legacy Equipment Disposition

- Upon successful installation and operational testing of new NIBIN-compatible equipment, recipients may dispose of legacy NIBIN equipment according to their agency's standard procedures for surplus property disposition.
- Recipients are not required to return legacy equipment to ATF. Disposition methods may include recycling, salvage, or disposal in accordance with applicable federal, state, and local regulations.
New equipment must be fully operational, and staff fully trained before legacy equipment is taken offline or disposed of to ensure continuous NIBIN capability.

2. NIBIN Equipment and Services Acquisition

Secure ATF-approved, NIBIN-compatible ballistic imaging capability for a minimum five-year period through acquisition, lease, or subscription arrangement. The selected approach must:

- Provide continuous access to operational, NIBIN-compatible equipment
- Include all necessary maintenance, software updates, and technical support
- Ensure equipment meets current ATF NIBIN technical specifications
- Cover the full five-year grant performance period
- Support seamless data integration with the National NIBIN Network

Grant funds may be used for equipment purchase with warranty, multi-year service subscriptions, or equipment lease arrangements. Recipients must budget the full five-year cost and demonstrate in their application how they will sustain capability beyond the grant period.

3. ATF Coordination and CGI Best Practices

Execute the required ATF Memorandum of Understanding, join ATF's National NIBIN Correlation and Training Center (NNCTC) if capacity exists and

implement crime gun intelligence best practices including timely evidence processing, investigative follow-up on NIBIN leads, and regional information sharing.

Performance Reports

OJP requires recipients to submit regular performance reports that communicate progress toward achieving [Program Goals and Objectives](#). Read information on [performance reporting](#). Award recipients will receive further guidance on post award reporting requirements.

4. APPLICATION CONTENTS AND FORMAT

Application Contents List

The table below lists the contents of your application. Refer to the [DOJ Grant Application Submission Checklist](#) for application instructions.

Application Item	Submission Type
Step 1: Grants.gov	
Application for Federal Assistance: SF-424 *Required*	Online Form
Step 2: JustGrants	
Standard Applicant Information *Required*	Online Form
Proposal Abstract *Required*	Text Box
Data Requested With Application Financial Management and System of Internal Controls Questionnaire (including Applicant Disclosure of High-Risk Status)	Online Form
Proposal Narrative *Required*	Attachment
Budget *Required*	Online Form
Memorandum of Understanding *Required* Memorandum of Understanding with ATF (Appendix 2)	Attachment
Other Budget/Financial Attachments - Indirect Cost Rate Agreement (if applicable) - Consultant Rate (if applicable) - Limitation on Use of Award Funds for Employee Compensation for Awards Over \$250,000; Waiver (if applicable)	Attachment

<u>Additional Application Components</u>	Attachment
• Tribal Authorizing Resolution (if applicable)	

Standard Applicant Information

Review and edit as needed the information imported from the SF-424 submitted in Grants.gov. Add ZIP codes for areas affected by the project.

Proposal Abstract

In JustGrants, enter a proposal abstract (limited to 2,000 characters) summarizing the proposed project. As abstracts for funded projects are public, do not include any personally identifying information (e.g., staff names). The abstract should include the following information:

- The name of the applicant’s proposed project.
- The purpose of the proposed project (i.e., what the project will do and why it is necessary).
- Where the project will take place (i.e., the service area, if applicable).
- Who will be served by the project (i.e., who will be helped or have their needs addressed by the project).
- What activities will be carried out to complete the project.
- The subrecipient(s)/partner organizations or entities, if known.
- Deliverables and expected outcomes (i.e., what the project will achieve).

View an example of a [proposal abstract](#).

Data Requested With Application

Financial Management and System of Internal Controls Questionnaire (including Applicant Disclosure of High-Risk Status)

Review information on this [questionnaire](#).

Proposal Narrative

Format of the Proposal Narrative

Submit the narrative as an attachment in JustGrants. The document should:

- Be double-spaced, using a standard 12-point size font
- Have no less than 1-inch margins
- Have numbered pages
- Not exceed 20 pages.

Sections of the Proposal Narrative

The Proposal Narrative must include the three sections listed below.

1. Project Goals and Objectives: How will the proposed project address the need identified and address the purpose of the NOFO? Please include:

- Project goals (goals are broad, visionary statements on what you hope to accomplish) that describe how modernizing NIBIN capability will enhance your jurisdiction's ability to investigate and solve gun crimes.
- Project objectives (objectives are specific outcomes you plan to achieve through project activities) that detail how you will
 - Improve ballistic evidence processing turnaround times
 - Increase gun crime case clearance rates
 - Implement or enhance CGI best practices
- How your project goals and objectives relate to the goals and objectives of the funding opportunity.

2. Project Design and Implementation: How will you implement project activities that meet the project goals and objectives? Please include:

- What activities you will conduct to achieve the proposed goals and objectives.
- Confirmation that you will replace your outdated equipment with new NIBIN-compatible technology for the five-year grant period,
- Your plan to maintain continuous NIBIN capability during the equipment transition period,
- Your approach for legacy equipment disposition once new equipment is operational,
- Confirmation that your department will join the NNCTC if capacity exists
- Your approach to implement and sustain CGI best practices. Your strategy to sustain NIBIN capability after the five-year grant-funded period ends.

3. Capabilities and Competencies: What administrative and technical capacity and expertise do you bring to successfully complete this project? Please include:

- **Technical capacity:** Your current forensic or investigative capabilities related to ballistic evidence and firearms investigations.
- **Personnel:** A summary of the qualifications and relevant experience of key personnel who will be responsible for:
 - Project management and grant administration
 - Operating NIBIN equipment (existing or planned staff)
 - Conducting firearms investigations using ballistic intelligence
- **Partnerships:** Existing or planned partnerships with ATF, crime laboratories, prosecutors, or other law enforcement agencies that will support NIBIN implementation and CGI best practices.

Budget and Associated Documentation

Budget

Use the Budget Detail Worksheet (Web-Based Form) to submit the budget. Read information on [budget preparation](#) and [JustGrants Application Submission Training](#).

- List each cost needed to implement the project under the appropriate cost category—specifically, the NIBIN compatible machine with a five-year warranty.
- Clearly name and describe each cost.
- Show the computation of each cost (e.g., cost per unit, number of units, and total cost).
- Enter narrative, as needed, to explain the cost calculations and connection to your project goals, objectives, and activities.
- Include only costs that are reasonable, allocable, and necessary to implement the project. They must be allowable under the funding statute and agency requirements.¹

Budget Limits:

- Entities invited for one equipment system: Maximum budget of \$300,000.
- Entities invited for multiple equipment systems: Maximum of \$300,000 per system. Each system must be budgeted separately and may not exceed \$300,000.

Budget/Financial Attachments

- **Indirect Cost Rate Agreement (if applicable):** If the budget includes indirect costs calculated using a current, federally approved indirect cost rate, upload your indirect cost rate agreement. Read information about [indirect costs](#).
- **Consultant Rate (if applicable):** Read information on [limits to consultant rates](#) and whether you need to request approval to exceed those limits.
- **Limitation on Use of Award Funds for Employee Compensation for Awards Over \$250,000; Waiver (if applicable):** Read information on this [limitation](#) and to determine whether you need to submit a waiver.
- **Disclosure of Process Related to Executive Compensation (if applicable):**
Applicants to this funding opportunity are not required to provide this disclosure.

Memorandum of Understanding (MOU) and Supporting Documents

Attach a Memorandum of Understanding (MOU) with ATF. Refer to [Appendix 2](#) for the specific MOU that is required with the ATF.

¹ See [2 C.F.R. Part 200, Subpart E](#) and the [DOJ Grants Financial Guide](#). Read information on [unallowable costs](#) that apply to all funding opportunities.

MOUs should be submitted as one separate attachment to the application. Unsigned draft MOUs may be submitted with the application, but you should describe in a cover page to the attachment why they are unsigned.

Additional Application Components

Attach in JustGrants:

- **Tribal Authorizing Resolution (if applicable):** Read information on whether you may need to submit a [Tribal Authorizing Resolution](#).

Disclosures and Assurances

Read the [disclosures and assurances](#) and complete them in JustGrants:

- Disclosure of Lobbying Activities
- Disclosure of Duplication in Cost Items (if applicable)
- DOJ Certified Standard Assurances
- Applicant Disclosure and Justification—DOJ High-Risk Grantees (if applicable)

5. SUBMISSION REQUIREMENTS AND DEADLINES

The [DOJ Grant Application Submission Checklist](#) provides instructions for how to submit your application by the [deadlines](#). [Executive Order \(E.O.\) 12372](#) (Intergovernmental Review of Federal Programs) does not apply to this funding opportunity: read the [Application Resource Guide](#) for details. Read OJP's policy for applicants to [request late submission](#) due to technical difficulties, severe weather, or natural or manmade disasters.

6. APPLICATION REVIEW INFORMATION

OJP will review applications to ensure the information presented is reasonable, understandable, measurable, achievable, and consistent with the goals of the funding opportunity. In addition, OJP reviews invited applications for consistency with the invitation letter and invited applicant guidance. See the [Application Resource Guide](#) for information on the application review process, including risk review, and the deciding official.

7. AWARD NOTICES

Read about the [award notification](#) process.

8. POST-AWARD REQUIREMENTS & ADMINISTRATION

Read the [Application Resource Guide](#) for more information about: standard award terms and conditions, administrative and national policy requirements, and post-award reporting requirements.

9. QUESTIONS?

NOFO Contact	Name: OJP Response Center Phone: 800-851-3420 or 202-353-5556 (TTY for hearing-impaired callers only) Email: OJP.ResponseCenter@usdoj.gov Hours: 9:00 a.m.–5:00 p.m. ET, Monday–Friday
SAM.gov Help Desk	Website: sam.gov/help Hours: 8 a.m.–8 p.m. ET, Monday–Friday (closed federal holidays)
Grants.gov Help Desk	Phone: 800-518-4726 Email: support@grants.gov Website: grants.gov/support Hours: 24 hours a day, 7 days a week (closed federal holidays)
JustGrants Help Desk	Phone: 833-872-5175 Email: JustGrants.Support@usdoj.gov Hours: 7:00 a.m.–9:00 p.m. ET, Monday–Friday and 9:00 a.m.–5:00 p.m. ET on Saturday, Sunday, and federal holidays.

APPENDIX 1—INVITED TO APPLY

The following entities are invited to apply for the FY 2026 NIBIN Modernization Program. Entities invited to apply for more than one NIBIN equipment system have the number of systems indicated in parentheses next to their name. Entities without a number in parentheses are invited to apply for one equipment system.

Example: "Duvall County, FL Sheriff's Office – Jacksonville (2)" may submit one application requesting funding for two NIBIN equipment systems.

Invited Applicants	
1.	Acadiana, LA Criminalistics Laboratory
2.	Alabama Department of Forensic Services Laboratory
3.	Alameda County, CA Sheriff's Office Crime Laboratory
4.	Albuquerque, NM Police Department Laboratory
5.	Allegheny County, PA Office of the Medical Examiner Laboratory
6.	Anchorage, AK Police Department
7.	Arkansas State Crime Laboratory
8.	Arlington, TX Police Department Laboratory
9.	Atlanta, GA Police Department Laboratory
10.	Aurora, IL Police Department
11.	Austin, TX Police Department Laboratory
12.	Baltimore County, MD Police Department Laboratory
13.	Baltimore, MD HIDTA
14.	Baltimore, MD Police Department Laboratory
15.	Bergen County, NJ Sheriff's Office – Firearms Identification Unit
16.	Berks County, PA District Attorney's Forensic Services Unit Laboratory
17.	Birmingham, AL Police Department Firearms Identification Unit
18.	Boston, MA Police Department Crime Laboratory
19.	Broward County, FL Sheriff's Office Laboratory
20.	Camden County, NJ Police Department
21.	Canton/Stark County, OH Crime Laboratory
22.	Colorado Bureau of Investigations – Denver, CO Forensic Science Laboratory
23.	Colorado Bureau of Investigations – Grand Junction, CO Forensic Science Laboratory
24.	Colorado Bureau of Investigations – Northern Colorado Regional Forensic Science Laboratory
25.	Colorado Bureau of Investigations – Pueblo, CO Forensic Science Laboratory
26.	Chandler, AZ Police Department
27.	Charleston County, SC Sheriff's Office
28.	Charleston, WV Police Department
29.	Charlotte Mecklenburg, NC Police Department Crime Laboratory
30.	Chatham County, GA Police Department
31.	Chattanooga, TN Police Department
32.	Chicago, IL Police Department – Forensic Services Division

Invited Applicants	
33.	Cincinnati, OH Police Department (2)
34.	Columbus, OH Police Department Crime Laboratory
35.	Contra Costa County, CA Sheriff's Office Crime Laboratory
36.	Corpus Christi, TX Police Department Crime Laboratory
37.	Cumberland County, NC Sheriff's Office Laboratory
38.	Cuyahoga County, OH Medical Examiner's Office Laboratory
39.	Dallas, TX Police Department Laboratory (2)
40.	Delaware State Police
41.	Denver, CO Police Department Laboratory (2)
42.	Des Moines, IA Police Department
43.	Detroit, MI Police Department
44.	Duval County, FL Sheriff's Office – Jacksonville (2)
45.	El Paso Sheriff's Office, TX Police Department
46.	Erie County, NY CPS Forensic Lab
47.	Essex County, NJ Sheriff's Office
48.	Fargo, ND Police Department
49.	Fayetteville, NC Police Department
50.	Fort Bend County, TX Sheriff's Office
51.	Fort Worth, TX Police Department Laboratory
52.	Fresno, CA Police Department
53.	Georgia Bureau of Investigation Laboratory – Decatur
54.	Glendale, AZ Police Department
55.	Glendale, CA Police Department Laboratory
56.	Greensboro, NC Police Department Laboratory
57.	Hillsborough County, FL Sheriff's Office
58.	Houston, TX Forensic Science Center Laboratory (2)
59.	Institute of Forensic Sciences Harris County TX Laboratory
60.	Illinois State Police – Chicago Forensic Laboratory
61.	Illinois State Police – Joliet Forensic Laboratory
62.	Illinois State Police – Metro East Forensic Laboratory
63.	Indian River County, FL Crime Laboratory
64.	Indiana SP – Fort Wayne Laboratory
65.	Indiana SP – Headquarters Laboratory
66.	Iowa Division of Criminal Investigation Criminalistics Laboratory
67.	Jackson, TN Police Department
68.	Jefferson Parish, LA Sheriff's Office Crime Laboratory
69.	Johnson County, KS Sheriff's Office Laboratory
70.	Kansas City, MO Police Department – Regional Crime Laboratory
71.	Kansas Bureau of Investigation – Topeka, KS Laboratory
72.	Lake County, IN Crime Laboratory
73.	Laredo, TX Police Department
74.	Las Vegas, NV Metropolitan Police Department – Forensic Laboratory

Invited Applicants	
75.	Long Beach, CA Police Department Laboratory
76.	Los Angeles County, CA Sheriff's Office Laboratory
77.	Los Angeles, CA Police Department – 77th District
78.	Los Angeles, CA Police Department Laboratory (3)
79.	Louisiana State Police Crime Laboratory (2)
80.	Louisville, KY Metro Police Department
81.	Madison County, AL Sheriff's Office Laboratory
82.	Madison, WI Police Department
83.	Marion County, IN Forensic Services Agency Laboratory (2)
84.	Maryland State Police – Berlin Forensic Laboratory
85.	Maryland State Police – Pikesville Forensic Laboratory
86.	Massachusetts State Police – Maynard Laboratory
87.	Memphis, TN Police Department
88.	Mesa, AZ Police Department Forensic Services Laboratory
89.	Mesquite, TX Police Department
90.	Miami Gardens, FL Police Department
91.	Miami Valley, OH Reg Crime Laboratory
92.	Miami-Dade, FL Police Department Laboratory (2)
93.	Milwaukee, WI Police Department
94.	Minneapolis, MN Police Department Laboratory
95.	Mississippi DPS Biloxi Forensics Laboratory
96.	Mississippi DPS Pearl Forensics Laboratory
97.	Monroe County, NY Public Safety Laboratory
98.	Montgomery County, TX Sheriff's Office Laboratory
99.	Muscogee County, GA Police Department
100.	Nashville, TN Metro Police Department Laboratory (2)
101.	Nassau County, NY Police Department
102.	New Jersey State Police – Hamilton (2)
103.	New Mexico State Police
104.	New Orleans, LA Police Department – New Orleans Police Department Crime Lab
105.	New York City, NY Police Department Laboratory (4)
106.	New York State Police – Crime Laboratory (3)
107.	Newark, NJ Police Department Laboratory
108.	North Carolina State Crime Laboratory – Raleigh (2)
109.	North Louisiana Crime Laboratory
110.	Northern IL Police Crime Laboratory
111.	Oakland County, MI Sheriff's Office Laboratory
112.	Oakland, CA Police Department Laboratory
113.	Ohio Bureau of Criminal Investigation – Richfield Laboratory
114.	Oklahoma City, OK Police Department Laboratory
115.	Oklahoma State Bureau of Investigation Forensic Laboratory
116.	Omaha, NE Police Department

Invited Applicants
117. Onondaga County, NY Center for Forensic Science Laboratory
118. Pennsylvania State Police – Bethlehem Regional Laboratory
119. Pennsylvania State Police – Greensburg Regional Laboratory
120. Pennsylvania State Police – Harrisburg Regional Laboratory
121. Palm Beach County, FL Sheriff's Office Laboratory (2)
122. Peoria, IL Police Department
123. Philadelphia, PA Police Department Headquarters Laboratory (2)
124. Phoenix, AZ Police Department Crime Laboratory (3)
125. Plano, TX Police Department Laboratory
126. Puerto Rico Institute of Forensic Services Criminalistic Laboratory
127. Rhode Island State Crime Laboratory
128. Richmond, VA Police Department
129. Rockford, IL Police Department
130. Sacramento County, CA Sheriff's Office Laboratory
131. Sacramento, CA Police Department
132. Salem, OR Police Department
133. Salinas, CA Police Department
134. San Antonio, TX Police Department
135. San Bernardino County, CA Sheriff's Office Laboratory
136. San Bernardino, CA Police Department
137. San Diego County, CA Sheriff's Office Laboratory
138. San Diego, CA Police Department Crime Laboratory
139. San Francisco, CA Police Department Crime Laboratory
140. San Mateo County, CA Sheriff's Office Forensic Laboratory
141. Santa Ana, CA Police Department Forensic Services
142. Santa Clara County, CA District Attorney's Crime Laboratory
143. Sheriff's South Bend, IN Police Department
144. Sheriff's South Carolina LE Division Forensic Laboratory
145. St. Louis County, MO Police Crime Laboratory
146. St. Louis, MO Metropolitan Police Department Crime Laboratory
147. St. Petersburg, FL Police Department
148. State of Connecticut Department of Public Safety Laboratory
149. Stockton, CA Police Department Laboratory
150. Suffolk County, NY Crime Laboratory
151. Tennessee Bureau of Investigations – Nashville, TN Crime Laboratory
152. Toledo, OH Police Department Laboratory
153. Tucson, AZ Police Department Gun Crimes Unit Laboratory
154. Tulsa, OK Police Department Laboratory
155. Union County, NJ Police Department
156. US Virgin Islands Police Department – St. Croix
157. Utah Department of Public Safety – Salt Lake City
158. Valdosta, GA Police Department Laboratory

Invited Applicants
159. Ventura County, CA Sheriff's Office Laboratory
160. Virginia Department of Forensic Services – Eastern Laboratory (2)
161. Virginia Department of Forensic Services – Northern Laboratory
162. Virginia Department of Forensic Services – Richmond Laboratory (2)
163. Virginia Department of Forensic Services – Roanoke Laboratory
164. Washington State Patrol – Seattle Crime Laboratory
165. Washington State Patrol – Spokane Crime Laboratory
166. Washington State Patrol – Tacoma Crime Laboratory
167. Washoe County, NV Sheriff's Office Laboratory
168. Westchester County, NY Police Department Laboratory
169. Wilmington, DE Police Department
170. Winston-Salem, NC Police Department

APPENDIX 2—ATF MOU TEMPLATE

MEMORANDUM OF UNDERSTANDING

Between the Bureau of Alcohol, Tobacco, Firearms and Explosives and the
[Insert Jurisdiction Name]

Regarding the National Integrated Ballistic Information Network

This Memorandum of Understanding (MOU) is entered into by the U.S. Department of Justice (DOJ), Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), and the [Insert Jurisdiction Name], hereinafter collectively referred to as “the parties,” and the [Insert Jurisdiction Name], referred to as the “NIBIN Partner.” This MOU establishes and defines a partnership between the parties that will result in an ATF National Integrated Ballistic Information Network (NIBIN) system installation, operation, and administration for the collection, timely analysis, and dissemination of crime gun data to enhance the efforts of law enforcement to integrate resources to reduce firearms violence, identify shooters, and refer them for prosecution.

AUTHORITY

This MOU is established pursuant to the authority of the participants to engage in activities related to the investigation and suppression of violent crimes involving firearms. ATF’s authorities are set forth in Title 28, Code of Federal Regulations, sections 0.130-0.131, and include the power to investigate violations of the Gun Control Act of 1968 (as amended), Title 18, United States Code, Chapter 44.

BACKGROUND

The ATF NIBIN Program uses sophisticated technology to compare images of ballistic evidence. It is part of an integrated investigative approach to reduce firearms violence and improve crime gun intelligence. Through aggressive targeting, investigation, and prosecution of shooters and their sources of crime guns, Federal, State, tribal, and local law enforcement agencies work in concert to combat firearms-related violence.

SCOPE

Participation in this program is expressly restricted to the sharing of ballistic imaging of firearms data associated with crimes recovered by any law enforcement agency in the United States and international law enforcement partners who have entered into agreements with ATF to share ballistic data. ATF may work with our international law enforcement partners to search their networks in an effort to identify a crime gun in their database against a crime gun in ATF’s NIBIN network.

NIBIN systems are to be used to image ballistic evidence and test fires of firearms illegally possessed, used in a crime, or suspected by law enforcement officials of having been used in a crime. Ballistics information and/or evidence from firearms taken into law enforcement custody through a gun buy-back program, property damage crimes

involving firearms, found or abandoned firearms, and domestic disturbances are also permitted to be entered into the NIBIN system.

Any NIBIN unit will not be used to capture, share, or store ballistic images acquired at the point of manufacture, importation, or sale of a firearm, or images of law enforcement-issued firearms not associated with crimes. The NIBIN system does not store information related to firearms owners or registration.

APPLICABLE LAWS

The applicable statutes, regulations, directives, and procedures of the United States, DOJ, and ATF shall govern this MOU and all documents and actions pursuant to it. Nothing in this MOU will prevail over any Federal law, regulation, or other Federal rule recognized by ATF. Notwithstanding the foregoing, nothing in this agreement will be construed as a waiver of sovereign immunity in excess of or beyond that which is authorized by the law of the NIBIN Partner's jurisdiction. This MOU is not a funding document. All specific actions agreed to herein shall be subject to funding and administrative or legislative approvals.

MODIFICATIONS AND TERMINATIONS

This MOU shall supersede any previous MOU between the parties regarding NIBIN. This MOU shall not affect independent relationships or obligations (non-NIBIN related) between the parties. If any provision of this MOU is determined to be invalid or unenforceable, the remaining provisions shall remain in force and unaffected to the fullest extent permitted by law and regulation.

Except as provided herein, this MOU may be modified or amended only by written mutual agreement of the parties. Either party may terminate this MOU by providing written notice to the other party. The termination shall be effective upon the thirtieth calendar day following provision of notice, unless an alternative date is agreed upon.

If either party terminates this MOU, ATF will retain its interest in the electronically stored information contained in the database. ATF agrees to provide to the NIBIN Partner an electronic copy of the data collected by the NIBIN Partner, subject to Federal law and regulation.

LIABILITY

The NIBIN Partner hereby agrees to assume full and sole liability for any damage, injury, or harm of any sort caused by the operation and use of any NIBIN system or related to the use and interpretation of any information contained in, processed by, or extracted from any database subject to this agreement and the protocols and procedures of the NIBIN Program, to the extent allowed by law.

The rights and obligations set out in this MOU run between the signatories. Nothing in this MOU is intended to create any substantive or procedural rights, privileges, or benefits enforceable in any administrative, civil, or criminal matter by any prospective or

actual third-parties.

SYSTEM INSTALLATION

The NIBIN Partner hereby agrees and acknowledges that the deployed NIBIN system is the property of the partner site. Any and all costs associated with the deployed NIBIN system, to include costs to provide, install, and maintain the system, are the sole responsibility of the NIBIN Partner and not the responsibility of ATF. ATF does not have and will not have, at any time, any liability or financial obligation related to the deployed NIBIN system. The NIBIN system is for use by the NIBIN Partner and any other law enforcement agencies served by or in partnership with the NIBIN Partner. Should the installation of the NIBIN system require physical construction at the site, the NIBIN Partner will be responsible for such construction and any associated costs. If a system is to be moved to allow additional access outside of a laboratory, NIBIN Partner will ensure the appropriate protocols are put into place to ensure the integrity of crime gun evidence along with maximum use of the equipment.

SYSTEM MAINTENANCE

The NIBIN Partner will maintain all NIBIN systems acquired by the NIBIN Partner and repair or replace inoperable or outdated systems in an expeditious manner, at their own expense. At all times, the NIBIN Partner agrees not to make or cause to be made any repairs, alterations, movements, additions, improvements, or replacements to the NIBIN systems not expressly authorized in writing by ATF in advance and further agrees to exercise due care in every respect to prevent system movement, damage, destruction, or misuse.

DEPLOYED SYSTEM USAGE

Because the NIBIN Program focuses on the reduction of firearms-related violent crimes, the NIBIN Partner shall enter all eligible ballistic evidence recovered from crime scenes as soon as possible. In addition, the NIBIN Partner shall enter into NIBIN test-fire cartridge cases from eligible firearms taken into law enforcement custody in a timely manner. NIBIN Partners may not charge other law enforcement agencies for the entry of evidence into grant-funded or grant-maintained automated ballistics technology used in the NIBIN Program.

DEPLOYED SYSTEM REMOVAL

ATF retains the right to remove the NIBIN Partner from the NIBIN system upon: (1) receipt of written notification of the termination of the participation of the NIBIN Partner in the NIBIN Program; (2) the cancellation of this MOU by ATF; or (3) termination of the NIBIN Program by ATF.

If ATF intends to remove a NIBIN Partner from the NIBIN system, ATF will provide written notice.

SELF-PURCHASED SYSTEMS

All requirements involving network requirements, usage, Minimum Required Operating Standards (MROS), movement of equipment, network requirements and security requirements apply to all agencies on the NIBIN network. These requirements ensure the integrity of the database and network security.

SYSTEM MOVEMENT

If the NIBIN Partner seeks to move its NIBIN system, it must submit a written request to ATF. ATF's decision regarding the proposed move will be provided to the NIBIN Partner in writing. Any movement of the NIBIN system will occur at the expense of the NIBIN Partner and only after receipt of authorization by, and coordination with, Leads Online. To realize maximum use of the equipment, it should be placed where trained personnel can expeditiously enter evidence. ATF will work with each partner to realize optimal placement of equipment to obtain actionable investigative leads.

Due to communication line installation/move requirements, NIBIN Partners must provide a minimum of 120 calendar days' advance notice to ATF and the NIBIN system manufacturer before the intended move of a NIBIN system.

In the event of unauthorized movement, alteration, damage, or destruction of any NIBIN system caused by its employees, contractors, or any other person under its control, the NIBIN Partner agrees to assume the cost of replacement or repairs of the equipment.

The NIBIN Partner agrees to report to ATF, within 5 calendar days, any incident involving the following: an unauthorized movement, alteration, damage, or destruction of NIBIN systems, any unauthorized use of NIBIN systems or the unauthorized release of data related to the NIBIN Program.

COMMUNICATION LINES

ATF will provide and support primary communication lines necessary for connecting NIBIN systems to the NIBIN network.

SECURITY

The NIBIN Partner will comply with all ATF, DOJ and/or other Federal security requirements related to the NIBIN program, network, and systems to ensure the integrity of the program. These requirements are set forth under NIBIN security policies. ATF will promptly notify the NIBIN Partner should these requirements change. All NIBIN sites will not knowingly allow a person to access the NIBIN network using another person's user ID and password.

The NIBIN Partner agrees to conduct criminal background checks, including fingerprint checks, of all NIBIN users. Upon successful completion of these background checks, the NIBIN Partner will notify ATF's NIBIN Branch in writing.

SYSTEM USAGE AND MINIMUM REQUIRED OPERATING STANDARDS

To ensure the consistency, integrity, and success of NIBIN, ATF has enacted Minimum Required Operating Standards (MROS). The MROS, listed below, are rooted in ATF's "Four Critical Steps for a Successful NIBIN Program" – comprehensive collection, timeliness, investigative follow-up, and feedback. They identify the practices that best allow NIBIN to provide comprehensive and timely crime gun intelligence.

1. Enter all fired or test fired cartridge cases from serviced law enforcement agencies and/or departments through a NIBIN acquisition machine within 2 business days of receipt.
2. Enter accurately all required information during the acquisition process on the NIBIN acquisition machine.
3. Correlate and conduct a secondary review of any potential NIBIN leads through an approved NIBIN correlation machine within 2 business days.
4. Disseminate NIBIN leads within 24 hours.
5. Designate and maintain a NIBIN program administrator.
6. No policy shall inhibit or restrict NIBIN submissions by serviced law enforcement agencies and/or departments.
7. Operate with only qualified NIBIN users.

Please note that Standards 3 and 4 are not applicable to NIBIN sites using the NIBIN National Correlation and Training Center for correlation reviews of ballistic images.

As a NIBIN partner, the [Insert XXXXX] is striving to meet the MROS by developing and implementing changes in their operations and working toward compliance. Each NIBIN site must be in compliance with MROS or working towards compliance to the satisfaction of the Crime Gun Intelligence Governing Board.

AUDITS

ATF and the NIBIN Partner acknowledge their understanding that the operations described in this MOU are subject to audit by ATF, DOJ, the DOJ Office of the Inspector General, the General Accountability Office, and other auditors designated by the U.S. Government. Such audits may include reviews of all records, performance measurements, documents, reports, accounts, invoices, receipts, or other evidence of expenditures related to this MOU and the NIBIN Program.

Notwithstanding, ATF will conduct audits of all NIBIN Partners and their sites once every two years for the remainder of the MOU. The purpose of the audits is to review and verify compliance with the required MROS. Each site must be in full compliance with the MROS in order to maintain access to NIBIN.

Further, the NIBIN Partner agrees to allow auditors to conduct one or more in-person interview(s) of any and all personnel the auditors determine may have knowledge relevant to transactions performed or other matters involving this MOU and the NIBIN Program.

The NIBIN Partner hereby acknowledges its understanding that, for accounting purposes, that the principles and standards for determining costs shall be governed by the policies set forth in the Office of Management and Budget Circular A-87, revised (available via the OMB, the Superintendent of Documents at the U.S. Government Printing Office, or via the Internet at <http://www.whitehouse.gov/omb/circulars/a087/a087-all.html>.)

PERSONNEL AND TRAINING

Prior to the execution of this MOU and a NIBIN system installation, the NIBIN Partner must employ, or have access to, a technical person capable of performing forensic microscopic comparison of bullet and cartridge evidence.

The NIBIN Partner agrees to provide and maintain sufficient personnel to operate the NIBIN system and agrees to allow use of the equipment by ATF personnel or our representatives to support the program at the host location. All personnel accessing NIBIN must be a Qualified NIBIN User as required by the MROS. This MOU should not be construed to require the hiring of any new personnel, except at the discretion of the NIBIN Partner. If the NIBIN Partner determines that additional personnel resources are required, all costs associated with this hiring will be borne by the NIBIN Partner. All users of the equipment must satisfy the same requirements as other NIBIN users and be properly trained, qualified and approved in advance by ATF.

Following basic entry training, ATF will verify trainee competency before authorizing network access. Individuals trained internally by a NIBIN Partner will not be certified as appropriately trained until they successfully pass a competency test administered by ATF.

The NIBIN Partner may provide access to the NIBIN system under its operational control to another law enforcement agency. Any such other law enforcement agency agrees to the same restrictions placed upon the NIBIN Partner by this MOU. However, the NIBIN Partner agrees to assume full liability and responsibility for the administration of such access.

Access to the NIBIN system will be under the management and control of the NIBIN Partner. The NIBIN Partner will ensure that only trained, cleared, and qualified personnel have access to the NIBIN system.

Participating agencies will develop appropriate operating procedures to ensure all eligible ballistic evidence will be submitted for NIBIN.

COORDINATION

ATF and the NIBIN Partner agree to adhere to standardized procedures and policies for collecting, handling, documenting, transporting and preserving firearms, bullets, casings and any similar evidence submitted for analysis and input into NIBIN.

ATF and the NIBIN Partner similarly agree to adhere to standardized procedures and policies for the source data collection, input, exchange and protection of information, to include information as to the location where ballistic evidence was collected, the circumstances under which it was collected and all crimes to which the firearm(s) or

other ballistic evidence is linked.

ATF and the NIBIN Partner agree to cooperate in the development and implementation of data entry protocols and quality assurance procedures for the NIBIN Program. ATF further agrees to cooperate with all participants in the NIBIN Program to establish model standards, protocols, and procedures for the users of the network. Such protocols will be applicable as they are implemented.

The NIBIN Partner will require all participating law enforcement agencies to adhere to the protocols, procedures, policies and quality assurance standards as established above.

Except as expressly prohibited by law, the NIBIN Partner agrees to provide ATF with access to all information, reports and any other relevant information regarding crimes related to evidence entered into the system as well as monthly reports outlining historical, statistical and case adjudication information on the use and results of the use of the NIBIN Program and/or system and the related services provided by ATF and the system manufacturer in order to ensure the capturing of required performance management information. Such information will be gathered for the purpose of informing the law enforcement community, other Government agencies, Congress and the public on NIBIN results. Additionally, ATF will collect information for results-oriented performance measures.

PUBLICITY

Any NIBIN Partner who becomes aware of, or participates in, publicity related to the NIBIN system and investigations within their jurisdiction should advise ATF of same within 48 hours.

DISCLOSURE OF INFORMATION RELATED TO NIBIN

NIBIN system information may be shared with other law enforcement and prosecutors' offices in furtherance of criminal investigations and prosecutions. The NIBIN Partner shall not share any NIBIN system information for other purposes, including requests under the Freedom of Information Act, without express, written authorization from ATF.

INCORPORATION OF APPENDIX

The Appendix to this MOU includes definitions of terms used and is fully incorporated herein. Because requirements may change over time, due to technological advances, security enhancements, or budgetary matters, the Appendix may be updated.

AGREEMENT

ATF and the NIBIN Partner hereby agree to abide by the terms and conditions of this MOU, including any appendices, and all policies of the NIBIN Program. The terms and conditions of this MOU will be considered accepted in their entirety upon the signature by the ATF Special Agent in Charge and the NIBIN Partner signature.

_____	_____
Name of Chief Law Enforcement/Public Safety Official	Date
Name of Agency	
Street address	
City, State, Zip Code	

_____	_____
Name of SAC	Date
Special Agent in Charge, Field Division Bureau of	
Alcohol, Tobacco, Firearms and Explosives	

_____	_____
Chief, Firearms Operations Division	Date
Bureau of Alcohol, Tobacco, Firearms and Explosives	

APPENDIX 3—DEFINED TERMS

Acquisition – An entry of a ballistic image.

ATF – Bureau of Alcohol, Tobacco, Firearms and Explosives, a principal law enforcement agency within the U.S. Department of Justice.

Bullets – Designated calibers of projectiles fired from rifles, revolvers, and pistols.

Cartridge cases – Designated metal casings from cartridges fired from rifles, shotguns, revolvers, and ejected from pistols.

Correlation – Automated data comparison of signature images to a database.

Crime Gun – Any firearm that is illegally possessed, used in a crime, or suspected by law enforcement officials of having been used in a crime or act of terrorism.

Found or Abandoned Firearms – Firearms that come into the custody of law enforcement outside of investigative or judicial process. A found firearm is located by law enforcement or a non-owner and the owner-possessor is not readily identifiable (e.g., a firearm found in an open field). An abandoned firearm may be a found firearm or a firearm where the possessor chooses to permanently relinquish control of the firearm and abandon any rights of ownership. ATF suggests that NIBIN Partners provide written notice to those persons permanently abandoning or temporarily relinquishing custody of a firearm that the firearm will be test fired and the results entered into the NIBIN System.

NIBIN Network – An ATF-designed and maintained system of interconnected computer systems and terminals used in support of the NIBIN Program.

NIBIN Program – The integration of aggressive targeting, investigation, and prosecution of shooters and their sources of crime guns using automated ballistics technology.

NIBIN Program Administrator – An individual the NIBIN site has designated to communicate with all parties (e.g., submitting law enforcement agencies, ATF Crime Gun Intelligence Centers) involved in the NIBIN process. The NIBIN Program Administrator must be a qualified NIBIN user and full-time employee of the NIBIN site. The NIBIN Program Administrator should be responsible for implementing and directing policies and procedures of the NIBIN site.

NIBIN System – Refers to the integrated ballistic imaging, analysis, and information processing system for use with automated ballistics technology.

Performance Measurements – Various management instruments used to evaluate program effectiveness in successfully removing shooters and their crime gun sources. Performance measurements also include the NIBIN Minimum Required Operating Standards and related audits.

Potential Candidate for Confirmation – Two bullets or cartridges cases displaying sufficient similarity during a correlation review such that the items should be compared using traditional comparative microscopy by a trained firearm examiner to determine if they can be associated to the same firearm.

Qualified NIBIN User – Technician and/or firearms examiner trained by ATF, Forensic Technology, and/or a NIBIN Authorized Trainer program to perform acquisition and/or correlation reviews of ballistic images on the NIBIN network.

Security Requirements – Types and levels of physical and cyber protection necessary for equipment, data, information, applications, and facilities to meet security policies and standards.

Security Policies – The set of laws, rules, directives, and practices that regulate how an organization manages, protects and distributes controlled information.

Timely – Occurring at a suitable time and without unnecessary delay. Some NIBIN submissions require a response within 48 hours to be considered timely.

Volunteer – An individual who has chosen to perform services without charge or payment and has entered into a written agreement with a NIBIN Partner addressing issues of confidentiality, costs, and waiver of all claims against the Federal government.

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:

Completed by Grants.gov upon submission.

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:

Metropolitan Government of Nashville and Davidson County

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

65-0694743

* c. UEI:

LGZLHP6ZHM55

d. Address:

* Street1:

1 Public Square

Street2:

* City:

Nashville

County/Parish:

Davidson

* State:

TN: Tennessee

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

37201-5007

e. Organizational Unit:

Department Name:

Metro Nashville Police

Division Name:

Strategic Development

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

Prefix:

Mr.

* First Name:

Michael

Middle Name:

Curt

* Last Name:

Park

Suffix:

Title:

Sergeant

Organizational Affiliation:

Police Department

* Telephone Number:

615-862-7077

Fax Number:

* Email:

michael.park@nashville.gov

Application for Federal Assistance SF-424

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

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Bureau of Justice Assistance

11. Assistance Listing Number:

16.076

Assistance Listing Title:

Law Enforcement Support for Combatting Criminal Aliens, Drug, and Human Trafficking

* 12. Funding Opportunity Number:

O-BJA-2026-172648

* Title:

DOJ FY 2026 Invited to Apply - National Integrated Ballistic Information (NIBIN) Modernization Program

13. Competition Identification Number:

Title:

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

Population Document.pdf

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

2026 National Integrated Ballistic Information (NIBIN) Modernization Grant

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	Tn-004
* b. Program/Project	Tn-004
Attach an additional list of Program/Project Congressional Districts if needed.	
	Add Attachment Delete Attachment View Attachment
17. Proposed Project:	
* a. Start Date:	10/01/2026
* b. End Date:	09/30/2031
18. Estimated Funding (\$):	
* a. Federal	600,000.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	600,000.00
* 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:	Mr.
* First Name:	Michael
Middle Name:	Curt
* Last Name:	Park
Suffix:	
* Title:	Sergeant
* Telephone Number:	615-862-7077
Fax Number:	
* Email:	michael.park@nashville.gov
* Signature of Authorized Representative:	Completed by Grants.gov upon submission.
* Date Signed:	Completed by Grants.gov upon submission.

Areas Affected By Project

The Metropolitan Nashville Police Department Crime Laboratory (MNPd-CL) provides services to all of Nashville and Davidson County, which encompasses 504.03 square miles. According to 2019 census data, the Nashville and Davidson County Metropolitan area is home to an estimated 694,144 people. This is an increase of 67,463 people over the last nine years (7496 per year; 144 per week; totaling 1377 people per square mile). The rapid increase in population greatly increases demand for forensic Toxicology testing services as opioid abuse continues to increase in Tennessee and Davidson County.

Abstract

The Metropolitan Nashville Police Department Crime Laboratory (MNPd-CL) is seeking funding to modernize its ballistic imaging capabilities by replacing aging NIBIN acquisition equipment that has reached end-of-life status. MNPd-CL has participated in the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) National Integrated Ballistic Information Network (NIBIN) program since the laboratory opened in 2015 and must replace its current BrassTrax Acquisition Stations to maintain operational capability and compliance with current technology standards. The primary goal of the project is to strengthen forensic ballistic capabilities and improve the investigation and resolution of firearm-related crimes that occur in Davidson County, TN.

Implementation is expected to occur rapidly due to an existing procurement contract, allowing MNPd-CL to issue a purchase order within approximately two weeks of funding approval. The Firearm and Tool Mark Identification Unit (FTIU) Supervisor will oversee installation, validation, and training, while existing systems will remain operational to ensure uninterrupted service during the transition period. Long-term sustainability will be supported through the laboratory's operational budget, which will fund future maintenance and upkeep of the replacement systems.

This investment will allow MNPd-CL to maintain compliance with national NIBIN standards, preserve critical forensic capabilities, and enhance the department's ability to generate actionable crime gun intelligence. Replacing obsolete equipment will improve investigative efficiency, support violent crime reduction efforts, and strengthen public safety throughout Davidson County.

Metro Nashville Police Department Crime Lab

Description of Issue

The Metropolitan Nashville Police Department Crime Laboratory (MNPd-CL) has participated in the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) National Integrated Ballistic Information Network (NIBIN) program since the laboratory opened in May 2015. MNPd-CL has recently been notified that its current BrassTrax Acquisition Stations have reached end-of-life status and require replacement to maintain operational capability and compliance with current technology standards.

Project Goals and Objectives

Goal

Modernize MNPd-CL's ballistic imaging technology and strengthen forensic ballistic capabilities to support the investigation and resolution of firearm-related crimes. These enhancements will improve the laboratory's ability to identify and disrupt criminal activity involving firearms, including gang violence, organized criminal enterprises, drug trafficking, and human trafficking operations.

Objective 1

Replace two end-of-life BrassTrax Acquisition Stations to ensure the continued availability of reliable, modern ballistic imaging and analysis capabilities, thereby enhancing public safety for residents and visitors throughout Davidson County.

Metro Nashville Police Department Crime Lab

Objective 2

Expand ballistic evidence processing capacity, reduce turnaround times and case backlogs, and improve firearm crime clearance rates through enhanced NIBIN technology and the implementation of crime gun intelligence best practices.

Project Design and Implementation

Upon release of grant funds, the MNPd Crime Laboratory (MNPd-CL) will initiate the procurement process for the replacement of acquisition stations. Because an existing purchase contract is already in place, MNPd-CL anticipates issuing a purchase order within two weeks of receiving funding approval.

The Firearm and Tool Mark Identification Unit (FTIU) Supervisor will oversee the coordination of equipment delivery, installation, and training associated with the new acquisition stations. Following successful implementation and validation of the new systems, MNPd-CL will coordinate with the Metropolitan Government's General Services Department for the proper disposal of the legacy equipment.

To ensure continuity of operations during the transition period, MNPd-CL will continue utilizing the existing acquisition stations until the replacement systems are fully installed and operational.

MNPd-CL will use its operational budget to support the ongoing maintenance and sustainment of the new workstations following project completion.

Metro Nashville Police Department Crime Lab

Capabilities and Competencies

Technical Capacity

The Metropolitan Nashville Police Department Crime Laboratory (MNPDP-CL) currently operates three BrassTrax Acquisition Stations and has achieved compliance with the National Integrated Ballistic Information Network (NIBIN) Minimum Required Operating Standards (MROS) at the "Gold" level. The Metropolitan Nashville Police Department maintains a dedicated investigative division focused on leveraging ballistic intelligence to connect evidence from multiple crime scenes, link related shooting incidents, and identify individuals and firearms associated with ongoing violent crime.

Personnel

The grant will be administered by the Forensic Services Business Manager and managed by the Supervisor of the Firearm and Tool Mark Identification Unit (FTIU). The unit employs four full-time NIBIN Technicians whose responsibilities are dedicated exclusively to the operation of NIBIN equipment and the acquisition and processing of ballistic evidence. Curriculum vitae demonstrating the qualifications and relevant experience of key personnel are attached.

Investigative follow-up and case development activities are conducted outside of the MNPDP Crime Laboratory by the Metropolitan Nashville Police Department's Specialized Investigations Division (MNPDP-SID).

Metro Nashville Police Department Crime Lab

Partnerships

The MNPDCrime Laboratory has established strong partnerships and works closely with the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) and the MNPDCrime Specialized Investigations Division (SID) to provide timely and efficient forensic leads that support investigative efforts and enhance public safety.

APPENDIX 2—ATF MOU TEMPLATE

MEMORANDUM OF UNDERSTANDING

Between the Bureau of Alcohol, Tobacco, Firearms and Explosives and the
Metropolitan Nashville Police Department
Regarding the National Integrated Ballistic Information Network

This Memorandum of Understanding (MOU) is entered into by the U.S. Department of Justice (DOJ), Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), and the Metropolitan Nashville Police Department, hereinafter collectively referred to as “the parties,” and the Metropolitan Nashville Police Department, referred to as the “NIBIN Partner.” This MOU establishes and defines a partnership between the parties that will result in an ATF National Integrated Ballistic Information Network (NIBIN) system installation, operation, and administration for the collection, timely analysis, and dissemination of crime gun data to enhance the efforts of law enforcement to integrate resources to reduce firearms violence, identify shooters, and refer them for prosecution.

AUTHORITY

This MOU is established pursuant to the authority of the participants to engage in activities related to the investigation and suppression of violent crimes involving firearms. ATF’s authorities are set forth in Title 28, Code of Federal Regulations, sections 0.130-0.131, and include the power to investigate violations of the Gun Control Act of 1968 (as amended), Title 18, United States Code, Chapter 44.

BACKGROUND

The ATF NIBIN Program uses sophisticated technology to compare images of ballistic evidence. It is part of an integrated investigative approach to reduce firearms violence and improve crime gun intelligence. Through aggressive targeting, investigation, and prosecution of shooters and their sources of crime guns, Federal, State, tribal, and local law enforcement agencies work in concert to combat firearms-related violence.

SCOPE

Participation in this program is expressly restricted to the sharing of ballistic imaging of firearms data associated with crimes recovered by any law enforcement agency in the United States and international law enforcement partners who have entered into agreements with ATF to share ballistic data. ATF may work with our international law enforcement partners to search their networks in an effort to identify a crime gun in their database against a crime gun in ATF’s NIBIN network.

NIBIN systems are to be used to image ballistic evidence and test fires of firearms illegally possessed, used in a crime, or suspected by law enforcement officials of having been used in a crime. Ballistics information and/or evidence from firearms taken into law enforcement custody through a gun buy-back program, property damage crimes

involving firearms, found or abandoned firearms, and domestic disturbances are also permitted to be entered into the NIBIN system.

Any NIBIN unit will not be used to capture, share, or store ballistic images acquired at the point of manufacture, importation, or sale of a firearm, or images of law enforcement-issued firearms not associated with crimes. The NIBIN system does not store information related to firearms owners or registration.

APPLICABLE LAWS

The applicable statutes, regulations, directives, and procedures of the United States, DOJ, and ATF shall govern this MOU and all documents and actions pursuant to it. Nothing in this MOU will prevail over any Federal law, regulation, or other Federal rule recognized by ATF. Notwithstanding the foregoing, nothing in this agreement will be construed as a waiver of sovereign immunity in excess of or beyond that which is authorized by the law of the NIBIN Partner's jurisdiction. This MOU is not a funding document. All specific actions agreed to herein shall be subject to funding and administrative or legislative approvals.

MODIFICATIONS AND TERMINATIONS

This MOU shall supersede any previous MOU between the parties regarding NIBIN. This MOU shall not affect independent relationships or obligations (non-NIBIN related) between the parties. If any provision of this MOU is determined to be invalid or unenforceable, the remaining provisions shall remain in force and unaffected to the fullest extent permitted by law and regulation.

Except as provided herein, this MOU may be modified or amended only by written mutual agreement of the parties. Either party may terminate this MOU by providing written notice to the other party. The termination shall be effective upon the thirtieth calendar day following provision of notice, unless an alternative date is agreed upon.

If either party terminates this MOU, ATF will retain its interest in the electronically stored information contained in the database. ATF agrees to provide to the NIBIN Partner an electronic copy of the data collected by the NIBIN Partner, subject to Federal law and regulation.

LIABILITY

The NIBIN Partner hereby agrees to assume full and sole liability for any damage, injury, or harm of any sort caused by the operation and use of any NIBIN system or related to the use and interpretation of any information contained in, processed by, or extracted from any database subject to this agreement and the protocols and procedures of the NIBIN Program, to the extent allowed by law.

The rights and obligations set out in this MOU run between the signatories. Nothing in this MOU is intended to create any substantive or procedural rights, privileges, or benefits enforceable in any administrative, civil, or criminal matter by any prospective or

actual third-parties.

SYSTEM INSTALLATION

The NIBIN Partner hereby agrees and acknowledges that the deployed NIBIN system is the property of the partner site. Any and all costs associated with the deployed NIBIN system, to include costs to provide, install, and maintain the system, are the sole responsibility of the NIBIN Partner and not the responsibility of ATF. ATF does not have and will not have, at any time, any liability or financial obligation related to the deployed NIBIN system. The NIBIN system is for use by the NIBIN Partner and any other law enforcement agencies served by or in partnership with the NIBIN Partner. Should the installation of the NIBIN system require physical construction at the site, the NIBIN Partner will be responsible for such construction and any associated costs. If a system is to be moved to allow additional access outside of a laboratory, NIBIN Partner will ensure the appropriate protocols are put into place to ensure the integrity of crime gun evidence along with maximum use of the equipment.

SYSTEM MAINTENANCE

The NIBIN Partner will maintain all NIBIN systems acquired by the NIBIN Partner and repair or replace inoperable or outdated systems in an expeditious manner, at their own expense. At all times, the NIBIN Partner agrees not to make or cause to be made any repairs, alterations, movements, additions, improvements, or replacements to the NIBIN systems not expressly authorized in writing by ATF in advance and further agrees to exercise due care in every respect to prevent system movement, damage, destruction, or misuse.

DEPLOYED SYSTEM USAGE

Because the NIBIN Program focuses on the reduction of firearms-related violent crimes, the NIBIN Partner shall enter all eligible ballistic evidence recovered from crime scenes as soon as possible. In addition, the NIBIN Partner shall enter into NIBIN test-fire cartridge cases from eligible firearms taken into law enforcement custody in a timely manner. NIBIN Partners may not charge other law enforcement agencies for the entry of evidence into grant-funded or grant-maintained automated ballistics technology used in the NIBIN Program.

DEPLOYED SYSTEM REMOVAL

ATF retains the right to remove the NIBIN Partner from the NIBIN system upon: (1) receipt of written notification of the termination of the participation of the NIBIN Partner in the NIBIN Program; (2) the cancellation of this MOU by ATF; or (3) termination of the NIBIN Program by ATF.

If ATF intends to remove a NIBIN Partner from the NIBIN system, ATF will provide written notice.

SELF-PURCHASED SYSTEMS

All requirements involving network requirements, usage, Minimum Required Operating Standards (MROS), movement of equipment, network requirements and security requirements apply to all agencies on the NIBIN network. These requirements ensure the integrity of the database and network security.

SYSTEM MOVEMENT

If the NIBIN Partner seeks to move its NIBIN system, it must submit a written request to ATF. ATF's decision regarding the proposed move will be provided to the NIBIN Partner in writing. Any movement of the NIBIN system will occur at the expense of the NIBIN Partner and only after receipt of authorization by, and coordination with, Leads Online. To realize maximum use of the equipment, it should be placed where trained personnel can expeditiously enter evidence. ATF will work with each partner to realize optimal placement of equipment to obtain actionable investigative leads.

Due to communication line installation/move requirements, NIBIN Partners must provide a minimum of 120 calendar days' advance notice to ATF and the NIBIN system manufacturer before the intended move of a NIBIN system.

In the event of unauthorized movement, alteration, damage, or destruction of any NIBIN system caused by its employees, contractors, or any other person under its control, the NIBIN Partner agrees to assume the cost of replacement or repairs of the equipment.

The NIBIN Partner agrees to report to ATF, within 5 calendar days, any incident involving the following: an unauthorized movement, alteration, damage, or destruction of NIBIN systems, any unauthorized use of NIBIN systems or the unauthorized release of data related to the NIBIN Program.

COMMUNICATION LINES

ATF will provide and support primary communication lines necessary for connecting NIBIN systems to the NIBIN network.

SECURITY

The NIBIN Partner will comply with all ATF, DOJ and/or other Federal security requirements related to the NIBIN program, network, and systems to ensure the integrity of the program. These requirements are set forth under NIBIN security policies. ATF will promptly notify the NIBIN Partner should these requirements change. All NIBIN sites will not knowingly allow a person to access the NIBIN network using another person's user ID and password.

The NIBIN Partner agrees to conduct criminal background checks, including fingerprint checks, of all NIBIN users. Upon successful completion of these background checks, the NIBIN Partner will notify ATF's NIBIN Branch in writing.

SYSTEM USAGE AND MINIMUM REQUIRED OPERATING STANDARDS

To ensure the consistency, integrity, and success of NIBIN, ATF has enacted Minimum Required Operating Standards (MROS). The MROS, listed below, are rooted in ATF's "Four Critical Steps for a Successful NIBIN Program" – comprehensive collection, timeliness, investigative follow-up, and feedback. They identify the practices that best allow NIBIN to provide comprehensive and timely crime gun intelligence.

1. Enter all fired or test fired cartridge cases from serviced law enforcement agencies and/or departments through a NIBIN acquisition machine within 2 business days of receipt.
2. Enter accurately all required information during the acquisition process on the NIBIN acquisition machine.
3. Correlate and conduct a secondary review of any potential NIBIN leads through an approved NIBIN correlation machine within 2 business days.
4. Disseminate NIBIN leads within 24 hours.
5. Designate and maintain a NIBIN program administrator.
6. No policy shall inhibit or restrict NIBIN submissions by serviced law enforcement agencies and/or departments.
7. Operate with only qualified NIBIN users.

Please note that Standards 3 and 4 are not applicable to NIBIN sites using the NIBIN National Correlation and Training Center for correlation reviews of ballistic images.

As a NIBIN partner, the Metropolitan Nashville Police Department is striving to meet the MROS by developing and implementing changes in their operations and working toward compliance. Each NIBIN site must be in compliance with MROS or working towards compliance to the satisfaction of the Crime Gun Intelligence Governing Board.

AUDITS

ATF and the NIBIN Partner acknowledge their understanding that the operations described in this MOU are subject to audit by ATF, DOJ, the DOJ Office of the Inspector General, the General Accountability Office, and other auditors designated by the U.S. Government. Such audits may include reviews of all records, performance measurements, documents, reports, accounts, invoices, receipts, or other evidence of expenditures related to this MOU and the NIBIN Program.

Notwithstanding, ATF will conduct audits of all NIBIN Partners and their sites once every two years for the remainder of the MOU. The purpose of the audits is to review and verify compliance with the required MROS. Each site must be in full compliance with the MROS in order to maintain access to NIBIN.

Further, the NIBIN Partner agrees to allow auditors to conduct one or more in-person interview(s) of any and all personnel the auditors determine may have knowledge relevant to transactions performed or other matters involving this MOU and the NIBIN Program.

The NIBIN Partner hereby acknowledges its understanding that, for accounting purposes, that the principles and standards for determining costs shall be governed by the policies set forth in the Office of Management and Budget Circular A-87, revised (available via the OMB, the Superintendent of Documents at the U.S. Government Printing Office, or via the Internet at <http://www.whitehouse.gov/omb/circulars/a087/a087-all.html>.)

PERSONNEL AND TRAINING

Prior to the execution of this MOU and a NIBIN system installation, the NIBIN Partner must employ, or have access to, a technical person capable of performing forensic microscopic comparison of bullet and cartridge evidence.

The NIBIN Partner agrees to provide and maintain sufficient personnel to operate the NIBIN system and agrees to allow use of the equipment by ATF personnel or our representatives to support the program at the host location. All personnel accessing NIBIN must be a Qualified NIBIN User as required by the MROS. This MOU should not be construed to require the hiring of any new personnel, except at the discretion of the NIBIN Partner. If the NIBIN Partner determines that additional personnel resources are required, all costs associated with this hiring will be borne by the NIBIN Partner. All users of the equipment must satisfy the same requirements as other NIBIN users and be properly trained, qualified and approved in advance by ATF.

Following basic entry training, ATF will verify trainee competency before authorizing network access. Individuals trained internally by a NIBIN Partner will not be certified as appropriately trained until they successfully pass a competency test administered by ATF.

The NIBIN Partner may provide access to the NIBIN system under its operational control to another law enforcement agency. Any such other law enforcement agency agrees to the same restrictions placed upon the NIBIN Partner by this MOU. However, the NIBIN Partner agrees to assume full liability and responsibility for the administration of such access.

Access to the NIBIN system will be under the management and control of the NIBIN Partner. The NIBIN Partner will ensure that only trained, cleared, and qualified personnel have access to the NIBIN system.

Participating agencies will develop appropriate operating procedures to ensure all eligible ballistic evidence will be submitted for NIBIN.

COORDINATION

ATF and the NIBIN Partner agree to adhere to standardized procedures and policies for collecting, handling, documenting, transporting and preserving firearms, bullets, casings and any similar evidence submitted for analysis and input into NIBIN.

ATF and the NIBIN Partner similarly agree to adhere to standardized procedures and policies for the source data collection, input, exchange and protection of information, to include information as to the location where ballistic evidence was collected, the circumstances under which it was collected and all crimes to which the firearm(s) or

DOJ FY 2026 Invited to Apply – National Integrated Ballistic Information (NIBIN) Modernization Program

other ballistic evidence is linked.

ATF and the NIBIN Partner agree to cooperate in the development and implementation of data entry protocols and quality assurance procedures for the NIBIN Program. ATF further agrees to cooperate with all participants in the NIBIN Program to establish model standards, protocols, and procedures for the users of the network. Such protocols will be applicable as they are implemented.

The NIBIN Partner will require all participating law enforcement agencies to adhere to the protocols, procedures, policies and quality assurance standards as established above.

Except as expressly prohibited by law, the NIBIN Partner agrees to provide ATF with access to all information, reports and any other relevant information regarding crimes related to evidence entered into the system as well as monthly reports outlining historical, statistical and case adjudication information on the use and results of the use of the NIBIN Program and/or system and the related services provided by ATF and the system manufacturer in order to ensure the capturing of required performance management information. Such information will be gathered for the purpose of informing the law enforcement community, other Government agencies, Congress and the public on NIBIN results. Additionally, ATF will collect information for results-oriented performance measures.

PUBLICITY

Any NIBIN Partner who becomes aware of, or participates in, publicity related to the NIBIN system and investigations within their jurisdiction should advise ATF of same within 48 hours.

DISCLOSURE OF INFORMATION RELATED TO NIBIN

NIBIN system information may be shared with other law enforcement and prosecutors' offices in furtherance of criminal investigations and prosecutions. The NIBIN Partner shall not share any NIBIN system information for other purposes, including requests under the Freedom of Information Act, without express, written authorization from ATF.

INCORPORATION OF APPENDIX

The Appendix to this MOU includes definitions of terms used and is fully incorporated herein. Because requirements may change over time, due to technological advances, security enhancements, or budgetary matters, the Appendix may be updated.

DOJ FY 2026 Invited to Apply – National Integrated Ballistic Information (NIBIN) Modernization Program

AGREEMENT

ATF and the NIBIN Partner hereby agree to abide by the terms and conditions of this MOU, including any appendices, and all policies of the NIBIN Program. The terms and conditions of this MOU will be considered accepted in their entirety upon the signature by the ATF Special Agent in Charge and the NIBIN Partner signature.



John Drake
Chief of Police, Metropolitan Nashville Police Department
600 Murfreesboro Pike
Nashville, TN, 37210

7-10-26

Date



Jamie VanVliet
Special Agent in Charge, Nashville Field Division Bureau
of Alcohol, Tobacco, Firearms and Explosives

Digitally signed by JAMES
VANVLIET
Date: 2026.07.10 18:40:04
-05'00'

7/10/26

Date

**BRADLEY
ENGELBERT**

Digitally signed by BRADLEY
ENGELBERT
Date: 2026.07.13 11:16:26 -04'00'

Chief, Firearms Operations Division
Bureau of Alcohol, Tobacco, Firearms and Explosives

Date

[REDACTED]
FORENSIC TECHNICIAN

[REDACTED]

WORK EXPERIENCE

September 2025-Present **Forensic Technician, Firearms and Toolmark Identification Unit**
Metropolitan Nashville Police Dept. Crime Laboratory, Nashville, TN

Assist Firearms Examiners with casework as necessary. Receives, prepares, and returns evidence following dictated policy. Follows departmental chain of custody procedures. Performs detailed documentation both written and photographically of submitted firearms evidence. Maintains technical laboratory files and records of evidence transfer. Follows all safety rules and procedures when handling evidence and test firing firearms. Evaluates, classifies, and test fires firearms in preparation for forensic examination of evidence items. Places evidence items in NIBIN system as required. Evaluates and correlates NIBIN Evidence. Generates LIMS reports on results of lab tests as requested.

March 2025-September 2025

Accessioning Technician- AEGIS Science Corporation

Log specimens into LIMS and maintain positive specimen identification through the Chain of Custody Procedure. Stored specimens per storage requirements allowing for the ease of locating samples post-initial testing. Aliquoted specimens for initial requested testing and facilitate delivery to appropriate laboratory department for initial, additional, repeat, or confirmation testing as directed through LIMS or laboratory leadership. Participated in process improvements, including process definition, measurement analysis, and implementation of controls.

EDUCATION

December 2024 **Bachelor of Science, Forensic Science**
Middle Tennessee State University

PROFESSIONAL TRAINING

October 2025 **Bureau of Alcohol, Tobacco, Firearms and Explosives**
Triage and Acquisition Virtual Training, Nashville TN

December 2025 **Bureau of Alcohol, Tobacco, Firearms and Explosives**
Correlation Review Training, Virtual Training, Nashville TN

January 2026 **Shooting, Hunting, and Outdoor Trade Show (SHOT Show)**
Las Vegas, NV

[REDACTED]
FORENSIC TECHNICIAN

([REDACTED]
[REDACTED]

WORK EXPERIENCE

- November 2022-Present

Forensic Technician, Firearms and Toolmark Identification Unit
Metropolitan Nashville Police Dept. Crime Laboratory, Nashville, TN

Assist Firearms Examiners with casework as necessary. Receives, prepares, and returns evidence following dictated policy. Follows departmental chain of custody procedures. Performs detailed documentation both written and photographically of submitted firearms evidence. Maintains technical laboratory files and records of evidence transfer. Follows all safety rules and procedures when handling evidence and test firing firearms. Evaluates, classifies, and test fires firearms in preparation for forensic examination of evidence items. Places evidence items in NIBIN system as required. Evaluates and correlates NIBIN Evidence. Generates LIMS reports on results of lab tests as requested.
- August 2018- May 2022

Crime Scene Technician and Field Training Officer
Town of Smyrna, Smyrna Police Department, Smyrna TN

Enforces all applicable codes, ordinances, laws and regulations in order to protect life and property. Apprehends and assists in the prosecution of criminal, traffic, and municipal violations. Patrol designated areas to detect and deter criminal activity. Prepares, obtains, and/ or serves criminal warrants. Participates in testifying in court. Documents case information. Train Police Officer Trainees on all aspects of a P.O.S.T certified Police Officer. Identifies, documents, collect, and processes evidence from crime scenes; photograph crime scene; process for fingerprints.

EDUCATION

- May 2016

Bachelor of Science, Forensic Science (*Magna Cum Laude*)
King College, Bristol, TN

PROFESSIONAL TRAINING

- May 2024

Ruger Armorer Course- Mini 14, M77, AR-556
Ruger, Robert Wood- Nashville, TN
- January 2024

Shooting, Hunting, and Outdoor Trade Show (SHOT Show)
Las Vegas, NV
- December 2023

Ruger Armorer Course- LCP, LCR, LC9s
Ruger, Robert Wood Nashville, TN

October 2023	Glock Armorer Course Glock Professional- Chattanooga, TN
May 2023	Serial Number Restoration and Barcode Deciphering ATF Professional- Jodi Marsanopoli, Austin, TX
May 2023	Ring of Fire Armorer Course Austin, TX
May 2023	Street Gangs and Firearms Evidence Austin, TX
April 2023	Glock: History, Manufacturing, and Evolution Omar Felix, Virtual
February 2023	Triage/Acquisition Training BATFE/FTI Profession-Janita Rice, Virtual
January 2023	Windham Weaponry Armorer Course- AR-15/M-16 Windham- Greg Lee, Nashville, TN
January 2023	Shooting, Hunting, and Outdoor Trade Show (SHOT Show) Las Vegas, NV

MANUFACTURING TOURS

October 2023	Olin-Winchester East Alton, IL
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PROFESSIONAL MEETINGS

May 2023	Association of Firearm and Toolmark Examiners (AFTE) Associate Member
October 2023	Midwest Firearms Training Seminar St. Louis, MO

MEMBERSHIPS

May 2023- Present	Association of Firearm and Toolmark Examiners (AFTE) Associate Member
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[REDACTED]
Forensic Firearms Technician

Crime Lab at Madison Precinct

Work Experience:

2015—Present

Forensic NIBIN Technician

2000—2014

Metropolitan Nashville Police Officer

- Patrol Officer—West, Central, East Precincts (2000-2004)
- Flex Officer—North Precinct (2004-2006)
- Precinct Detective—North Precinct (2006-2010)
- School Resource Officer—Hermitage Precinct (2010-2014)

Certified Firearms Instructor (2023)

Instructor: 'Management of Aggressive Behavior Public Safety Course' (2022)

2018—Present

Professor at Emmanuel Bible College: 610 Boscobel Street, Nashville, TN 37026

Courses Taught:

- 'The Gospels'
- 'Healing In Handwriting'
- 'Testimonies Of Faith'

1993—2000

United States Army

- 67T—UH60 Helicopter Crew Chief/Mechanic

Education:

- Emmanuel Bible College: bachelor's degree in Christian education (2010-2017)
- Emmanuel Bible College: Honorary Doctorate's Degree in Biblical Studies
- Fisk University: Studied Political Science (1986-1990)
- Pearl-Cohn High School (1982-1986)

Other:

Ordained Minister—2018—Present

- Galilee Missionary Baptist Church
- 2021 Herman Street, Nashville, TN 37208

Author:

Books Self Published:

- ***"I Thee Wed: A Couple's Journey to a Godly Marriage"*** (Found on Amazon or at our Website: liveinpeaceministries.org)
- ***"Testimonies Of Faith and Encouragement: A Weekly Devotional"*** (Also found on Amazon or at our Website: liveinpeaceministries.org)

Publication Articles and Devotionals for R.H. Boyd Publishing, EST 1896

Devotional/Articles published:

- Adult Mentor: Volume 13 No. 1 (1st Quarter)
- Adult Mentor: Volume 13 No. 3 (3rd Quarter)
- 2025 National Baptist Brotherhood (Yearly Devotional)

These publishings can be ordered on R.H. Boyd's official website.

Metro Nashville Police Department Crime Laboratory

Curriculum Vitae

**Firearm and Toolmark Supervisor/Technical Leader
Madison, TN.**

Discipline

Firearm and Toolmarks

Education

2001-2006

- Arkansas Tech University, Bachelor of Science, Biology

Experience

2018-Present

- Firearm and Toolmark Supervisor/Technical Leader, Metro Nashville Police Department Crime Laboratory, Madison, TN.

2015-2018

- Firearm and Toolmark Examiner, Metro Nashville PD Crime Laboratory, Madison, TN.

2013- 2015

- Firearm and Toolmark Examiner, Colorado Bureau of Investigation, Denver, CO.

2010-2013

- Firearm and Tool Mark Examiner, Arkansas State Crime Laboratory, Little Rock, AR.

2007-2010

- Serologist, Arkansas State Crime Laboratory, Little Rock, AR.

Training

2024

- Walther Armorer Course, Madison, TN.
- SHOT Show, Las Vegas, NV

2023

- Association of Firearm and Toolmark Examiners training conference, Austin, TX
- Glock Talk, History, Manufacturing and Evolution (Web-Based), Madison, TN
- SHOT Show, Las Vegas, NV

2022

- Smith & Wesson M&P 2.0 Armorer Course, Madison, TN.
- 80% Guns-A Current Discussion of What Forensic Firearm Examiners Are Encountering on the Bench (Web-Based), Madison, TN.

2021

- ASCLD Leadership Academy, Level 1, Boston, MA.
- Firearms Instructor Course, Tennessee Law Enforcement Training Officers Association (TLETOA), Nashville, TN.

2020

- ANAB ISO/IEC 17025:2017 and AR 3125 Assessor Training (Web-Based), Madison, TN.
 - ANAB Enhancing Forensic Decision Making (Web-Based), Madison, TN.
 - Supervisor Development Institute, Nashville, TN
- 2019
- SHOT Show, Las Vegas, NV
 - Ethics Training, Seaglass Training, Madison, TN.
 - Migrating from 17025:2005 to 17025:2017, Seaglass Training, Madison, TN.
 - ANAB Forensic Measurement Confidence-MC 100 (Web-Based), Madison, TN.
 - Association of Firearm and Toolmark Examiners training conference, Madison, TN.
- 2018
- Association of Firearm and Toolmark Examiners training conference, Charleston, WV.
- 2017
- Manufacturing tour of Beretta Arms, Gallatin, TN.
 - Association of Firearm and Toolmark Examiners training conference, Denver, CO.
- 2016
- Association of Firearm and Toolmark Examiners Board of Directors meeting, Denver, CO.
 - 1911 Armorer Course, Nashville, TN.
 - Remington 870 Armorer Course, Nashville, TN.
 - AR-15/M-16 Armorer's Course, Nashville, TN.
 - ASCLD/LAB Assessor Training Course, Franklin, TN.
 - Association of Firearm and Toolmark Examiners training conference, New Orleans, LA.
 - Sig Sauer P-229 DA/SA Armorer course
 - Benelli Nova/Super Nova Armorer course
 - Springfield XD/XDm Armorer course
- 2015
- Development of modern cartridge and headstamp identification, Forensic Ammunition Service, Inc., Madison, TN.
- 2014
- Glock Armorer Course, Denver, CO.
 - Association of Firearm and Toolmark Examiners training conference, Seattle, WA.
 - Crime Scene Collection and Approach School, Colorado Bureau of Investigation, Denver, CO.
- 2013
- Courtroom Testimony Techniques, Ron Smith & Associates, Inc., Denver, CO.
- 2012
- Testifying Made Simple, Training Force USA, Little Rock, AR.
 - Factory tour of Remington Arms Ammunition, Remington Arms Company, Inc., Lonoke, AR.
 - Serial Number Restoration, Department of Justice Bureau of Alcohol, Tobacco, Firearms and Explosives, Orlando, FL.
- 2011
- Factory tour of Winchester Ammunition Co., Winchester Ammunition Co., East Alton, IL.
 - Factory tour of Barrett Firearms Mfg. Co., Barrett Firearms Mfg. Co., Murfreesboro, TN.

- Laboratory tour of the Tennessee Bureau of Investigations, Tennessee Bureau of Investigations Firearm section, Nashville, TN.
- Integrated Ballistics Identification System, Department of Justice Bureau of Alcohol, Tobacco, Firearms and Explosive, Largo, FL.

2010

- Tool Mark Identification Techniques, Gunshot Residue Distance Determination, and Courtroom Testimony Presentation, The Stria Consulting Group Inc., Little Rock, AR.
- Coroner's Conference, Arkansas State Crime Laboratory, Little Rock, AR.

2009

- Underwater Forensic Investigations, National Institute of Justice/West Virginia University, Las Vegas, NV.
- DNA Technology and Evidence Collection, National Institute of Justice/West Virginia University, Las Vegas, NV.
- Bloodstain Transfer Patterns, National Institute of Justice/West Virginia University, Las Vegas, NV.
- Introduction to Impression Evidence, National Institute of Justice/West Virginia University, Las Vegas, NV.
- A Perspective on Expert Testimony, National Institute of Justice/West Virginia University, Las Vegas, NV.
- Hair and Fiber Collection, Arkansas State Crime Laboratory, Little Rock, AR.

2008

- Pathology in the Forensic Setting, Southwestern Association of Forensic Scientists, Little Rock, AR.
- Fundamental of Y-STR and Mini-STR Analysis, Southwestern Association of Forensic Scientists, Little Rock, AR.
- Implementation of Lubricant Analysis in Sexual Assault Casework, Southwestern Association of Forensic Scientists, Little Rock, AR.
- Forensic Biology Training Course, Southwestern Association of Forensic Scientists, Little Rock, AR.
- Clandestine Labs Update, Southwestern Association of Forensic Scientists, Little Rock, AR.
- To Hell and Back: The Ethics of Stewardship and the Stewardship of Ethics, National Institute of Justice/RTI International, Little Rock, AR.
- Crime Scene and DNA Basics for Forensic Analysts, President's DNA Initiative, Little Rock, AR.

Court Experience

- Testified in Serology and Firearms
- Testified as an Expert Witness in Arkansas, Colorado and Tennessee

Professional Affiliations

- Association of Firearm and Tool Mark Examiners-Regular Member, (2011-Present)

Certifications

- Association of Firearm and Tool Mark Examiners-Firearm Evidence Examination and Identification (AFTE-FA)
- Tennessee Law Enforcement Training Officers Association (TLETOA)-Range Instructor



Work Experience

Forensic Scientist, Firearms and Toolmark Identification Unit

Metropolitan Nashville Police Department Crime Laboratory, Nashville, TN

December 2023- Present

Currently in training to obtain authorization for the following tasks: Responsible for generating detailed documentation of evidence, scientific testing, and formal reports. Performs and documents examinations on firearms as to operability, functionality, and safety mechanisms. Performs and documents examinations on tool mark related evidence. Conducts microscopic examinations and comparisons of fired ammunition components to firearms. Muzzle to target distance determination. NIBIN entries, correlations, and confirmations. Serial number restoration examinations. Conducts technical and administrative reviews. Interacts with the judicial system and provides expert witness testimony in court.

Forensic Technician, Firearms and Toolmark Identification Unit

Metropolitan Nashville Police Department Crime Laboratory, Nashville, TN

October 2022- November 2023

Assisted Firearms Examiners with casework as necessary. Received, prepared, and returned evidence following dictated policy. Followed departmental chain of custody procedures. Performed detailed documentation both written and photographically of submitted firearms evidence. Maintained technical laboratory files and records of evidence transfer. Followed all safety rules and procedures when handling evidence and test firing firearms. Evaluated, classified, and test fired firearms in preparation for forensic examination of evidence items. Placed evidence items in NIBIN system as required. Evaluated and correlated NIBIN Evidence. Generated LIMS reports on results of lab tests as requested.

Intern, Firearms and Toolmark Identification Unit

Metropolitan Nashville Police Department Crime Laboratory, Nashville, TN

May 2019- July 2019

Assisted and participated in the organization of the 2019 AFTE Training Conference. Observed Firearms Examiners complete casework including the use of NIBIN. Organized and recorded data of test fires in LIMS.

Education

Bachelor of Science, Forensic Science

Middle Tennessee State University, Murfreesboro, TN

December 2019

National Firearms Examiner Academy (NFEA)- Class 2501- Graduate

ATF- Ammendale, MD

October 2024-September 2025

Training

SHOT Show

Las Vegas, NV- January 2023

Windham Weaponry AR-15/M-16 Armorer's Course

Tennessee Bureau of Investigations Headquarters- January 2023

Triage/Acquisition Training

BATFE/FTI- February 2023

Glock: History, Manufacturing, and Evolution

Metro Nashville Police Department Crime Laboratory- April 2023

Midwest Firearms Examiner Seminar

St. Louis University- October 2023

Glock Armorer’s Course

Chattanooga, TN- October 2023

Basic Courtroom Testimony; Success Instead of Survival

Ron Smith & Associates- Virtual- November 2023

Ruger Armorer Course- LCR, LCP, LC9S

Metro Nashville Police Department Crime Laboratory- December 2023

SHOT Show

Las Vegas, NV- January 2024

Ruger Armorer Course- Mini 14

Metro Nashville Police Department Crime Laboratory- May 2024

Walther PDP Armorer’s Course

Metro Nashville Police Department Crime Laboratory- August 2024

International Firearm Forensics & Intelligence Summit

Montreal, Canada- November 2024

Firearms, Ammunition, and Technology Division Tour

Martinsburg, WV- April 2025

NIST Tour

Gaithersburg, MD- April 2025

Springfield Armory

Springfield, MA- May 2025

Factory Tours

Remington Arms Company Ammunition Plant; SIG Sauer Ammunition; Fiocchi Ammunition; Sturm, Ruger & Co.; SIG Sauer; Kahr Arms; Mayhew Tools; Smith & Wesson; Colt Manufacturing; Mossberg & Sons; Drillmasters Inc.; Lyman Products Corp.; Charter Arms; Connecticut Shotgun and Standard Manufacturing; Savage Arms

Memberships

Association of Firearm and Tool Mark Examiners

Provisional Member

Experience

3/2011 – Present Metro Nashville Police Department Nashville, TN

MNPD Crime Laboratory Business Manager

- Provides fiscal and HR oversight for the Lab
- Manages capital inventories and maintains vendor relations to assure a seamless supply chain
- Assures all special projects fall within budgetary requirements

10/2007 – 3/2011 Metro Nashville Finance Department Nashville, TN

Strategic Management and Budget Analyst

- Manage and analyze fiscal reports
- Participate in Metro's budget development process
- Develop, implement, and manage strategic management products

11/2006 – 10/2007 Tennessee Department of Health Nashville, TN

HIV Prevention Community Services Director

- Develop, implement, and manage TN's federal HIV prevention grant
- Manage state-wide contracts with regional health departments, lead agencies, and community based organizations
- Identify trends and provide guidance to enhance HIV prevention programming in TN

7/2005 – 10/2006 Tennessee Department of Health Nashville, TN

HIV Prevention Evaluation Consultant

- Manage state-wide contracts with regional health departments, lead agencies, and community based organizations
- Provide technical assistance and capacity building to regional health departments, lead agencies, community based organizations, and planning groups
- Assist in the development of TN's federal HIV prevention grant

4/2002 – 6/2005 Tennessee Department of Health Nashville, TN

HIV Prevention Administrator

- Assist in the development of TN's federal HIV prevention grant
- Assist in the management of state-wide contracts with regional health departments, lead agencies, and community based organizations

Education

2006 Tennessee State University Nashville, TN

Master of Public Administration

2005 Tennessee State University Nashville, TN

Graduate Certificate in Health Administration and Planning

2000 Lipscomb University Nashville, TN

Bachelor of Science in Government and Public Administration

Budget Sheet Instructions

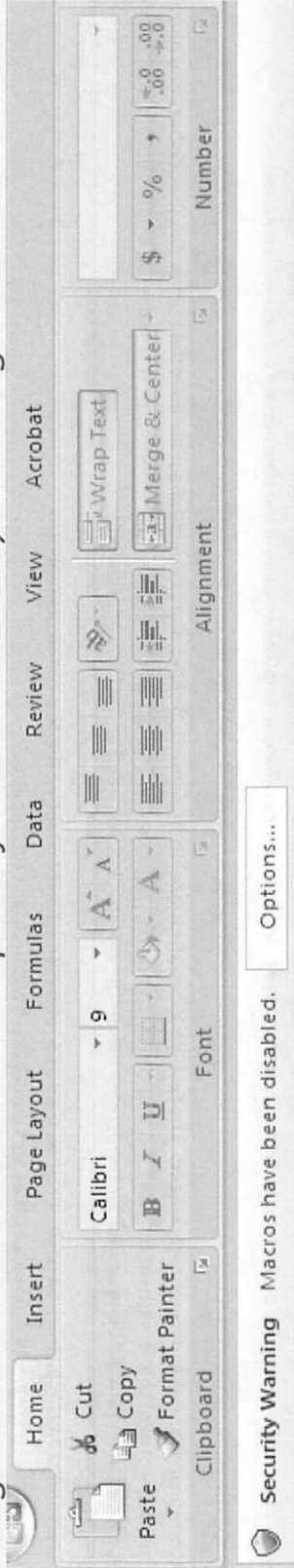
Budget Detail Worksheet

OMB Approval NO.: 1121-0329
Expires 11/30/2020

For a 508 compliant, accessible version of the Budget Detail Worksheet, use the following link:
<https://oip.gov/funding/Apply/Forms/BudgetDetailWorksheet/BDW508.pdf>

Worksheet Instructions

Note: This document requires macros be enabled to work properly. Please ensure that macros are enabled before entering any data. You may be able to enable macros by choosing the "Enable this content" option from the Security Warning Ribbon above.



If the ribbon is not visible you may have been prompted to enable macros when you opened the document as pictured here. If you elected to disable macros,

Budget Sheet Instructions

*please close the document and reopen it
with macros enabled.*

Microsoft Office Excel Security Notice

?

X

**Microsoft Office has identified a potential security concern.**

Warning: It is not possible to determine that this content came from a trustworthy source. You should leave this content disabled unless the content provides critical functionality and you trust its source.

File Path: C:\asBudgetWorksheet

Macros have been disabled. Macros might contain viruses or other security hazards. Do not enable this content unless you trust the source of this file.

[More information](#)

Enable Macros

Disable Macros

Purpose:

The Budget Detail Worksheet is provided for your use in the preparation of the budget and budget narrative. All required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be left blank. Indicate any non-federal (match) amount in the appropriate category, if applicable.

How to use this Workbook:

The workbook includes several different worksheets. The first worksheet (this one) is an instruction sheet; the next worksheet includes the budget detail worksheet and narrative for year 1. There are duplicates of this worksheet for years 2-5 that can be completed as necessary. The last worksheet is a Budget Summary. It compiles all of the relevant budget information into a single location and should be reviewed for correctness before the workbook is uploaded to the GMS application.

Step by Step Usage:

1. Please read and print this instruction page. It can be used as a reference while completing the rest of the document.
2. For each budget category, you can see a sample by viewing the 'Budget Detail Example Sheet'.
3. The 'Definitions' tab explains terms used in the instructions for the various budget categories.
4. **Record Retention:** In accordance with the requirements set forth in **2 CFR Part 200.333**, all financial records, supporting documents, statistical records, and all other records pertinent to the award shall be retained by each organization for at least three years following the closure of the audit report covering the grant period.
5. The information disclosed in this form is subject to the Freedom of Information Act under U.S.C. 55.2.

Budget Point of Contact Information:

Contact Name:	Last: WATSON	First: HEATHER	Middle: L
Contact Phone:	6158801206	Contact Fax: 6158801210	Contact Email: HEATHER.WATSON@NASHVILLE.GOV

Budget Sheet Instructions

Worksheet Index:	
Tab	
Budget Detail - Year 1	
Budget Detail - Year 2	
Budget Detail - Year 3	
Budget Detail - Year 4	
Budget Detail - Year 5	
Budget Summary	
Example - Budget Detail Sheet	
Definitions	
Budget Category Descriptions:	
<i>Personnel</i>	List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. In the budget narrative, include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives. All requested information must be included in the budget detail worksheet and budget narrative.
<i>Fringe Benefits</i>	Fringe benefits should be based on actual known costs or an approved negotiated rate by a Federal agency. If not based on an approved negotiated rate, list the composition of the fringe benefit package. Fringe benefits are for the personnel listed in the budget category (A) and only for the percentage of time devoted to the project. All requested information must be included in the budget detail worksheet and budget narrative.
<i>Travel</i>	Itemize travel expenses of staff personnel (e.g. staff to training, field interviews, advisory group meeting, etc.). Describe the purpose of each travel expenditure in reference to the project objectives. Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known; or if unknown, indicate "location to be determined." Indicate whether applicant's formal written travel policy or the Federal Travel Regulations are followed. Note: Travel expenses for consultants should be included in the "Consultant Travel" data fields under the "Subawards (Subgrants)/Procurement Contracts" category.
<i>Equipment</i>	List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). <u>Expendable</u> items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological advances. <u>Rented</u> or leased equipment costs should be listed in the "Contracts" data fields under the "Subawards (Subgrants)/Procurement Contracts" category. In the budget narrative, explain how the equipment is necessary for the success of the project, and describe the procurement method to be used. All requested information must be included in the budget detail worksheet and budget narrative.

Budget Sheet Instructions

<i>Supplies</i>	List items by type (office supplies, postage, training materials, copy paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project. All requested information must be included in the budget detail worksheet and budget narrative.
<i>Construction</i>	Provide a description of the construction project and an estimate of the costs. Minor repairs or renovations may be allowable and should be classified in the "Other" category. OJP does not currently fund construction programs. Consult with the program office before budgeting funds in this category. All requested information must be included in the budget detail worksheet and budget narrative.
<i>Subawards (Subgrants), Procurement Contracts, & Consultant Fees</i>	Subawards (see "Subaward" definition at 2 CFR 200.92): Provide a description of the Federal award activities proposed to be carried out by any subrecipient and an estimate of the cost (include the cost per subrecipient, to the extent known prior to application submission). For each subrecipient, enter the subrecipient entity name, if known. Please indicate any subaward information included under budget category G. Subawards (Subgrants)/Procurement Contracts by including the label "(subaward)" with each subaward entry. Procurement contracts (see "Contract" definition at 2 CFR 200.22): Provide a description of the product or service to be procured by contract and an estimate of the cost. Indicate whether the applicant's formal, written Procurement Policy or the Federal Acquisition Regulation is followed. Applicants are encouraged to promote free and open competition in awarding procurement contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold set in accordance with 41 U.S.C. 1908 (currently set at \$150,000). Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of the DOJ grant-making component's maximum rate for an 8-hour day (currently \$650) require additional justification and prior approval from the respective DOJ grant-making component. All requested information must be included in the budget detail worksheet and budget narrative.
<i>Other Costs</i>	List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent. All requested information must be included in the budget detail worksheet and budget narrative.

Budget Sheet Instructions

Indirect Costs	Indirect costs are allowed only if: a) the applicant has a current, federally approved indirect cost rate; or b) the applicant is eligible to use and elects to use the “de minimis” indirect cost rate described in 2 C.F.R. 200.414(f). (See paragraph D.1.b. in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals for a description of entities that may not elect to use the “de minimis” rate.) An applicant with a current, federally approved indirect cost rate must attach a copy of the rate approval, (a fully-executed, negotiated agreement. If the applicant does not have an approved rate, one can be requested by contacting the applicant’s cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant’s accounting system permits, costs may be allocated in the direct costs categories. (Applicant Indian tribal governments, in particular, should review Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals regarding submission and documentation of indirect cost proposals.) Narrative for any indirect costs should clearly state which direct costs the indirect cost agreement is being applied to. All requested information must be included in the budget detail worksheet and budget narrative. In order to use the “de minimis” indirect rate an applicant would need to attach written documentation to the application that advises DOJ of both the applicant’s eligibility (to use the “de minimis” rate) and its election. If the applicant elects the de minimis method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as the applicant entity chooses to negotiate a federally approved indirect cost rate.
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Budget Detail - Year 1

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N

(DOJ Financial Guide, Section 3.10)

A. Personnel

Name List each name, if known.	Position List each position, if known.	Computation Show annual salary rate & amount of time devoted to the project for each name/position.					Federal Request
		Salary	Rate	Time Worked (# of hours, days, months, years)	Percentage of Time	Total Cost	
						\$0	\$0
Total(s)						\$0	\$0
Narrative							

Purpose Area #4

B. Fringe Benefits						
Name		Computation				
List each grant-supported position receiving fringe benefits.		Show the basis for computation.				
	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request	
			\$0		\$0	
		Total(s)	\$0	\$0	\$0	
Narrative						

Purpose Area #4

C. Travel										
Purpose of Travel	Location	Type of Expense	Basis	Computation						
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	Indicate the travel destination.	Lodging, Meals, Etc.	Per day, mile, trip, Etc.	Compute the cost of each type of expense X the number of people traveling.						
				Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
			N/A					\$0		\$0
				Total(s)						
				\$0						
Narrative										

Purpose Area #4

D. Equipment						
Item		Computation				
List and describe each item of equipment that will be purchased		Compute the cost (e.g., the number of each item to be purchased X the cost per item)				
		# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
BrassTrax Acquisition Station		2	\$48,030.00	\$96,060	\$0	\$96,060
		Total(s)			\$0	\$96,060
Narrative						
The request is for the upgrade and continued maintenance of two BrassTrax Acquisition Stations that have reached end-of-life status. No matching funds are required for this project.						

Purpose Area #4

E. Supplies		Computation				
Supply Items		Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.				
		# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
		Total(s)			\$0	\$0
Narrative						

Purpose Area #4

F. Construction						
Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
		Total(s)				
		\$0				
Narrative						

Purpose Area #4

G. Subawards (Subgrants)									
Description		Purpose		Consultant?					
Provide a description of the activities to be carried out by subrecipients.		Describe the purpose of the subaward (subgrant)		Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.					
						Total Cost	Non-Federal Contribution	Federal Request	
						\$0	\$0	\$0	
Total(s) \$0									
Consultant Travel (if necessary)									
Purpose of Travel		Location		Type of Expense		Computation			
Indicate the purpose of each trip or type of trip (training, advisory group meeting)		Indicate the travel destination.		Hotel, airfare, per diem		Compute the cost of each type of expense X the number of people traveling.			
				Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
							\$0		\$0
Total \$0									
Narrative									
H. Procurement Contracts									
Description		Purpose		Consultant?					

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Purpose Area #4

List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).		Show the basis for computation					
	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
					\$0		\$0
				Total(s)	\$0	\$0	\$0
Narrative							

Purpose Area #4

J. Indirect Costs		Computation				
Description		Compute the indirect costs for those portions of the program which allow such costs.				
		Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request
Indirect costs		\$113,012.00	0.15	\$16,952		\$16,952
			Total(s)	\$16,952	\$0	\$16,952
Narrative						

Indirect costs are based on federally approved rate of 15%.

Budget Detail - Year 2										
Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N										
(DOJ Financial Guide, Section 3.10)										
A. Personnel		Computation								
Name <i>List each name, if known.</i>		Position <i>List each position, if known.</i>		Show annual salary rate & amount of time devoted to the project for each name/position.						
				Salary	Rate	Time Worked (# of hours, days, months, years)	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
								\$0		\$0
				Total(s)				\$0	\$0	\$0
Narrative										

Purpose Area #4

B. Fringe Benefits						
Name		Computation				
List each grant-supported position receiving fringe benefits.		Show the basis for computation.				
		Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
		Total(s)			\$0	\$0
Narrative						

Purpose Area #4

C. Travel		Computation								
Purpose of Travel	Location	Type of Expense	Basis	Compute the cost of each type of expense X the number of people traveling.						
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	Indicate the travel destination.	Lodging, Meals, Etc.	Per day, mile, trip, Etc.	Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
			N/A					\$0		\$0
				Total(s)						
				\$0						
Narrative										

Purpose Area #4

D. Equipment		Computation				
Item		Compute the cost (e.g., the number of each item to be purchased X the cost per item)				
List and describe each item of equipment that will be purchased		# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
BrassTrax Acquisition Station		2	\$49,472.00	\$98,944	\$0	\$98,944
		Total(s)			\$0	\$98,944
Narrative						

The request is for the upgrade and continued maintenance of two BrassTrax Acquisition Stations that have reached end-of-life status. No matching funds are required for this project.

Purpose Area #4

E. Supplies		Computation				
Provide a list of the types of items to be purchased with grant funds.		Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.				
		# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
		Total(s)				
		\$0				
Narrative						

Purpose Area #4

F. Construction						
Purpose	Description of Work	Computation				
Provide the purpose of the construction	Describe the construction project(s)	Compute the costs (e.g., the number of each item to be purchased X the cost per item)				
		# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
		Total(s)			\$0	\$0
Narrative						

Purpose Area #4

7

Docusign Envelope ID: 38E8E693-7DE4-894E-81B5-F306F11670F3

Docusign Envelope ID: 38E8E693-7DE4-894E-81B5-F306F11670F3

Purpose Area #4

List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).		Show the basis for computation					
	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
					\$0		\$0
				Total(s)	\$0	\$0	\$0
Narrative							

Purpose Area #4

J. Indirect Costs						
Description		Computation				
Describe what the approved rate is and how it is applied.		Compute the indirect costs for those portions of the program which allow such costs.				
		Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request
Indirect costs		\$116,404.00	0.15	\$17,461		\$17,461
		Total(s)		\$17,461	\$0	\$17,461
Narrative						
Indirect costs are based on federally approved rate of 15%.						

Purpose Area #4

Budget Detail - Year 3

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N																							
(DOJ Financial Guide, Section 3.10)																							
A. Personnel																							
Name	Position	Computation																					
List each name, if known.	List each position, if known.	Show annual salary rate & amount of time devoted to the project for each name/position.																					
		<table border="1"> <thead> <tr> <th>Salary</th> <th>Rate</th> <th>Time Worked (# of hours, days, months, years)</th> <th>Percentage of Time</th> <th>Total Cost</th> <th>Non-Federal Contribution</th> <th>Federal Request</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>\$0</td> <td></td> <td>\$0</td> </tr> <tr> <td colspan="4">Total(s)</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> </tbody> </table>	Salary	Rate	Time Worked (# of hours, days, months, years)	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request					\$0		\$0	Total(s)				\$0	\$0	\$0
Salary	Rate	Time Worked (# of hours, days, months, years)	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request																	
				\$0		\$0																	
Total(s)				\$0	\$0	\$0																	
Narrative																							

Purpose Area #4

B. Fringe Benefits						
Name		Computation				
List each grant-supported position receiving fringe benefits.		Show the basis for computation.				
		Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
		Total(s)			\$0	\$0
Narrative						

Purpose Area #4

3

Purpose Area #4

D. Equipment					
Item		Computation			
List and describe each item of equipment that will be purchased		Compute the cost (e.g., the number of each item to be purchased X the cost per item)			
	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
BrassTrax Acquisition Station	2	\$50,956.00	\$101,912	\$0	\$101,912
			Total(s)	\$0	\$101,912
Narrative					
The request is for the upgrade and continued maintenance of two BrassTrax Acquisition Stations that have reached end-of-life status. No matching funds are required for this project.					

Purpose Area #4

E. Supplies		Computation				
Supply Items		Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.				
		# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
		Total(s)			\$0	\$0
Narrative						

Purpose Area #4

F. Construction						
Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
			Total(s)	\$0	\$0	\$0
Narrative						

Purpose Area #4

G. Subawards (Subgrants)									
Description		Purpose		Consultant?					
Provide a description of the activities to be carried out by subrecipients.		Describe the purpose of the subaward (subgrant)		Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.					
						Total Cost	Non-Federal Contribution	Federal Request	
						\$0	\$0	\$0	
Total(s) \$0									
Consultant Travel (if necessary)									
Purpose of Travel		Location	Type of Expense	Computation					
Indicate the purpose of each trip or type of trip (training, advisory group meeting)		Indicate the travel destination.	Hotel, airfare, per diem	Compute the cost of each type of expense X the number of people traveling.					
				Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
							\$0		\$0
							\$0	\$0	\$0
Total \$0									
Narrative									
H. Procurement Contracts									
Description		Purpose		Consultant?					

Purpose Area #4

Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).		Describe the purpose of the contract		Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.	
				</	

Purpose Area #4

List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).		Show the basis for computation					
	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
					\$0		\$0
				Total(s)	\$0	\$0	\$0
Narrative							

Purpose Area #4

J. Indirect Costs						
Description		Computation				
Describe what the approved rate is and how it is applied.		Compute the indirect costs for those portions of the program which allow such costs.				
		Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request
indirect costs		\$119,892.00	0.15	\$17,984		\$17,984
		Total(s)		\$17,984	\$0	\$17,984
Narrative						
Indirect costs are based on federally approved rate of 15%.						

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N
(DOJ Financial Guide, Section 3.10)

A. Personnel

Name		Position	Computation						
List each name, if known.		List each position, if known.	Show annual salary rate & amount of time devoted to the project for each name/position.						
			Salary	Rate	Time Worked (# of hours, days, months, years)	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
							\$0		\$0
			Total(s)						
			\$0						
Narrative									

Purpose Area #4

B. Fringe Benefits						
Name		Computation				
List each grant-supported position receiving fringe benefits.		Show the basis for computation.				
		Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
			Total(s)	\$0	\$0	\$0
Narrative						

Purpose Area #4

C. Travel		Computation								
Purpose of Travel	Location	Type of Expense	Basis	Compute the cost of each type of expense X the number of people traveling.						
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	Indicate the travel destination.	Lodging, Meals, Etc.	Per day, mile, trip, Etc.	Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
			N/A					\$0		\$0
				Total(s)						
Narrative										

Purpose Area #4

D. Equipment		Computation				
Item		Compute the cost (e.g., the number of each item to be purchased X the cost per item)				
		# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
BrassTrax Acquisition Station		2	\$52,484.00	\$104,968	\$0	\$104,968
		Total(s)			\$0	\$104,968
Narrative						
		The request is for the upgrade and continued maintenance of two BrassTrax Acquisition Stations that have reached end-of-life status. No matching funds are required for this project.				

Purpose Area #4

E. Supplies		Computation				
Supply Items		Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.				
		# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
		Total(s)			\$0	\$0
Narrative						

Purpose Area #4

F. Construction						
Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
		Total(s)			\$0	\$0
Narrative						

G. Subawards (Subgrants)					
Description	Purpose	Consultant?	Total Cost	Non-Federal Contribution	Federal Request
<i>Provide a description of the activities to be carried out by subrecipients.</i>	<i>Describe the purpose of the subaward (subgrant)</i>	<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>			\$0
			Total(s)	\$0	\$0

DATE	DESCRIPTION	AMOUNT	BALANCE
1900	Jan 1		
	Feb 1		
	Mar 1		
	Apr 1		
	May 1		
	Jun 1		
	Jul 1		
	Aug 1		
	Sep 1		
	Oct 1		
	Nov 1		
	Dec 1		
1901	Jan 1		
	Feb 1		
	Mar 1		
	Apr 1		
	May 1		
	Jun 1		
	Jul 1		
	Aug 1		
	Sep 1		
	Oct 1		
	Nov 1		
	Dec 1		
1902	Jan 1		
	Feb 1		
	Mar 1		
	Apr 1		
	May 1		
	Jun 1		
	Jul 1		
	Aug 1		
	Sep 1		
	Oct 1		
	Nov 1		
	Dec 1		
1903	Jan 1		
	Feb 1		
	Mar 1		
	Apr 1		
	May 1		
	Jun 1		
	Jul 1		
	Aug 1		
	Sep 1		
	Oct 1		
	Nov 1		
	Dec 1		
1904	Jan 1		
	Feb 1		
	Mar 1		
	Apr 1		
	May 1		
	Jun 1		
	Jul 1		
	Aug 1		
	Sep 1		
	Oct 1		
	Nov 1		
	Dec 1		
1905	Jan 1		
	Feb 1		
	Mar 1		
	Apr 1		
	May 1		
	Jun 1		
	Jul 1		
	Aug 1		
	Sep 1		
	Oct 1		
	Nov 1		
	Dec 1		
1906	Jan 1		
	Feb 1		
	Mar 1		
	Apr 1		
	May 1		
	Jun 1		
	Jul 1		
	Aug 1		
	Sep 1		
	Oct 1		
	Nov 1		
	Dec 1		
1907	Jan 1		
	Feb 1		
	Mar 1		
	Apr 1		
	May 1		
	Jun 1		
	Jul 1		
	Aug 1		
	Sep 1		
	Oct 1		
	Nov 1		
	Dec 1		
1908	Jan 1		
	Feb 1		
	Mar 1		
	Apr 1		
	May 1		
	Jun 1		
	Jul 1		
	Aug 1		
	Sep 1		
	Oct 1		
	Nov 1		
	Dec 1		
1909	Jan 1		
	Feb 1		
	Mar 1		
	Apr 1		
	May 1		
	Jun 1		
	Jul 1		
	Aug 1		
	Sep 1		
	Oct 1		
	Nov 1		
	Dec 1		
1910	Jan 1		
	Feb 1		
	Mar 1		
	Apr 1		
	May 1		
	Jun 1		
	Jul 1		
	Aug 1		
	Sep 1		

7

Purpose Area #4

[illegible]

Purpose Area #4

List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).		Show the basis for computation					
	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
					\$0		\$0
				Total(s)	\$0	\$0	\$0
Narrative							

Purpose Area #4

J. Indirect Costs						
Description		Computation				
Describe what the approved rate is and how it is applied.		Compute the indirect costs for those portions of the program which allow such costs.				
		Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request
Indirect costs		\$123,492.00	0.15	\$18,524	\$0	\$18,524
		Total(s)		\$18,524	\$0	\$18,524
Narrative						
Indirect costs are based on federally approved rate of 15%.						

Budget Detail - Year 5

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N

(DOJ Financial Guide, Section 3.10)

A. Personnel

Name		Position	Computation						
List each name, if known.		List each position, if known.	Show annual salary rate & amount of time devoted to the project for each name/position.						
			Salary	Rate	Time Worked (# of hours, days, months, years)	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
							\$0		\$0
							\$0	\$0	\$0
Narrative									

Purpose Area #4

B. Fringe Benefits						
Name		Computation				
List each grant-supported position receiving fringe benefits.		Show the basis for computation.				
	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request	
			\$0		\$0	
		Total(s)	\$0	\$0	\$0	
Narrative						

Purpose Area #4

Purpose Area #4

D. Equipment						
Item		Computation				
List and describe each item of equipment that will be purchased		Compute the cost (e.g., the number of each item to be purchased X the cost per item)				
		# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
BrassTrax Acquisition Station		2	\$54,058.00	\$108,116	\$0	\$108,116
		Total(s)		\$108,116	\$0	\$108,116
Narrative						

The request is for the upgrade and continued maintenance of two BrassTrax Acquisition Stations that have reached end-of-life status. No matching funds are required for this project.

Purpose Area #4

E. Supplies		Computation				
Provide a list of the types of items to be purchased with grant funds.		Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.				
		# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
		Total(s)				
		\$0				
Narrative						

Purpose Area #4

F. Construction						
Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
		Total(s)				
		\$0				
Narrative						

Purpose Area #4

G. Subawards (Subgrants)									
Description			Purpose		Consultant?				
Provide a description of the activities to be carried out by subrecipients.			Describe the purpose of the subaward (subgrant)		Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.				
							Total Cost	Non-Federal Contribution	Federal Request
									\$0
					Total(s)		\$0	\$0	\$0
Consultant Travel (if necessary)									
Purpose of Travel		Location	Type of Expense		Computation				
Indicate the purpose of each trip or type of trip (training, advisory group meeting)		Indicate the travel destination.	Hotel, airfare, per diem		Compute the cost of each type of expense X the number of people traveling.				
					Cost	Duration or Distance	# of Staff	Total Cost	Federal Request
								\$0	\$0
					Total				
					\$0				
					\$0				
Narrative									
H. Procurement Contracts									
Description			Purpose				Consultant?		

Purpose Area #4

[illegible]

Purpose Area #4

List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).		Show the basis for computation					
	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
					\$0		\$0
				Total(s)	\$0	\$0	\$0
Narrative							

Purpose Area #4

Indirect costs are based on federally approved rate of 15%.

Budget Summary

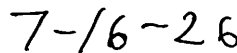
Budget Summary											
Note: Any errors detected on this page should be fixed on the corresponding Budget Detail tab.											
Budget Category	Year 1		Year 2 (if needed)		Year 3 (if needed)		Year 4 (if needed)		Year 5 (if needed)		Total(s)
	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	
A. Personnel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Fringe Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C. Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
D. Equipment	\$96,060	\$0	\$98,944	\$0	\$101,912	\$0	\$104,968	\$0	\$108,116	\$0	\$510,000
E. Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
F. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G. Subawards (Subgrants)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
H. Procurement Contracts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
I. Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Direct Costs	\$96,060	\$0	\$98,944	\$0	\$101,912	\$0	\$104,968	\$0	\$108,116	\$0	\$510,000
J. Indirect Costs	\$16,952	\$0	\$17,461	\$0	\$17,984	\$0	\$18,524	\$0	\$19,079	\$0	\$90,000
Total Project Costs	\$113,012	\$0	\$116,405	\$0	\$119,896	\$0	\$123,492	\$0	\$127,195	\$0	\$600,000
Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N											No

**APPLICATION SIGNATURE PAGE
FOR
APPLICATION FOR 2026 National Integrated Ballistic Information (NIBIN)
Modernization Grant**

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY



Director
Department of Police Department



Date



Certificate Of Completion

Envelope Id: 38E8E693-7DE4-894E-81B5-F306F11670F3		Status: Completed
Subject: Complete with Docusign: Police 2026 NIBIN Modernization 27-31 App Ready.pdf		
Source Envelope:		
Document Pages: 115	Signatures: 4	Envelope Originator:
Certificate Pages: 16	Initials: 3	Juanita Paulson
AutoNav: Enabled		730 2nd Ave, South 1st Floor
Envelopeld Stamping: Enabled		Nashville, TN 37219
Time Zone: (UTC-06:00) Central Time (US & Canada)		Juanita.Paulsen@nashville.gov
		IP Address: 170.190.198.185

Record Tracking

Status: Original	Holder: Juanita Paulson	Location: DocuSign
7/20/2026 12:02:03 PM	Juanita.Paulsen@nashville.gov	
Security Appliance Status: Connected	Pool: StateLocal	

Signer Events

Signature	Timestamp
Josh Dhanens	Sent: 7/20/2026 12:09:17 PM
Josh.Dhanens@nashville.gov	Viewed: 7/20/2026 12:10:06 PM
Security Level: Email, Account Authentication (None)	Signed: 7/21/2026 9:37:18 AM
Signature Adoption: Pre-selected Style	
Using IP Address: 170.190.198.191	

Electronic Record and Signature Disclosure:
Not Offered via Docusign

Aaron Pratt		Sent: 7/21/2026 9:37:21 AM
Aaron.Pratt@nashville.gov		Viewed: 7/21/2026 9:38:51 AM
Security Level: Email, Account Authentication (None)		Signed: 7/21/2026 9:38:58 AM
Signature Adoption: Pre-selected Style		
Using IP Address: 170.190.198.185		

Electronic Record and Signature Disclosure:
Accepted: 7/21/2026 9:38:51 AM
ID: 43ba2024-e9e7-43cb-93bb-50efca7f687b

Jenneen Reed/mjw		Sent: 7/21/2026 9:39:01 AM
MaryJo.Wiggins@nashville.gov		Viewed: 7/21/2026 11:28:54 AM
Security Level: Email, Account Authentication (None)		Signed: 7/21/2026 11:30:27 AM
Signature Adoption: Pre-selected Style		
Using IP Address:		
2600:1008:b16c:bf07:a8b2:248f:fec5:90c3		
Signed using mobile		

Electronic Record and Signature Disclosure:
Accepted: 7/21/2026 11:28:54 AM
ID: 0e53ec48-9b31-4cbf-b699-4f0b6f9ec302

Balogun Cobb		Sent: 7/21/2026 11:30:30 AM
balogun.cobb@nashville.gov		Viewed: 7/21/2026 11:48:30 AM
Insurance Division Manager		Signed: 7/21/2026 11:48:38 AM
Security Level: Email, Account Authentication (None)		
Signature Adoption: Pre-selected Style		
Using IP Address: 170.190.198.185		

Electronic Record and Signature Disclosure:
Accepted: 7/21/2026 11:48:30 AM
ID: 08a1f6e4-96b8-40f6-a5f4-b11c5df8fc2b

Signer Events	Signature	Timestamp
Abby Greer Abby.Greer@nashville.gov Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185	Sent: 7/21/2026 11:48:42 AM Viewed: 7/21/2026 12:22:15 PM Signed: 7/21/2026 12:22:41 PM

Electronic Record and Signature Disclosure:
Accepted: 7/21/2026 12:22:15 PM
ID: 1900431c-a30e-4c9c-b71f-58dc4d1f0b2b

Kristin Wilson Kristin.Wilson@nashville.gov Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.100	Sent: 7/21/2026 12:22:44 PM Viewed: 7/21/2026 2:50:12 PM Signed: 7/21/2026 2:51:37 PM
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Electronic Record and Signature Disclosure:
Accepted: 7/21/2026 2:50:12 PM
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Freddie O' Connell:mt Masami.Tyson@nashville.gov Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 2601:483:5100:d530:888b:6c39:a86:850f Signed using mobile	Sent: 7/21/2026 2:51:40 PM Viewed: 7/22/2026 6:05:12 AM Signed: 7/22/2026 6:05:29 AM
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Electronic Record and Signature Disclosure:
Accepted: 7/22/2026 6:05:12 AM
ID: 813a4e4e-f126-49de-bcb4-8be116cfb7df

In Person Signer Events	Signature	Timestamp
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

Michael Park michael.park@nashville.gov Security Level: Email, Account Authentication (None)	COPIED	Sent: 7/22/2026 6:05:32 AM
Electronic Record and Signature Disclosure: Accepted: 6/28/2023 2:37:37 PM ID: dc3716f4-6ed3-4204-926e-fc9dc15c56c3		

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Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/20/2026 12:09:17 PM

Envelope Summary Events	Status	Timestamps
Certified Delivered	Security Checked	7/22/2026 6:05:12 AM
Signing Complete	Security Checked	7/22/2026 6:05:29 AM
Completed	Security Checked	7/22/2026 6:05:32 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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to time, which provides on-line display, certified delivery, acknowledgement, electronic signature, and storage services for eContracts via the Internet. "System" refers to the software systems and programs, communication and network facilities, and hardware and equipment used by DocuSign or its agents to provide the Subscription Service. "Term" means the period of effectiveness of these Terms and Conditions, as specified in Section 12 below. "Transaction Data" means the metadata associated with an Envelope (such as transaction history, image hash value, method and time of Envelope deletion, sender and recipient names, email addresses and signature IDs) and maintained by DocuSign in order to establish the digital audit trail required by the Subscription Service.

4. SUBSCRIPTION SERVICE During the term of the Service Plan and subject to these Terms and Conditions, Subscriber will have the right to obtain an Account and register its Authorized Users, who may access and use the Subscription Service, and DocuSign will provide the Subscription Service in material conformance with the Specifications. You must be 18 years of age or older to register for an Account and use the Subscription Service. Subscriber's right to use the Subscription Service is limited to its Authorized Users, and Subscriber agrees not to resell or otherwise provide or assist with the provision of the Subscription Service to any third party. In addition, DocuSign's provision of the Subscription Service is conditioned on Subscriber's acknowledgement and agreement to the following: (a) The Subscription Service facilitates the execution of eContracts between the parties to those eContracts. Nothing in these Terms and Conditions may be construed to make DocuSign a party to any eContract processed through the Subscription Service, and DocuSign makes no representation or warranty regarding the transactions sought to be effected by any eContract; (b) Between DocuSign and Subscriber, Subscriber has exclusive control over and responsibility for the content, quality, and format of any eContract. All eContracts stored by DocuSign are maintained in an encrypted form, and DocuSign has no control of or access to their contents; (c) If Subscriber elects to use one or more of the optional features designed to verify the identity of the intended recipient of an eContract that DocuSign makes available to its subscribers ("Authentication Measures"), DocuSign will apply only those Authentication Measures selected by the Subscriber, but makes no representations or warranties about the appropriateness of any Authentication Measure. Further, DocuSign assumes no liability for: (A) the inability or failure by the intended recipient or other party to satisfy the Authentication Measure; or (B) the circumvention by any person (other than DocuSign) of any Authentication Measure; (d) Certain types of agreements and documents may be excepted from electronic signature laws (e.g. wills and agreements pertaining to family law), or may be subject to specific regulations promulgated by various government agencies regarding electronic signatures and electronic records. DocuSign is not responsible or liable to determine whether any particular eContract is subject to an exception to applicable electronic signature laws, or whether it is subject to any particular agency promulgations, or whether it can be legally formed by electronic signatures; (e) DocuSign is not responsible for determining how long any d to be retained or stored under any applicable laws, regulations, or legal or administrative agency processes. Further, DocuSign is not responsible for or liable to produce any of Subscriber's eContracts or other documents to any third parties; (f) Certain consumer protection or similar laws or regulations may impose special requirements with respect to electronic transactions involving one or more "consumers," such as (among others) requirements that the consumer consent to the method of contracting and/or that the consumer be provided with a copy, or access to a copy, of a paper or other non-electronic, written record of the transaction. DocuSign does not and is not responsible to: (A) determine whether any

particular transaction involves a “consumer”; (B) furnish or obtain any such consents or determine if any such consents have been withdrawn; (C) provide any information or disclosures in connection with any attempt to obtain any such consents; (D) provide legal review of, or update or correct any information or disclosures currently or previously given; (E) provide any such copies or access, except as expressly provided in the Specifications for all transactions, consumer or otherwise; or (F) otherwise to comply with any such special requirements; and (g) Subscriber undertakes to determine whether any “consumer” is involved in any eContract presented by Subscriber or its Authorized Users for processing, and, if so, to comply with all requirements imposed by law on such eContracts or their formation. (h) If the domain of the primary email address associated with the Account is owned by an organization and was assigned to Subscriber as an employee, contractor or member of such organization, and that organization wishes to establish a commercial relationship with DocuSign and add the Account to such relationship, then, if Subscriber does not change the email address associated with the Account, the Account may become subject to the commercial relationship between DocuSign and such organization and controlled by such organization.

5. RESPONSIBILITY FOR CONTENT OF COMMUNICATIONS As between Subscriber and DocuSign, Subscriber is solely responsible for the nature and content of all materials, works, data, statements, and other visual, graphical, video, and written or audible communications submitted by any Authorized User or otherwise processed through its Account, the Subscription Service, or under any Service Plan. Accordingly: (a) Subscriber will not use or permit the use of the Subscription Service to send unsolicited mass mailings outside its organization. The term “unsolicited mass mailings” includes all statutory or common definitions or understanding of those terms in the applicable jurisdiction, such as those set forth for “Commercial Electronic Mail Messages” under the U.S. CAN-SPAM Act, as an example only; and (b) Subscriber will not use or permit the use of the Subscription Service: (i) to communicate any message or material that is defamatory, harassing, libelous, threatening, or obscene; (ii) in a way that violates or infringes upon the intellectual property rights or the privacy or publicity rights of any person or entity or that may otherwise be unlawful or give rise to civil or criminal liability (other than contractual liability of the parties under eContracts processed through the Subscription Service); (iii) in any manner that is likely to damage, disable, overburden, or impair the System or the Subscription Service or interfere with the use or enjoyment of the Subscription Service by others; or (iv) in any way that constitutes or encourages conduct that could constitute a criminal offense. DocuSign does not monitor the content processed through the Subscription Service, but in accordance with DMCA (Digital Millennium Copyright Act) safe harbors, it may suspend any use of the Subscription Service, or remove or disable any content that DocuSign reasonably and in good faith believes violates this Agreement or applicable laws or regulations. DocuSign will use commercially reasonable efforts to notify Subscriber prior to any such suspension or disablement, unless DocuSign reasonably believes that: (A) it is prohibited from doing so under applicable law or under legal process, such as court or government administrative agency processes, orders, mandates, and the like; or (B) it is necessary to delay notice in order to prevent imminent harm to the System, Subscription Service, or a third party. Under circumstances where notice is delayed, DocuSign will provide the notice if and when the related restrictions in the previous sentence no longer apply.

6. PRICING AND PER USE PURCHASES The prices, features, and options of the Subscription Service available for an Account depend on the Service Plan selected by Subscriber. Subscriber may also purchase optional services on a periodic or per-use basis. DocuSign may add or change the prices, features or options available with a

Service Plan without notice. Subscriber's usage under a Service Plan is measured based on the actual number of Seats as described in the Service Plan on the Site. Once a per-Seat Service Plan is established, the right of the named Authorized User to access and use the Subscription Service is not transferable; any additional or differently named Authorized Users must purchase per-Seat Service Plans to send Envelopes. Extra seats, users and/or per use fees will be charged as set forth in Subscriber's Service Plan if allowed by such Service Plan. If a Services Plan defines a monthly Envelope Allowance (i.e. # Envelopes per month allowed to be sent), all Envelopes sent in excess of the Envelope Allowance will incur a per-Envelope charge. Any unused Envelope Allowances will expire and not carry over from one billing period to another under a Service Plan. Subscriber's Account will be deemed to have consumed an Envelope at the time the Envelope is sent by Subscriber, regardless of whether Envelopes were received by recipients, or whether recipients have performed any actions upon any eContract in the Envelope. Powerforms are considered Envelopes within an Envelope Allowance Service Plan, and will be deemed consumed at the time they are "clicked" by any end user regardless of whether or not any actions are subsequently performed upon such Envelope. For Service Plans that specify the Envelope Allowance is "Unlimited," Subscriber is allowed to send a reasonable number of Envelopes from the number of Seats purchased. If DocuSign suspects that the number of Envelopes sent from a particular Seat or a group of Seats is abusive and/or unduly burdensome, DocuSign will promptly notify Subscriber, discuss the use-case scenario with Subscriber and any continued monitoring, additional discussions and/or information required to make a final determination on the course of action based on such information. In the event Subscriber exceeds, in DocuSign's sole discretion, reasonable use restrictions under a Service Plan, DocuSign reserves the right to transfer Subscriber into a higher-tier Service Plan without notice. If you misrepresent your eligibility for any Service Plan, you agree to pay us the additional amount you would have been charged under the most favorable pricing structure for which you are eligible. DocuSign may discontinue a Service Plan at any time, and with prior notice to you, may migrate your Account to a similar Service Plan that may carry a different fee. You agree to allow us to charge your credit card for the fees associated with a substitute Service Plan, even if those fees are higher than those you agreed to when you registered your Account. Optional services, are measured at the time of use, and such charges are specific to the number of units of the service(s) used during the billing period. Optional services subject to periodic charges, such as additional secure storage, are charged on the same periodic basis as the Service Plan fees for the Subscription Service.

7. SUBSCRIBER SUPPORT DocuSign will provide Subscriber support to Subscriber as specified in the Service Plan selected by Subscriber, and that is further detailed on DocuSign's website.

8. STORAGE DocuSign will store eContracts per the terms of the Service Plan selected by Subscriber. For Service Plans that specify the Envelope storage amount is "Unlimited," DocuSign will store an amount of Envelopes that is not abusive and/or unduly burdensome, in DocuSign's sole discretion. Subscriber may retrieve and store copies of eContracts for storage outside of the System at any time during the Term of the Service Plan when Subscriber is in good financial standing under these Terms and Conditions, and may delete or purge eContracts from the System at its own discretion. DocuSign may, at its sole discretion, delete an uncompleted eContract from the System immediately and without notice upon earlier of: (i) expiration of the Envelope (where Subscriber has established an expiration for such Envelope, not to exceed 365 days); or (ii) expiration of the Term. DocuSign assumes no liability or responsibility for a party's failure or inability to electronically sign any eContract within such a period of time. DocuSign may retain Transaction Data for as long as it has a

business purpose to do so. 9. BUSINESS AGREEMENT BENEFITS You may receive or be eligible for certain pricing structures, discounts, features, promotions, and other benefits (collectively, "Benefits") through a business or government Subscriber's agreement with us (a "Business Agreement"). Any and all such Benefits are provided to you solely as a result of the corresponding Business Agreement and such Benefits may be modified or terminated without notice. If you use the Subscription Service where a business or government entity pays your charges or is otherwise liable for the charges, you authorize us to share your account information with that entity and/or its authorized agents. If you are enrolled in a Service Plan or receive certain Benefits tied to a Business Agreement with us, but you are liable for your own charges, then you authorize us to share enough account information with that entity and its authorized agents to verify your continuing eligibility for those Benefits and the Service Plan. 10. FEES AND PAYMENT TERMS The Service Plan rates, charges, and other conditions for use are set forth in the Site. Subscriber will pay DocuSign the applicable charges for the Services Plan as set forth on the Site. If you add more Authorized Users than the number of Seats you purchased, we will add those Authorized Users to your Account and impose additional charges for such additional Seats on an ongoing basis. Charges for pre-paid Service Plans will be billed to Subscriber in advance. Charges for per use purchases and standard Service Plan charges will be billed in arrears. When you register for an Account, you will be required to provide DocuSign with accurate, complete, and current credit card information for a valid credit card that you are authorized to use. You must promptly notify us of any change in your invoicing address or changes related to the credit card used for payment. By completing your registration for the Services Plan, you authorize DocuSign or its agent to bill your credit card the applicable Service Plan charges, any and all applicable taxes, and any other charges you may incur in connection with your use of the Subscription Service, all of which will be charged to your credit card. Each time you use the Subscription Service, or allow or cause the Subscription Service to be used, you reaffirm that we are authorized to charge your credit card. You may terminate your Account and revoke your credit card authorization as set forth in the Term and Termination section of these Terms and Conditions. We will provide you with one invoice in a format we choose, which may change from time to time, for all Subscription Service associated with each Account and any charges of a third party on whose behalf we bill. Payment of all charges is due and will be charged to your credit card upon your receipt of an invoice. Billing cycle end dates may change from time to time. When a billing cycle covers less than or more than a full month, we may make reasonable adjustments and/or prorations. If your Account is a qualified business account and is approved by us in writing for corporate billing, charges will be accumulated, identified by Account identification number, and invoiced on a monthly basis. You agree that we may (at our option) accumulate charges incurred during your monthly billing cycle and submit them as one or more aggregate charges during or at the end of each cycle, and that we may delay obtaining authorization from your credit card issuer until submission of the accumulated charge(s). This means that accumulated charges may appear on the statement you receive from your credit card issuer. If DocuSign does not receive payment from your credit card provider, you agree to pay all amounts due upon demand. DocuSign reserves the right to correct any errors or mistakes that it makes even if it has already requested or received payment. Your credit card issuer's agreement governs your use of your credit card in connection with the Subscription Service, and you must refer to such agreement (not these Terms and Conditions) with respect to your rights and liabilities as a cardholder. You are solely responsible for any and all fees charged to your credit card by the issuer, bank, or financial institution including, but not limited to, membership,

overdraft, insufficient funds, and over the credit limit fees. You agree to notify us about any billing problems or discrepancies within 20 days after they first appear on your invoice. If you do not bring them to our attention within 20 days, you agree that you waive your right to dispute such problems or discrepancies. We may modify the price, content, or nature of the Subscription Service and/or your Service Plan at any time. If we modify any of the foregoing terms, you may cancel your use of the Subscription Service. We may provide notice of any such changes by e-mail, notice to you upon log-in, or by publishing them on the Site. Your payment obligations survive any termination of your use of the Subscription Service before the end of the billing cycle. Any amount not paid when due will be subject to finance charges equal to 1.5% of the unpaid balance per month or the highest rate permitted by applicable usury law, whichever is less, determined and compounded daily from the date due until the date paid. Subscriber will reimburse any costs or expenses (including, but not limited to, reasonable attorneys' fees) incurred by DocuSign to collect any amount that is not paid when due. DocuSign may accept any check or payment in any amount without prejudice to DocuSign's right to recover the balance of the amount due or to pursue any other right or remedy. Amounts due to DocuSign under these Terms and Conditions may not be withheld or offset by Subscriber for any reason against amounts due or asserted to be due to Subscriber from DocuSign. Unless otherwise noted and Conditions are denominated in United States dollars, and Subscriber will pay all such amounts in United States dollars. Other than federal and state net income taxes imposed on DocuSign by the United States, Subscriber will bear all taxes, duties, VAT and other governmental charges (collectively, "taxes") resulting from these Terms and Conditions or transactions conducted in relation to these Terms and Conditions. Subscriber will pay any additional taxes as are necessary to ensure that the net amounts received and retained by DocuSign after all such taxes are paid are equal to the amounts that DocuSign would have been entitled to in accordance with these Terms and Conditions as if the taxes did not exist. 11.

DEPOSITS, SERVICE LIMITS, CREDIT REPORTS, AND RETURN OF BALANCES You authorize us to ask consumer reporting agencies or trade references to furnish us with employment and credit information, and you consent to our rechecking and reporting personal and/or business payment and credit history if, in our sole discretion, we so choose. If you believe that we have reported inaccurate information about your account to a consumer reporting agency, you may send a written notice describing the specific inaccuracy to the address provided in the Notices section below. For you to use the Subscription Service, we may require a deposit or set a service limit. The deposit will be held as a partial guarantee of payment. It cannot be used by you to pay your invoice or delayed payment. Unless otherwise required by law, deposits may be mixed with other funds and will not earn interest. We reserve the right to increase your deposit if we deem appropriate. You may request that we reevaluate your deposit on an annual basis, which may result in a partial or total refund of the deposit to you or credit to your account. If you default or these Terms and Conditions are terminated, we may, without notice to you, apply any deposit towards payment of any amounts you owe to us. After approximately 90 days following termination of these Terms and Conditions, any remaining deposit or other credit balance in excess of amounts owed will be returned without interest, unless otherwise required by law, to you at your last known address. You agree that any amounts under \$15 will not be refunded to cover our costs of closing your account. If the deposit balance is undeliverable and returned to us, we will hold it for you for one year from the date of return and, during that period, we may charge a service fee against the deposit balance. You hereby grant us a security interest in any deposit we require to secure the performance of your obligations under these Terms and

Conditions. 12. **TERM AND TERMINATION** The term of these Terms and Conditions for each Account begins on the date you register for an Account and continues for the term specified by the Service Plan you purchase (the "Term"). You may terminate your Account at any time upon 10 days advance written notice to DocuSign following the Notice procedures set forth in these Terms and Conditions. Unless you terminate your Account or you set your Account to not auto renew, your Service Plan will automatically renew at the end of its Term (each a "Renewal Term"), and you authorize us (without notice) to collect the then-applicable fee and any taxes for the renewed Service Plan, using any credit card we have on record for you. Service Plan fees and features may change over time. Your Service Plan for a Renewal Term will be the one we choose as being closest to your Service Plan from the prior Term. For any termination (including when you switch your Account), you will be responsible for payment of all fees and charges through the end of the billing cycle in which termination occurs. If you terminate your annual Service Plan Account within the first 30 days of the Term, you may submit written request to DocuSign following the Notice procedures set forth in these Terms and Conditions, for a full refund of the prepaid fees paid by you to DocuSign. You will be limited to one refund. You agree that termination of an annual Service Plan after the first 30 days will not entitle you to any refund of prepaid fees. You will be in default of these Terms and Conditions if you: (a) fail to pay any amount owed to us or an affiliate of ours or any amount appearing on your invoice; (b) have amounts still owing to us or an affiliate of ours from a prior account; (c) breach any provision of these Terms and Conditions; (d) violate any policy applicable to the Subscription Service; (e) are subject to any proceeding under the Bankruptcy Code or similar laws; or (f) if, in our sole discretion, we believe that your continued use of the Subscription Service presents a threat to the security of other users of the Subscription Service. If you are in default, we may, without notice to you, suspend your Account and use of the Subscription Service, withhold refunds and terminate your Account, in addition to all other remedies available to us. We may require reactivation charges to reactivate your Account after termination or suspension. The following provisions will survive the termination of these Terms and Conditions and your Account: Sections 3, 9-11, and 15-23.

13. **SUBSCRIBER WARRANTIES** You hereby represent and warrant to DocuSign that: (a) you have all requisite rights and authority to use the Subscription Service under these Terms and Conditions and to grant all applicable rights herein; (b) the performance of your obligations under these Terms and Conditions will not violate, conflict with, or result in a default under any other agreement, including confidentiality agreements between you and third parties; (c) you will use the Subscription Service for lawful purposes only and subject to these Terms and Conditions; (d) you are responsible for all use of the Subscription Service in your Account; (e) you are solely responsible for maintaining the confidentiality of your Account names and password(s); (f) you agree to immediately notify us of any unauthorized use of your Account of which you become aware; (g) you agree that DocuSign will not be liable for any losses incurred as a result of a third party's use of your Account, regardless of whether such use is with or without your knowledge and consent; (h) you will not use the Subscription Service in any manner that could damage, disable, overburden or impair the System, or interfere with another's use of the Subscription Service by others; (i) any information submitted to DocuSign by you is true, accurate, and correct; and (j) you will not attempt to gain unauthorized access to the System or the Subscription Service, other accounts, computer systems, or networks under the control or responsibility of DocuSign through hacking, cracking, password mining, or any other unauthorized means.

14. **DOCUSIGN WARRANTIES** DocuSign represents and warrants that: (a) the Subscription Service as delivered to Subscriber

and used in accordance with the Specifications will not infringe on any United States patent, copyright or trade secret; (b) the Subscription Service will be performed in accordance with the Specifications in their then-current form at the time of the provision of such Subscription Service; (c) any DocuSign Products that are software shall be free of harmful or illicit code, trapdoors, viruses, or other harmful features; (d) the proper use of the Subscription Service by Subscriber in accordance with the Specifications and applicable law in the formation of an eContract not involving any consumer will be sufficient under the Electronic Signatures in Global and National Commerce Act, 15 U.S.C. Â§Â§ 7001 et seq. (the "ESIGN Act") to the ESIGN Act; (e) the proper use of the Subscription Service by Subscriber in accordance with the Specifications and applicable law in the formation of an eContract involving a consumer will be sufficient under the ESIGN Act to support the validity of such formation, to the extent provided in the ESIGN Act, so long as and provided that Subscriber complies with all special requirements for consumer eContracts, including and subject to those referenced in Section 4.(f) and (g) above; and (f) DocuSign has implemented information security policies and safeguards to preserve the security, integrity, and confidentiality of eContracts and to protect against unauthorized access and anticipated threats or hazards thereto, that meet the objectives of the Interagency Guidelines Establishing Standards for Safeguarding Subscriber Information as set forth in Section 501 (b) of the Gramm-Leach-Bliley Act.

15. DISCLAIMER OF WARRANTIES EXCEPT FOR THE REPRESENTATIONS AND WARRANTIES EXPRESSLY PROVIDED IN SECTION 14 OF THESE TERMS AND CONDITIONS, THE SUBSCRIPTION SERVICE AND THE SITE ARE PROVIDED "AS IS," AND DOCUSIGN: (a) MAKES NO ADDITIONAL REPRESENTATION OR WARRANTY OF ANY KIND WHETHER EXPRESS, IMPLIED (EITHER IN FACT OR BY OPERATION OF LAW), OR STATUTORY, AS TO ANY MATTER WHATSOEVER; (b) EXPRESSLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, QUALITY, ACCURACY, AND TITLE; AND (c) DOES NOT WARRANT THAT THE SUBSCRIPTION SERVICE OR SITE ARE OR WILL BE ERROR-FREE, WILL MEET SUBSCRIBER'S REQUIREMENTS, OR BE TIMELY OR SECURE. SUBSCRIBER WILL BE SOLELY RESPONSIBLE FOR ANY DAMAGE RESULTING FROM THE USE OF THE SUBSCRIPTION SERVICE OR SITE. SUBSCRIBER WILL NOT HAVE THE RIGHT TO MAKE OR PASS ON ANY REPRESENTATION OR WARRANTY ON BEHALF OF DOCUSIGN TO ANY THIRD PARTY. USE OF THE SUBSCRIPTION SERVICE AND SITE ARE AT YOUR SOLE RISK. Because some states and jurisdictions do not allow limitations on implied warranties, the above limitation may not apply to you. In that event, such warranties are limited to the minimum warranty period allowed by the applicable law.

16. SUBSCRIBER INDEMNIFICATION OBLIGATIONS You will defend, indemnify, and hold us, our affiliates, officers, directors, employees, suppliers, consultants, and agents harmless from any and all third party claims, liability, damages, and costs (including, but not limited to, attorneys' fees) arising from or related to: (a) your use of the Subscription Service; (b) your violation of these Terms and Conditions; (c) your infringement, or infringement by any other user of your Account, of any intellectual property or other right of any person or entity; or (d) the nature and content of all materials, works, data, statements, and other visual, graphical, written, or audible communications of any nature submitted by any Authorized User of your Account or otherwise processed through your Account.

17. LIMITATIONS OF LIABILITY NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED IN THESE TERMS AND CONDITIONS, DOCUSIGN WILL NOT, UNDER ANY CIRCUMSTANCES, BE LIABLE TO SUBSCRIBER

FOR ANY CONSEQUENTIAL, INCIDENTAL, SPECIAL, OR EXEMPLARY DAMAGES ARISING OUT OF OR RELATED TO THE TRANSACTIONS CONTEMPLATED UNDER THESE TERMS AND CONDITIONS, INCLUDING BUT NOT LIMITED TO LOST PROFITS OR LOSS OF BUSINESS, EVEN IF APPRISED OF THE LIKELIHOOD OF SUCH DAMAGES OCCURRING. UNDER NO CIRCUMSTANCES WILL DOCUSIGN'S TOTAL LIABILITY OF ALL KINDS ARISING OUT OF OR RELATED TO THESE TERMS AND CONDITIONS OR SUBSCRIBER'S USE OF THE SUBSCRIPTION SERVICE (INCLUDING BUT NOT LIMITED TO WARRANTY CLAIMS), REGARDLESS OF THE FORUM AND REGARDLESS OF WHETHER ANY ACTION OR CLAIM IS BASED ON CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, EXCEED THE TOTAL AMOUNT PAID BY SUBSCRIBER TO DOCUSIGN UNDER THESE TERMS AND CONDITIONS DURING THE 3 MONTHS PRECEDING THE DATE OF THE ACTION OR CLAIM. EACH PROVISION OF THESE TERMS AND CONDITIONS THAT PROVIDES FOR A LIMITATION OF LIABILITY, DISCLAIMER OF WARRANTIES, OR EXCLUSION OF DAMAGES REPRESENTS AN AGREED ALLOCATION OF THE RISKS OF THESE TERMS AND CONDITIONS BETWEEN THE PARTIES. THIS ALLOCATION IS REFLECTED IN THE PRICING OFFERED BY DOCUSIGN TO SUBSCRIBER AND IS AN ESSENTIAL ELEMENT OF THE BASIS OF THE BARGAIN BETWEEN THE PARTIES. EACH OF THESE PROVISIONS IS SEVERABLE AND INDEPENDENT OF ALL OTHER PROVISIONS OF THESE TERMS AND CONDITIONS, AND EACH OF THESE PROVISIONS WILL APPLY EVEN IF THE WARRANTIES IN THESE TERMS AND CONDITIONS HAVE FAILED OF THEIR ESSENTIAL PURPOSE. Because some states and jurisdictions do not allow limitation of liability in certain instances, portions of the above limitation may not apply to you.

18. **CONFIDENTIALITY** "Confidential Information" means any trade secrets or other information of DocuSign, whether of a technical, business, or other nature (including, without limitation, DocuSign software and related information), that is disclosed to or made available to Subscriber. Confidential Information does not include any information that: (a) was known to Subscriber prior to receiving it from DocuSign; (b) is independently developed by Subscriber without use of or reference to any Confidential Information; (c) is acquired by Subscriber from another source without restriction as to use or disclosure; or (d) is or becomes part of the public domain through no fault or action of Subscriber. During and after the Term of these Terms and Conditions, Subscriber will: (i) use the Confidential Information solely for the purpose for which it is provided; (ii) not disclose such Confidential Information to a third party; and (iii) protect such Confidential Information from unauthorized use and disclosure to the same extent (but using no less than a reasonable degree of care) that it protects its own Confidential Information of a similar nature. If Subscriber is required by law to disclose the Confidential Information or the terms of these Terms and Conditions, Subscriber must give prompt written notice of such requirement before such disclosure and assist the DocuSign in obtaining an order protecting the Confidential Information from public disclosure. Subscriber acknowledges that, as between the parties, all Confidential Information it receives from DocuSign, including all copies thereof in Subscriber's possession or control, in any media, is proprietary to and exclusively owned by DocuSign. Nothing in these Terms and Conditions grants Subscriber any right, title, or interest in or to any of the Confidential Information. Subscriber's incorporation of the Confidential Information into any of its own materials shall not render Confidential Information non-confidential. Subscriber acknowledges that any actual or threatened violation of this confidentiality provision may cause

irreparable, non-monetary injury to the disclosing party, the extent of which may be difficult to ascertain, and therefore agrees that DocuSign shall be entitled to seek injunctive relief in addition to all remedies available to DocuSign at law and/or in equity. Absent written consent of DocuSign, the burden of proving that the Confidential Information is not, or is no longer, confidential or a trade secret shall be on Subscriber.

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22. FEEDBACK By submitting feedback to DocuSign: (a) Subscriber automatically grants to DocuSign a perpetual, irrevocable, transferable, royalty-free license to use Subscriber's feedback for any and all purposes without any compensation to Subscriber; and (b) Subscriber agrees that it will not publish, submit, or display feedback submitted by Subscriber or its Authorized Users to or on any other web site or in any other publicly accessible forum without DocuSign's prior written consent.

23. GENERAL Subscriber acknowledges that the Subscription Service and any related products, information, documentation, software, technology, technical data, and any derivatives thereof, that DocuSign makes available to its Subscribers (collectively "Excluded Data"), is subject to export control laws and regulations of the United States and other jurisdictions (collectively "Export Laws"). Subscriber represents and warrants that: (i) it is not located in, under the control of, or a national or resident of an embargoed country or prohibited end user under Export Laws; and (ii) it will not access, download, use, export or re-export, directly or indirectly, the Excluded Data to any location, entity, government or person prohibited by export laws, without first complying with all Export Laws that may be imposed by the U.S. Government and any country or organization of nations within whose jurisdiction it operates or does business. Subscriber is solely responsible for complying with Export Laws for all Excluded Data and any of its content transmitted through the Subscription Service. Subscriber shall advise DocuSign in the event the Excluded Data requires DocuSign to obtain additional licenses, permits and/or approvals from any government in the jurisdiction where Subscriber intends to use the Subscription Service. Upon being advised of such a requirement, DocuSign may at its sole discretion: (a) terminate

Subscriber's Account; (b) obtain such licenses, permits, and/or approvals as may be required; or (c) modify these Terms and Conditions such that additional licenses, permits, and/or approvals are no longer required to be obtained by DocuSign. The Subscription Service will be accessed and delivered via the internet. Subscriber is responsible for obtaining the necessary equipment and internet connection in order to access and use the Subscription Service. In order to fully utilize the Subscription Service, Subscriber will need to maintain certain minimum hardware and software requirements. These requirements are set forth in the Specifications. DocuSign will be and act as an independent contractor (and not as the agent or representative of Subscriber) in the performance of these Terms and Conditions. These Terms and Conditions will not be interpreted or construed as: (a) creating or evidencing any association, joint venture, partnership, or franchise between the parties; (b) imposing any partnership or franchise obligation or liability on either party; (c) prohibiting or restricting either party's performance of any services for any third party; or (d) establishing or as a foundation for any rights or remedies for any third party, whether as a third party beneficiary or otherwise. Subscriber must not represent to anyone that Subscriber is an agent of DocuSign or is otherwise authorized to bind or commit DocuSign in any way without DocuSign's prior authorization. Subscriber may not assign its rights, duties, or obligations under these Terms and Conditions without DocuSign's prior written consent. If consent is given, these Terms and Conditions will bind Subscriber's successors and assigns. Any attempt by Subscriber to transfer its rights, duties, or obligations under these Terms and Conditions except as expressly provided in these Terms and Conditions is void. DocuSign may freely assign its rights, duties, and obligations under these Terms and Conditions. DocuSign may utilize a subcontractor or other third party to perform its duties under these Terms and Conditions so long as: (a) DocuSign shall not be relieved of any responsibilities or obligations under these Terms and Conditions that are performed by the subcontractor or third party; and (b) DocuSign shall remain Subscriber's sole point of contact and sole contracting party. We may provide, or third parties may provide, links to other Web sites or resources that are beyond our control. We make no representations as to the quality, suitability, functionality, or legality of any sites to which links may be provided, and you hereby waive any claim you might have against us with respect to such sites. **DOCUSIGN IS NOT RESPONSIBLE FOR THE CONTENT ON THE INTERNET OR WEB PAGES THAT ARE CONTAINED OUTSIDE THE SITE.** Your correspondence or business dealings with, or participation in promotions of, advertisers or partners found on or through the Site, including payment and delivery of related goods or services, and any other terms, conditions, warranties, or representations associated with such dealings, are solely between you and such advertiser or partner. You agree that we are not responsible or liable for any loss or damage of any sort incurred as the result of any such dealings or as the result of the presence of such advertisers or partners on the Site. Any notice required or permitted to be given in accordance with these Terms and Conditions will be effective if it is in writing and sent using the certified delivery function of the Subscription Service, by email, certified or registered mail, or insured courier, return receipt requested, to the appropriate party at the address set forth in Subscriber's registration information for Subscriber or on the Site for DocuSign. Either party may change its address for receipt of notice by notice to the other party in accordance with this Section. Notices are deemed given upon receipt if delivered using the Subscription Service or email, two business days following the date of mailing, or one business day following delivery to a courier. Written notification to terminate an Account shall be sent by email to support@docuSign.com from the Subscriber's email address set forth in Subscriber's registration information for Subscriber, or by calling

1.866.219.4318. Neither party will be liable for, or be considered to be in breach of or default on account of, any delay or failure to perform as required by these Terms and Conditions as a result of any cause or condition beyond such party's reasonable control, so long as such party uses all commercially reasonable efforts to avoid or remove such causes of non-performance or delay. These Terms and Conditions are governed in all respects by the laws of the State of Washington as such laws are applied to agreements entered into and to be performed entirely within Washington between Washington residents. Any controversy or claim arising out of or relating to these Terms and Conditions, the Hosted Service, or the Site will be settled by binding arbitration in accordance with the commercial arbitration rules of the American Arbitration Association. Any such controversy or claim shall be arbitrated on an individual basis, and shall not be consolidated in any arbitration with any claim or controversy of any other party. The arbitration will be conducted in King County, Washington, and judgment on the arbitration award may be entered into any court having jurisdiction thereof. The award of the arbitrator shall be final and binding upon the parties without appeal or review except as permitted by Washington law. Notwithstanding the foregoing, either party may seek any interim or preliminary injunctive relief from any court of competent jurisdiction, as necessary to protect the party's rights or property pending the completion of arbitration. By using the Site or the Subscription Service, you consent and submit to the exclusive jurisdiction and venue of the state and federal courts located in King County, Washington. Any legal action by Subscriber arising under these Terms and Conditions must be initiated within two years after the cause of action arises. The waiver by either party of any breach of any provision of these Terms and Conditions does not waive any other breach. The failure of any party to insist on strict performance of any covenant or obligation in accordance with these Terms and Conditions will not be a waiver of such party's right to demand strict compliance in the future, nor will the same be construed as a novation of these Terms and Conditions. If any part of these Terms and Conditions is found to be illegal, unenforceable, or invalid, the remaining portions of these Terms and Conditions will remain in full force and effect. If any material limitation or restriction on the grant of any license to Subscriber under these Terms and Conditions is found to be illegal, unenforceable, or invalid, the license will immediately terminate. Except as set forth in Section 2 of these Terms and Conditions, these Terms and Conditions may not be amended except in writing signed by both you and us. In the event that we make such a change that has a material adverse impact on your rights or use of the Service, you may terminate these Terms and Conditions by giving us notice within 20 days of the date we notify you, and you will not be charged any cancellation fee. These Terms and Conditions are the final and complete expression of the agreement between these parties regarding the Subscription Service. These Terms and Conditions supersede, and the terms of these Terms and Conditions govern, all previous oral and written communications regarding these matters.

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Envelope Id: 082A00FB-804C-86EF-8238-2D7A2BE1CDE2

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Document Pages: 133

Signatures: 3

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Juanita Paulson

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730 2nd Ave. South 1st Floor

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Nashville, TN 37219

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Juanita.Paulsen@nashville.gov

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Josh Dhanens

Josh.Dhanens@nashville.gov

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Aaron Pratt

Aaron.Pratt@nashville.gov

Security Level: Email, Account Authentication
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Sent: 7/29/2026 1:56:17 PM

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Electronic Record and Signature Disclosure:

Accepted: 7/30/2026 8:17:38 AM

ID: d669e352-7e98-41c5-9919-dc123401bdde

Jenneen Reed/mjw

MaryJo.Wiggins@nashville.gov

Security Level: Email, Account Authentication
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Signature Adoption: Pre-selected Style

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Accepted: 7/30/2026 10:19:29 AM

ID: 9ca19a5f-18df-46e6-90cb-656ae2507ef2

Abby Greer

Abby.Greer@nashville.gov

Security Level: Email, Account Authentication
(None)

Sent: 7/30/2026 11:40:25 AM

Viewed: 7/30/2026 11:41:21 AM

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In Person Signer Events	Signature	Timestamp
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
Karina Valdez karina.valdez@nashville.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 11/16/2025 6:49:23 PM ID: c652476a-ea38-42b5-b2ed-c7df7cedf24f	COPIED	Sent: 7/30/2026 11:42:42 AM
Sally Palmer sally.palmer@nashville.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 7/28/2026 4:04:36 PM ID: 8419560d-be15-44a6-9e2a-fe07d7a031ea	COPIED	Sent: 7/30/2026 11:42:42 AM
		Viewed: 7/30/2026 12:14:56 PM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/29/2026 12:47:41 PM
Certified Delivered	Security Checked	7/30/2026 11:41:21 AM
Signing Complete	Security Checked	7/30/2026 11:42:35 AM
Completed	Security Checked	7/30/2026 11:42:43 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

1. **ACCEPTANCE OF TERMS AND CONDITIONS** These Terms and Conditions govern your ("Subscriber" or "you") use of DocuSign's on-demand electronic signature service (the "Subscription Service"), as accessed either directly through DocuSign.com, DocuSign.net, or through a DocuSign affiliate's web page offering a Service Plan (collectively, the "Site"). By depositing any document into the System (as defined below), you accept these Terms and Conditions (including your corresponding Service Plan, the DocuSign.com Terms of Use, and all policies and guidelines referenced and hereby incorporated into these Terms and Conditions) and any modifications that may be made to the Terms and Conditions from time to time. If you do not agree to these Terms and Conditions, you should not use the Subscription Service or visit or browse the Site. These Terms and Conditions constitute a binding legal agreement between you and DocuSign, Inc. ("DocuSign," "we," "us," and "our"). Please read them carefully and print a copy for your future reference.

2. **MODIFICATION OF TERMS AND CONDITIONS** We reserve the right to modify these Terms and Conditions at any time and in any manner at our sole discretion by: (a) posting a revision on the Site; or (b) sending information regarding the amendment to the email address you provide to us. **YOU ARE RESPONSIBLE FOR REGULARLY REVIEWING THE SITE TO OBTAIN TIMELY NOTICE OF ANY AMENDMENTS. YOU SHALL BE DEEMED TO HAVE ACCEPTED SUCH AMENDMENTS BY CONTINUING TO USE THE SUBSCRIPTION SERVICE FOR MORE THAN 20 DAYS AFTER SUCH AMENDMENTS HAVE BEEN POSTED OR INFORMATION REGARDING SUCH AMENDMENTS HAS BEEN SENT TO YOU.** You agree that we shall not be liable to you or to any third party for any modification of the Terms and Conditions.

3. **DEFINITIONS** "Account" means a unique account established by Subscriber to enable its Authorized Users to access and use the Subscription Service. "Authorized User" means any employee or agent of Subscriber, identified by a unique email address and user name, who is registered under the Account, provided that no two persons may register, access or use the Subscription Service as the same Authorized User. "Contract" refers to a contract, notice, disclosure, or other record or document deposited into the System by Subscriber for processing using the Subscription Service. "Envelope" means an electronic record containing one or more eContracts consisting of a single page or a group of pages of data uploaded to the System. "Seat" means an active Authorized User listed in the membership of an Account at any one time. No two individuals may log onto or use the Subscription Service as the same Authorized User, but Subscriber may unregister or deactivate Authorized Users and replace them with other Authorized Users without penalty, so long as the number of active Authorized Users registered at any one time is equal to or less than the number of Seats purchased. "Service Plan" means the right to access and use the Subscription Service for a specified period in exchange for a periodic fee, subject to the Service Plan restrictions and requirements that are used to describe the selected Service Plan on the Site. Restrictions and requirements may include any or all of the following: (a) number of Seats and/or Envelopes that a Subscriber may use in a month or year for a fee; (b) fee for sent Envelopes in excess of the number of Envelopes allocated to Subscriber under the Service Plan; (c) per-seat or per-user restrictions; (d) the license to use DocuSign software products such as DocuSign Connect Express in connection with the Subscription Service; and (e) per use fees. "Specifications" means the technical specifications set forth in the "Subscription Service Specifications" available at <http://docuSign.com/company/specifications>. "Subscription Service" means DocuSign's on-demand electronic signature service, as updated from time

to time, which provides on-line display, certified delivery, acknowledgement, electronic signature, and storage services for eContracts via the Internet. "System" refers to the software systems and programs, communication and network facilities, and hardware and equipment used by DocuSign or its agents to provide the Subscription Service. "Term" means the period of effectiveness of these Terms and Conditions, as specified in Section 12 below. "Transaction Data" means the metadata associated with an Envelope (such as transaction history, image hash value, method and time of Envelope deletion, sender and recipient names, email addresses and signature IDs) and maintained by DocuSign in order to establish the digital audit trail required by the Subscription Service.

4. SUBSCRIPTION SERVICE During the term of the Service Plan and subject to these Terms and Conditions, Subscriber will have the right to obtain an Account and register its Authorized Users, who may access and use the Subscription Service, and DocuSign will provide the Subscription Service in material conformance with the Specifications. You must be 18 years of age or older to register for an Account and use the Subscription Service. Subscriber's right to use the Subscription Service is limited to its Authorized Users, and Subscriber agrees not to resell or otherwise provide or assist with the provision of the Subscription Service to any third party. In addition, DocuSign's provision of the Subscription Service is conditioned on Subscriber's acknowledgement and agreement to the following: (a) The Subscription Service facilitates the execution of eContracts between the parties to those eContracts. Nothing in these Terms and Conditions may be construed to make DocuSign a party to any eContract processed through the Subscription Service, and DocuSign makes no representation or warranty regarding the transactions sought to be effected by any eContract; (b) Between DocuSign and Subscriber, Subscriber has exclusive control over and responsibility for the content, quality, and format of any eContract. All eContracts stored by DocuSign are maintained in an encrypted form, and DocuSign has no control of or access to their contents; (c) If Subscriber elects to use one or more of the optional features designed to verify the identity of the intended recipient of an eContract that DocuSign makes available to its subscribers ("Authentication Measures"), DocuSign will apply only those Authentication Measures selected by the Subscriber, but makes no representations or warranties about the appropriateness of any Authentication Measure. Further, DocuSign assumes no liability for: (A) the inability or failure by the intended recipient or other party to satisfy the Authentication Measure; or (B) the circumvention by any person (other than DocuSign) of any Authentication Measure; (d) Certain types of agreements and documents may be excepted from electronic signature laws (e.g. wills and agreements pertaining to family law), or may be subject to specific regulations promulgated by various government agencies regarding electronic signatures and electronic records. DocuSign is not responsible or liable to determine whether any particular eContract is subject to an exception to applicable electronic signature laws, or whether it is subject to any particular agency promulgations, or whether it can be legally formed by electronic signatures; (e) DocuSign is not responsible for determining how long any d to be retained or stored under any applicable laws, regulations, or legal or administrative agency processes. Further, DocuSign is not responsible for or liable to produce any of Subscriber's eContracts or other documents to any third parties; (f) Certain consumer protection or similar laws or regulations may impose special requirements with respect to electronic transactions involving one or more "consumers," such as (among others) requirements that the consumer consent to the method of contracting and/or that the consumer be provided with a copy, or access to a copy, of a paper or other non-electronic, written record of the transaction. DocuSign does not and is not responsible to: (A) determine whether any

particular transaction involves a “consumer”? (B) furnish or obtain any such consents or determine if any such consents have been withdrawn; (C) provide any information or disclosures in connection with any attempt to obtain any such consents; (D) provide legal review of, or update or correct any information or disclosures currently or previously given; (E) provide any such copies or access, except as expressly provided in the Specifications for all transactions, consumer or otherwise; or (F) otherwise to comply with any such special requirements; and (g) Subscriber undertakes to determine whether any “consumer” is involved in any eContract presented by Subscriber or its Authorized Users for processing, and, if so, to comply with all requirements imposed by law on such eContracts or their formation. (h) If the domain of the primary email address associated with the Account is owned by an organization and was assigned to Subscriber as an employee, contractor or member of such organization, and that organization wishes to establish a commercial relationship with DocuSign and add the Account to such relationship, then, if Subscriber does not change the email address associated with the Account, the Account may become subject to the commercial relationship between DocuSign and such organization and controlled by such organization.

5. RESPONSIBILITY FOR CONTENT OF COMMUNICATIONS As between Subscriber and DocuSign, Subscriber is solely responsible for the nature and content of all materials, works, data, statements, and other visual, graphical, video, and written or audible communications submitted by any Authorized User or otherwise processed through its Account, the Subscription Service, or under any Service Plan. Accordingly: (a) Subscriber will not use or permit the use of the Subscription Service to send unsolicited mass mailings outside its organization. The term “unsolicited mass mailings” includes all statutory or common definitions or understanding of those terms in the applicable jurisdiction, such as those set forth for “Commercial Electronic Mail Messages” under the U.S. CAN-SPAM Act, as an example only; and (b) Subscriber will not use or permit the use of the Subscription Service: (i) to communicate any message or material that is defamatory, harassing, libelous, threatening, or obscene; (ii) in a way that violates or infringes upon the intellectual property rights or the privacy or publicity rights of any person or entity or that may otherwise be unlawful or give rise to civil or criminal liability (other than contractual liability of the parties under eContracts processed through the Subscription Service); (iii) in any manner that is likely to damage, disable, overburden, or impair the System or the Subscription Service or interfere with the use or enjoyment of the Subscription Service by others; or (iv) in any way that constitutes or encourages conduct that could constitute a criminal offense. DocuSign does not monitor the content processed through the Subscription Service, but in accordance with DMCA (Digital Millennium Copyright Act) safe harbors, it may suspend any use of the Subscription Service, or remove or disable any content that DocuSign reasonably and in good faith believes violates this Agreement or applicable laws or regulations. DocuSign will use commercially reasonable efforts to notify Subscriber prior to any such suspension or disablement, unless DocuSign reasonably believes that: (A) it is prohibited from doing so under applicable law or under legal process, such as court or government administrative agency processes, orders, mandates, and the like; or (B) it is necessary to delay notice in order to prevent imminent harm to the System, Subscription Service, or a third party. Under circumstances where notice is delayed, DocuSign will provide the notice if and when the related restrictions in the previous sentence no longer apply.

6. PRICING AND PER USE PURCHASES The prices, features, and options of the Subscription Service available for an Account depend on the Service Plan selected by Subscriber. Subscriber may also purchase optional services on a periodic or per-use basis. DocuSign may add or change the prices, features or options available with a

Service Plan without notice. Subscriber's usage under a Service Plan is measured based on the actual number of Seats as described in the Service Plan on the Site. Once a per-Seat Service Plan is established, the right of the named Authorized User to access and use the Subscription Service is not transferable; any additional or differently named Authorized Users must purchase per-Seat Service Plans to send Envelopes. Extra seats, users and/or per use fees will be charged as set forth in Subscriber's Service Plan if allowed by such Service Plan. If a Services Plan defines a monthly Envelope Allowance (i.e. # Envelopes per month allowed to be sent), all Envelopes sent in excess of the Envelope Allowance will incur a per-Envelope charge. Any unused Envelope Allowances will expire and not carry over from one billing period to another under a Service Plan. Subscriber's Account will be deemed to have consumed an Envelope at the time the Envelope is sent by Subscriber, regardless of whether Envelopes were received by recipients, or whether recipients have performed any actions upon any eContract in the Envelope. Powerforms are considered Envelopes within an Envelope Allowance Service Plan, and will be deemed consumed at the time they are "clicked" by any end user regardless of whether or not any actions are subsequently performed upon such Envelope. For Service Plans that specify the Envelope Allowance is "Unlimited," Subscriber is allowed to send a reasonable number of Envelopes from the number of Seats purchased. If DocuSign suspects that the number of Envelopes sent from a particular Seat or a group of Seats is abusive and/or unduly burdensome, DocuSign will promptly notify Subscriber, discuss the use-case scenario with Subscriber and any continued monitoring, additional discussions and/or information required to make a final determination on the course of action based on such information. In the event Subscriber exceeds, in DocuSign's sole discretion, reasonable use restrictions under a Service Plan, DocuSign reserves the right to transfer Subscriber into a higher-tier Service Plan without notice. If you misrepresent your eligibility for any Service Plan, you agree to pay us the additional amount you would have been charged under the most favorable pricing structure for which you are eligible. DocuSign may discontinue a Service Plan at any time, and with prior notice to you, may migrate your Account to a similar Service Plan that may carry a different fee. You agree to allow us to charge your credit card for the fees associated with a substitute Service Plan, even if those fees are higher than those you agreed to when you registered your Account. Optional services, are measured at the time of use, and such charges are specific to the number of units of the service(s) used during the billing period. Optional services subject to periodic charges, such as additional secure storage, are charged on the same periodic basis as the Service Plan fees for the Subscription Service.

7. SUBSCRIBER SUPPORT DocuSign will provide Subscriber support to Subscriber as specified in the Service Plan selected by Subscriber, and that is further detailed on DocuSign's website.

8. STORAGE DocuSign will store eContracts per the terms of the Service Plan selected by Subscriber. For Service Plans that specify the Envelope storage amount is "Unlimited," DocuSign will store an amount of Envelopes that is not abusive and/or unduly burdensome, in DocuSign's sole discretion. Subscriber may retrieve and store copies of eContracts for storage outside of the System at any time during the Term of the Service Plan when Subscriber is in good financial standing under these Terms and Conditions, and may delete or purge eContracts from the System at its own discretion. DocuSign may, at its sole discretion, delete an uncompleted eContract from the System immediately and without notice upon earlier of: (i) expiration of the Envelope (where Subscriber has established an expiration for such Envelope, not to exceed 365 days); or (ii) expiration of the Term. DocuSign assumes no liability or responsibility for a party's failure or inability to electronically sign any eContract within such a period of time. DocuSign may retain Transaction Data for as long as it has a

business purpose to do so. 9. BUSINESS AGREEMENT BENEFITS You may receive or be eligible for certain pricing structures, discounts, features, promotions, and other benefits (collectively, "Benefits") through a business or government Subscriber's agreement with us (a "Business Agreement"). Any and all such Benefits are provided to you solely as a result of the corresponding Business Agreement and such Benefits may be modified or terminated without notice. If you use the Subscription Service where a business or government entity pays your charges or is otherwise liable for the charges, you authorize us to share your account information with that entity and/or its authorized agents. If you are enrolled in a Service Plan or receive certain Benefits tied to a Business Agreement with us, but you are liable for your own charges, then you authorize us to share enough account information with that entity and its authorized agents to verify your continuing eligibility for those Benefits and the Service Plan. 10. FEES AND PAYMENT TERMS The Service Plan rates, charges, and other conditions for use are set forth in the Site. Subscriber will pay DocuSign the applicable charges for the Services Plan as set forth on the Site. If you add more Authorized Users than the number of Seats you purchased, we will add those Authorized Users to your Account and impose additional charges for such additional Seats on an ongoing basis. Charges for pre-paid Service Plans will be billed to Subscriber in advance. Charges for per use purchases and standard Service Plan charges will be billed in arrears. When you register for an Account, you will be required to provide DocuSign with accurate, complete, and current credit card information for a valid credit card that you are authorized to use. You must promptly notify us of any change in your invoicing address or changes related to the credit card used for payment. By completing your registration for the Services Plan, you authorize DocuSign or its agent to bill your credit card the applicable Service Plan charges, any and all applicable taxes, and any other charges you may incur in connection with your use of the Subscription Service, all of which will be charged to your credit card. Each time you use the Subscription Service, or allow or cause the Subscription Service to be used, you reaffirm that we are authorized to charge your credit card. You may terminate your Account and revoke your credit card authorization as set forth in the Term and Termination section of these Terms and Conditions. We will provide you with one invoice in a format we choose, which may change from time to time, for all Subscription Service associated with each Account and any charges of a third party on whose behalf we bill. Payment of all charges is due and will be charged to your credit card upon your receipt of an invoice. Billing cycle end dates may change from time to time. When a billing cycle covers less than or more than a full month, we may make reasonable adjustments and/or prorations. If your Account is a qualified business account and is approved by us in writing for corporate billing, charges will be accumulated, identified by Account identification number, and invoiced on a monthly basis. You agree that we may (at our option) accumulate charges incurred during your monthly billing cycle and submit them as one or more aggregate charges during or at the end of each cycle, and that we may delay obtaining authorization from your credit card issuer until submission of the accumulated charge(s). This means that accumulated charges may appear on the statement you receive from your credit card issuer. If DocuSign does not receive payment from your credit card provider, you agree to pay all amounts due upon demand. DocuSign reserves the right to correct any errors or mistakes that it makes even if it has already requested or received payment. Your credit card issuer's agreement governs your use of your credit card in connection with the Subscription Service, and you must refer to such agreement (not these Terms and Conditions) with respect to your rights and liabilities as a cardholder. You are solely responsible for any and all fees charged to your credit card by the issuer, bank, or financial institution including, but not limited to, membership,

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