

LEGISLATIVE TRACKING FORM

Filing for Council Meeting Date: 05/05/26

Resolution Ordinance

Contact/Prepared By: Pearl Amanfu

Date Prepared: 11/13/25

Title (Caption): Broadband Ready Communities 27 Application

The State has indicated it will accept applications submitted after the deadline indicated on the solicitation.

Submitted to Planning Commission? N/A Yes-Date: _____ Proposal No: _____

Proposing Department: Metro ITS Requested By: Pearl Amanfu

Affected Department(s): N/A Affected Council District(s): All

Legislative Category (check one):

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

FINANCE Amount +/-: \$ <u>\$ 100,000.00</u> Funding Source: Capital Improvement Budget Capital Outlay Notes Departmental/Agency Budget Funds to Metro General Obligation Bonds Grant Increased Revenue Sources	Match: \$ <u>\$ 0.00</u> Judgments and Losses Local Government Investment Project Revenue Bonds Self-Insured Liability Solid Waste Reserve Unappropriated Fund Balance 4% Fund Other: _____ Date to Finance Director's Office: _____
Approved by OMB: <u>Aaron Pratt</u> <i>kt</i> Approved by Finance/Accounts: _____ Approved by Div Grants Coordination: <u>Juanita Paulsen</u>	APPROVED BY FINANCE DIRECTOR'S OFFICE: _____

ADMINISTRATION	
Council District Member Sponsors: _____	
Council Committee Chair Sponsors: _____	
Approved by Administration: _____	Date: _____

DEPARTMENT OF LAW	
Date to Dept. of Law: _____	Approved by Department of Law: _____
Settlement Resolution/Memorandum Approved by: _____	
Date to Council: _____	For Council Meeting: _____ <input type="checkbox"/> E-mailed Clerk
<input type="checkbox"/> All Dept. Signatures <input type="checkbox"/> Copies <input type="checkbox"/> Backing <input type="checkbox"/> Legislative Summary <input type="checkbox"/> Settlement Memo <input type="checkbox"/> Clerk Letter <input type="checkbox"/> Ready to File	

GRANT APPLICATION SUMMARY SHEET

Grant Name: Broadband Ready Communities 27
Department: INF. SYSTEMS
Grantor: TENNESSEE DEPT. OF ECON. & COMMUNITY DEV.
Pass-Through Grantor (If applicable):
Total Applied For \$100,000.00
Metro Cash Match: \$0.00
Department Contact:

Status: CONTINUATION

Program Description:

The State has indicated it will accept applications submitted after the deadline indicated on the solicitation. As part of the Tennessee Broadband Accessibility Act of 2017 (TBAA), the State of Tennessee established the Broadband Ready Communities Program to foster county engagement in securing broadband infrastructure and access to their communities.

Plan for continuation of services upon grant expiration:

Metro will leverage the Digital Navigator Network model—ensuring that multiple community organizations work in concert to provide wraparound support.

APPROVED AS TO AVAILABILITY OF FUNDS:

APPROVED AS TO FORM AND LEGALITY:

Jenneen Reed/adm 4/30/2026 | 10:33 AM PDT
Director of Finance **Date**

Courtney Mohan 4/30/2026 | 11:43 AM PDT
Metropolitan Attorney **Date**

APPROVED AS TO RISK AND INSURANCE:

Balagun Cobb 4/30/2026 | 10:35 AM PDT
Director of Risk Management **Date**
 Services

Grants Tracking Form

Part One

Pre-Application <input type="radio"/> Application <input checked="" type="radio"/> Award Acceptance <input type="radio"/> Contract Amendment <input type="radio"/>				
Department	Dept. No.	Contact	Phone	Fax
INF. SYSTEMS	014			
Grant Name: Broadband Ready Communities 27				
Grantor: TENNESSEE DEPT. OF ECON. & COMMUNITY DEV. Other:				
Grant Period From:	07/01/26	<small>(applications only)</small> Anticipated Application Date:		
Grant Period To:	06/30/27	<small>(applications only)</small> Application Deadline:		
Funding Type:	STATE	Multi-Department Grant <input type="checkbox"/> If yes, list below.		
Pass-Thru:		Outside Consultant Project: <input checked="" type="checkbox"/>		
Award Type:	OTHER	Total Award: \$100,000.00		
Status:	CONTINUATION	Metro Cash Match: \$0.00		
Metro Category:	Est. Prior.	Metro In-Kind Match: \$0.00		
CFDA #	N/A	Is Council approval required? <input checked="" type="checkbox"/>		
Project Description:		Applic. Submitted Electronically? <input checked="" type="checkbox"/>		
<p>As part of the Tennessee Broadband Accessibility Act of 2017 (TBAA), the State of Tennessee established the Broadband Ready Communities Program to foster county engagement in securing broadband infrastructure and access to their communities. Now expanded, the Broadband Ready Communities Grant Program's goal is to equip constituents and communities with community-based digital adoption resources. The Broadband Ready Communities Grant Program is funded by a portion of the Tennessee Emergency Broadband Fund – American Rescue Plan (TEBF-ARP). There is no local match required.</p> <p>The Digital Learning Advancement Initiative is a coordinated effort to strengthen Metro's digital learning, digital opportunity, and workforce development ecosystem by expanding digital learning opportunities and resources for individuals. The initiative will bridge the gap between basic digital literacy and advanced, career-ready technical proficiency, ensuring that all participants—regardless of background—have the skills and support needed to thrive in a technology-driven economy.</p> <p>Plan for continuation of service after expiration of grant/Budgetary Impact: Metro will leverage the Digital Navigator Network model—ensuring that multiple community organizations work in concert to provide wraparound support, including: •Technical audits and training for small businesses •Targeted, individually focused training for entrepreneurs •Digital certifications and career advancement programs for individuals The Digital Navigator already exists as a guide, supporting individuals through their digital opportunity journeys and offering guidance, resources, and referrals. This initiative will leverage the Digital Navigator model to further personalize and expand the learning experience while enabling local community-serving organizations to carry the work forward by continuing to provide free training to their designated digital navigators. This continuation bears no budget impact for Metro, as our train-the-trainer model enables organizations to train their own staff once they go through the Metro orientation.</p>				
How is Match Determined?				
Fixed Amount of \$		or	% of Grant	
			Other: <input checked="" type="checkbox"/> No match required	
Explanation for "Other" means of determining match:				
For this Metro FY, how much of the required local Metro cash match:				
Is already in department budget?		N/A	Fund	Business Unit
Is not budgeted?			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: 0.00	
Departmental Indirect Cost Rate		5.30%	Indirect Cost of Grant to Metro: \$5,300.00	
*Indirect Costs allowed? <input type="radio"/> Yes <input checked="" type="radio"/> No % Allow.		0.00%	Ind. Cost Requested from Grantor: \$0.00 in budget	
<small>*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)</small>				
Draw down allowable? <input type="checkbox"/>				
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	FY25		\$100,000.00					\$100,000.00	\$5,300.00	\$0.00
Yr 2	FY__									
Yr 3	FY__									
Yr 4	FY__									
Yr 5	FY__									
Total		\$0.00	\$100,000.00	\$0.00	\$0.00		\$0.00	\$100,000.00	\$5,300.00	\$0.00
Date Awarded:					Tot. Awarded:		Contract#:			
(or) Date Denied:					Reason:					
(or) Date Withdrawn:					Reason:					

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

Resolution No. _____

A resolution approving an application for a Broadband Ready Communities grant from the Tennessee Department of Economic and Community Development (TDECD) to the Metropolitan Government, acting by and through the Information Technology Services Department (ITS), to provide resources and facilitate programs for the community to increase digital adoption to ensure all Tennesseans have access to affordable and reliable internet service, dependable technology, and digital literacy skills.

WHEREAS, the Tennessee Department of Economic and Community Development (TDECD) is accepting applications for a Broadband Ready Communities grant with an award of \$100,000 with no cash match required; and,

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

WHEREAS, the TDECD has indicated it will accept applications submitted after the deadline indicated on the solicitation; 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 grant application for a Broadband Ready Communities grant, with an award of \$100,000, a copy of which is attached hereto and incorporated herein, is hereby approved, and the Information Technology Services Department is authorized to submit said application to the Tennessee Department of Economic and Community Development (TDECD).

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:

INTRODUCED BY:

Jenneen Reed/adm
Jenneen Reed, Director
Finance Department

APPROVED AS TO FORM AND LEGALITY:

Member(s) of Council

Courtney Mohan
Assistant Metropolitan Attorney



Project Name: 2025-3590 - Metropolitan Government of Nashville & Davidson - Davidson

<u>Application ID</u>	<u>Application Type</u>
2025-3590	Broadband Ready Communities

Released On:

Application Guidelines

The Broadband Ready Communities Program aims to foster county engagement in the securing of broadband infrastructure and access for their communities. “Broadband Ready Community” is a designation certified by the Tennessee Department of Economic and Community Development (TNECD) that counties acquire when they pass an ordinance acknowledging broadband infrastructure as an essential need and committing to reducing administrative barriers to broadband projects in their county.

Now expanded, the Broadband Ready Communities Program will issue a portion of the Tennessee Emergency Broadband Fund – American Rescue Plan (TEBF-ARP) to:

1. Promote community-based digital adoption work ensuring that constituents have the resources and digital skills necessary to access broadband infrastructure.
2. Issue the “Broadband Ready Community” designation if the county applicant does not currently have it.

Instructions

All applications guidelines should be reviewed on our website [found here](#) under the *Broadband Ready Communities* tab prior to starting the application.

The final application deadline is **Friday, June 28, 2024 at 11:59 PM CST**. Applicants who have incomplete applications as of this date will not be considered.

We will not accept letters or other attachments via postal mail or email. All application information must be completed and submitted through the SmartSimple system.

All contracts with grantees must be in effect by November 30, 2024, and the period of performance must end within two years of the contract execution.

If you see this icon in the application, hover over it for additional information.

Match Requirement

There is no match requirement. The grant will cover 100% of eligible project expenses.

Duly Executed Ordinance Requirement

Counties that do not have a Broadband Ready designation applying for the grant must submit a *duly executed Broadband Ready ordinance or policy* in the application that demonstrates an efficient and streamlined ordinance or policy for reviewing applications and issuing permits related to projects relative to broadband services. At minimum, it must show the following statutory requirements:

- A single point of contact for all matters related to a project;
- A provision that all applications related to a project will be reviewed and either approved or denied within thirty (30) business days after the application is submitted; and
- An authorization that all forms, applications, and documentation related to a project may be signed by electronic means, where possible.

The applicant will not be designated a Broadband Ready community if the ordinance or policy contains the following:

- Requires an applicant to designate a final contractor to complete a project;
- Imposes an unreasonable fee for reviewing an application or issuing a permit for a project. A fee that exceeds one hundred dollars (\$100) is unreasonable for the purposes of this section;
- Imposes a seasonal moratorium on the issuance of permits for projects; or
- Discriminates among communications services providers or utilities with respect to any action related to a broadband project, including granting access to public rights-of-way, infrastructure and poles, and any other physical assets owned or controlled by the political subdivision

A sample Broadband Ready ordinance can be [found here](#). Please upload this document under the **Document Upload and Submission** tab.



Eligibility

Please choose from the drop-down list below to indicate your entity.

Applications must be submitted, and projects must be led by, an organization in good standing in the relevant jurisdiction(s) where these funds would be incorporated and maintained.

County government

Which county do you represent or belong to?

Davidson

Does your entity have the Broadband Ready Communities designation already?

If you do not already have this designation, to obtain the Broadband Ready Communities designation, you are required to provide a duly executed ordinance or policy. Please upload a copy of it under the **Document Upload and Submission** tab.

If your county does not have a designation at the time of application, a Letter of Assurance should be uploaded under the **Document Upload and Submission** tab indicating a designation will be in place before the grant contract will be executed should the county receive an award.

Yes

No



If your project is located in Cheatham, Davidson, Fayette, Knox, Loudon, Maury, Robertson, Rutherford, Sumner, Tipton, Williamson, or Wilson Counties, please select which following populations this proposed project will serve primarily

Please note that the verification method should align with the target population chosen. By selecting a population below, you are agreeing to collect one of these forms of verification. Sampling the population and given periods of time is allowable, rather than requiring these documents of each end beneficiary.

- Providing Services in Qualifies Census Tracts
- Households at or below 300% of the Federal Poverty Guidelines for a default household size of 3 (\$65,880): Income eligibility documents, such as W-2s, pay stubs, 1099s if self-employed, invoices or receipts if self-employed, etc.
- Households that experienced unemployment or increased food or housing insecurity: Copy of unemployment benefit statements, SNAP statements, letters of missed or late rent, mortgage, or utility payments, eviction or foreclosure notice, etc.
- Households that qualify for the Children's Health Insurance Program, Childcare Subsidies through the Child Care Development Fund (CCDF) Program, or Medicaid: Approval letters, copies of applications, income eligibility-related documents, etc.
- Households residing in Qualified Census Tracts (QCT): Mail indicating individuals' proof of residency at an address located in a QCT or Zip Code, etc.
- N/A (The proposed project is not located in any of these counties)

General Information

Applicant Legal Entity Name

Metropolitan Government of Nashville & Davidson

Federal Employer Identification Number (FEIN)

620694743

SAM

SAM ID: LGZLHP6ZHM55

Mailing Address

700 2nd Ave. S, Suite 301, Nashville, TN 37210



Fiscal Year End

06/30/2026

Project Name

2025-3590 - Metropolitan Government of Nashville & Davidson - Davidson - Broadband Ready Communities

Primary Contact Info

Primary Contact Name: Pearl Amanfu
Primary Contact Title: Digital Inclusion Officer
Primary Contact Email: pearl.amanfu@nashville.gov
Primary Contact Phone Number: 615-429-6459

Contact Type	Name	Title	Email	Phone
Finance	John Griffey	Chief Information Officer	john.griffey@nashville.gov	
Technical Contact Signatory				

Project Information



How will the applicant's project activities align with Tennessee's Vision for Digital Opportunity?

Provide a high-level description of the activities the BRC adoption funds will support including but not limited to: services to the public, community partnerships, etc. Remember that the general goal of this program is to provide resources and facilitate programs for the community to increase digital adoption. It is not the goal to assist with general conduct of governments.

Tennessee’s vision for digital opportunity is “Ensuring that all Tennesseans have access to affordable and reliable internet service, dependable technology, and the digital literacy skills necessary to empower them to access all digital opportunities fully”. Please reference the [State of Tennessee Digital Opportunity Plan](#).

The Digital Learning Advancement Initiative is a coordinated effort to strengthen Metro’s digital learning, digital opportunity, and workforce development ecosystem by expanding digital learning opportunities and resources for individuals. The initiative will bridge the gap between basic digital literacy and advanced, career-ready technical proficiency, ensuring that all participants—regardless of background—have the skills and support needed to thrive in a technology-driven economy.

Which of the five elements of the National Digital Inclusion Alliances (NDIA) does your planned digital adoption efforts directly address?

Select all that apply.

- Affordable, robust broadband internet service (e.g., simplified enrollment processes for broadband subsidies)
- Internet-enabled devices that meet the needs of the user (e.g., device distribution program paired with hotspot)
- Access to digital literacy training (e.g. introductory digital skills trainings in multiple languages)
- Quality technical support (e.g. Digital Navigators programs, free or low-cost device repair services)
- Applications and online content designed to enable and encourage self-sufficiency, participation, and collaboration (e.g. publicly-available community digital inclusion resource website)

Please, select the specific activities or offerings that will be proposed:

Select all that apply.

- Digital Skills Training
- Education and Workforce Development
- Equipment/Devices
- Other

What are the applicant’s main priorities or areas of focus for digital opportunity (i.e., telehealth, workforce

development, education), and why?

To answer this question, think about your county's needs around digital adoption. It may be helpful to consult community institutions to identify priorities.

Proposal: Digital Learning Advancement Initiative

In Partnership with LocalTek

Overview

The Digital Learning Advancement Initiative is a coordinated effort to strengthen Metro's digital learning, digital opportunity, and workforce development ecosystem by expanding digital learning opportunities and resources for individuals. The initiative will bridge the gap between basic digital literacy and advanced, career-ready technical proficiency, ensuring that all participants—regardless of background—have the skills and support needed to thrive in a technology-driven economy.

Background and Need

Metro's digital skills training offerings have thus far focused on basic digital literacy and practical, day-to-day applications. Workforce development efforts have traditionally focused on preparing individuals for specific employment avenues, based on the expectation of preexisting digital proficiency. Historically, these services have been delivered in silos, with limited coordination between organizations providing training and support. Additionally, both training channels often exclude entrepreneurs, small business owners, and leaders of small nonprofits who can frequently benefit from targeted training to reach applied digital fluency in their specific areas of work.

This initiative represents a new, collaborative approach—one that integrates digital skill-building, intermediate applied digital fluency, and technical training into a single, cohesive framework.

The goal of this initiative is to move people from A) basic digital literacy to B) applied digital fluency, which will prepare them for C) Technical certifications or specific tech-focused career pathways.

Stage

Focus

Example Skills

Common Challenge

A. Basic Digital Skills

Foundational access and comfort with technology

Turning on a computer, navigating Windows or Mac, using a browser, email, file management, basic online safety

Learners can use tech for daily life, but not yet in a structured or professional way

B. Applied Digital Fluency (the missing middle)

Practical, confidence-building bridge between basic use and technical study

Using full Google Workspace/Microsoft 365 tools professionally, basic data entry and management, problem-solving with digital tools, intro to cloud and AI concepts, understanding systems, file formats, troubleshooting, intro to coding logic

Learners often lack confidence and “systems thinking” needed for technical study. They can use tools, but don’t understand how systems work together

C. Technical Certification Readiness

Specialized, structured, and measurable technical skillsets aligned to certifications

CompTIA ITF+, Google IT Support, AWS Cloud Practitioner, Microsoft Azure Fundamentals, Meta Front-End Developer

Learners who skipped “B” often struggle with course pacing, vocabulary, and foundational logic skills

This is where many digital skills training efforts fall short:

We are not preparing learners for the potential next step — people can use tech, but aren’t ready to study tech.

Or, we are preparing them for a possible next step — but in a silo and without guided access to a realistic and personalized next step.

To bridge the gap, our training will emphasize five key competencies:

1. Digital Problem-Solving & Systems Thinking

Understanding how devices, apps, and networks connect

File types, permissions, updates, troubleshooting basics

Intro to system logic (“if this, then that”)

Bridge course example: “How Computers Work Together” or “Everyday Tech Troubleshooting 101”

2. Professional Digital Fluency

Keyboard shortcuts, file management, and version control

Using Microsoft 365 or Google Workspace like a pro (collaboration, sharing, formatting, forms, sheets)

Managing cloud storage and organizing digital information

Bridge course example: “Digital Fluency for the Modern Workplace”

3. Data and Digital Literacy

Understanding data types, spreadsheets, and visualizations

Privacy, cybersecurity hygiene, recognizing phishing/scams

Basic data analysis (formulas, filters, charts)

Bridge course example: “Data for Everyone: From Sheets to Insights”

4. Intro to Coding and Computational Thinking

Core logic: variables, conditions, loops, and functions (without heavy math)

No-code or low-code tools (Scratch, Blockly, MakeCode, or Airtable Automations)

Understanding how apps and automation work



Bridge course example: “Coding Concepts Without Code” or “Automate Your Work”

5. Career Orientation & Tech Pathway Awareness

What certifications exist and what they unlock (IT, data, design, cybersecurity, etc.)

Matching interests to certifications and jobs

Practice learning with structured online content and quizzes

Bridge course example: “Your Tech Pathway: From Skills to Certification”

Example Sequence: “Digital Advancement Pathway”

This is how you could visualize your initiative’s program model:

Level 1: Basic Digital Literacy (community partners, libraries, or Digital Navigators)

Level 2: Applied Digital Fluency Bootcamp (the bridge)

Level 3: Tech Fundamentals (CompTIA ITF+, Google IT Support, or AWS Cloud Practitioner)

Level 4: Specialized Certification Tracks (cybersecurity, data analytics, software development, etc.)

The above courses are intended to feed into certification readiness programs (LocalTek’s specialty), creating a clear and supported pipeline.

Partnership and Approach

Metro Government will partner with LocalTek, a Nashville-based technology training organization specializing in digital skills development, industry-recognized certifications, and technology resource creation. LocalTek has a proven track record of delivering accessible, scalable programs that prepare individuals and businesses for success in the digital economy.

Together, Metro and LocalTek will leverage the Digital Navigator Network model—ensuring that multiple community organizations work in concert to provide wraparound support, including:

Technical audits and training for small businesses



Targeted, individually focused training for entrepreneurs

Digital certifications and career advancement programs for individuals

The Digital Navigator already exists as a guide, supporting individuals through their digital opportunity journeys and offering guidance, resources, and referrals. This initiative will leverage the Digital Navigator model to further personalize and expand the learning experience.

Innovation: The Digital Resource Platform

As part of this initiative, LocalTek will design and manage a comprehensive digital learning resource platform, modeled after other successful categorization systems, but with the additional benefit of AI-supported targeted information delivery.

This platform will:

Catalog and map community-based digital learning and workforce assets

Integrate data from Metro's asset inventory and LocalTek's extended resource database

Connect individuals, entrepreneurs, and small business owners with training, mentorship, and funding opportunities

Serve as a centralized hub for Digital Navigators and service providers to collect information on digital workforce development, entrepreneurship, and digital literacy initiatives

Expected Outcomes

Increased digital fluency among individuals, entrepreneurs, and small businesses

Clearer pathways from basic digital skills → certification → career advancement

Expanded access to digital training and mentorship through a centralized online platform

Stronger alignment between workforce readiness, entrepreneurship, and economic opportunity

The Digital Learning Advancement Initiative will move Metro's digital opportunity strategy beyond access and adoption—toward digital enablement and economic empowerment. By partnering with LocalTek, Metro can deliver a scalable, data-informed model that strengthens workforce readiness, accelerates entrepreneurship, and ensures that our community is prepared to thrive in the digital age.



Partner List

TechTies will serve as a feeder for the bridge training and an active community for program continuation. This program will leverage existing partnerships in TechTies, particularly with community organizations that are 2025 training partners:

- African Methodist Episcopal Church
- Drake’s Creek Housing Cooperative
- Elimu Empowerment Services
- Greater Bethel AME Church
- Inspiritus
- Martha O’Bryan
- McGuder Family Resource Center
- MoreComputing
- Mt. Bethel Baptist Church
- Nashville Public Library – Bordeaux Branch
- Nashville Public Library – Hermitage Branch
- Sevier Community Center
- St. Pishoy Church
- Urban League of Middle Tennessee

Who is the target audience or end-user for each proposed activity? (For example, senior citizens, K-12 students, veterans, etc.)

Select all that apply.

- | | |
|---|--|
| <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Individuals who live in covered households (household income of most recent Year is not more than 150% of poverty levels) <input checked="" type="checkbox"/> Aging individuals (60 and above) <input type="checkbox"/> Incarcerated individuals (excluding individuals who are incarcerated in a federal correctional facility) <input checked="" type="checkbox"/> Veterans <input checked="" type="checkbox"/> Individuals with disabilities | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Individuals with a language barrier, including individuals who are English learners and have low level of literacy <input checked="" type="checkbox"/> Immigrants and/or refugees <input checked="" type="checkbox"/> Individuals who are a member of a racial or ethnic minority group <input type="checkbox"/> Individuals who primarily reside in a rural area <input type="checkbox"/> Other |
|---|--|



Where will the digital adoption activities be offered?

Select all that apply.

- | | |
|---|--|
| <input checked="" type="checkbox"/> County Government / Local Government Building | <input type="checkbox"/> Public Safety Building |
| <input type="checkbox"/> Health Department Building | <input checked="" type="checkbox"/> Nonprofit Building |
| <input type="checkbox"/> Education Facility | <input type="checkbox"/> Senior Center |
| <input checked="" type="checkbox"/> Library | <input checked="" type="checkbox"/> Other |



If other, please list where will the digital adoption activities be offered.

Service Areas

Immediate service areas, targeting qualified districts: Areas surrounding Airways Plaza, our central hub for digital opportunity support, directly serving South Nashville, Glenncliff, Woodbine, airport, Antioch Pike

- Includes areas with more than 22% of households living below poverty level. Income levels verified using MAC's universal registration form, as TechTies will be a feeder for this program.
- Additional/other targeted areas: Parts of districts 1 and 3, districts 2, 21, 19, 17, 22 and 29
- Training services are mobile and training will also be provided onsite at local community partner offices

TechTies will serve as a feeder for the bridge training and an active community for program continuation. This program will leverage existing partnerships in TechTies, particularly with community organizations that are 2025 training partners:

African Methodist Episcopal Church
Drake's Creek Housing Cooperative
Elimu Empowerment Services
Greater Bethel AME Church
Inspiritus
Martha O'Bryan
McGuder Family Resource Center
MoreComputing
Mt. Bethel Baptist Church
Nashville Public Library – Bordeaux Branch
Nashville Public Library – Hermitage Branch
Sevier Community Center
St. Pishoy Church
Urban League of Middle Tennessee

If possible, please provide the complete address of the locations selected above.

African Methodist Episcopal Church (National/Regional AME offices in Nashville)
900 13th Avenue South, Suite 340, Nashville, TN 37212

Cottages at Drakes Creek (Drake's Creek Housing Cooperative)
204 Safe Harbor Dr, Goodlettsville, TN 37072



Elimu Empowerment Services
2048 Leefield Dr, Antioch, TN 37013

Greater Bethel AME Church
1300 South St, Nashville, TN 37212

Inspiritus (formerly Lutheran Social Services of the South) has multiple locations; the main Nashville office is:
701 Broadway, Suite 260, Nashville, TN 37203

Martha O'Bryan Center
711 S 7th Street, Nashville, TN 37206-3895

McGuder Family Resource Center
5019 Trousdale Dr, Nashville, TN 3721

Mount Bethel Baptist Church
1501 Arthur Ave, Nashville, TN 37208

Nashville Public Library – Bordeaux Branch
4000 Clarksville Pike, Nashville, TN 37218

Nashville Public Library – Hermitage Branch
3700 James Kay Lane, Hermitage, TN 37076

Sevier Park Community Center (Sevier Community Center)
3021 Lealand Ln, Nashville, TN 37204

St. Pishoy Coptic Orthodox Church
3183 Hamilton Church Rd, Antioch, TN 37013

Urban League of Middle Tennessee
50 Vantage Way, Suite 201, Nashville, TN 37228

What are the applicant's specific intended outcomes? (For example, distribute 500 new devices, enroll 60 adult learners in coding class, etc.)

- Increased digital fluency among individuals, entrepreneurs, and small businesses
- Clearer pathways from basic digital skills → certification → career advancement
- Expanded access to digital training and mentorship through a centralized online platform
- Stronger alignment between workforce readiness, entrepreneurship, and economic opportunity

The Digital Learning Advancement Initiative will move Metro's digital opportunity strategy beyond access and adoption—toward digital enablement and economic empowerment. By partnering with LocalTek, Metro can deliver a scalable, data-informed model that strengthens workforce readiness, accelerates entrepreneurship, and ensures that our community is prepared to thrive in the digital age.

Serve 40 individuals in the training program and 10 community organizations in the partner education sessions.

Purchase 20 laptop computers to be provided only to participants who do not already have them, and these will be for use during training and will remain property of the program.

Budget

The Broadband Grant Accessibility Program has designed the Tennessee Emergency Broadband Fund, Broadband Ready Communities grant opportunity. The grant will not require a cost match and will cover 100% of the eligible expenses should the grant application be awarded.

Eligible project costs can be [found here](#) in the application guidebook.



Budget Overview

	Broadband Grant Funds	Total Percent of Budget
Construction	\$0.00	0.00%
Architect / Engineering Fees	\$0.00	0.00%
Professional Fees & Grant and Awards	\$59,600.00	59.60%
Supplies	\$14,400.00	14.40%
Grant/Project Administrative Expenses	\$6,000.00	6.00%
Capital Purchases	\$0.00	0.00%
Other Non-Personnel	\$20,000.00	20.00%
Total	\$100,000.00	100.00%

Construction

Unit Cost	Number of Units	Total Unit Cost	Grant Funds Requested
\$0.00	0	\$0.00	\$0.00

Construction Budget Narrative

If applicable, please include a singular brief description of construction of facility.

N/A

Architect/Engineering Fees

Unit Cost	Number of Units	Total Unit Cost	Grant Funds Requested
\$0.00	0	\$0.00	\$0.00

Architect Fees / Engineering Fees Budget Narrative

If applicable, please include a singular brief description of architect and engineering fees.

N/A

Professional Fees & Grant and Awards

Item Description	Unit Cost	Number of Units	Total Unit Cost	Grant Funds Requested
------------------	-----------	-----------------	-----------------	-----------------------



TekSystems: Project Management (Professional Services)	\$79.57	120	\$9,548.40	\$9,548.40
LocalTek Technology Education: Curriculum Development	\$125.00	100	\$12,500.00	\$12,500.00
LocalTek Technology Education: Program Planning	\$125.00	100	\$12,500.00	\$12,500.00
LocalTek Technology Education: Training	\$500.00	36	\$18,000.00	\$18,000.00
LocalTek Resource Education: Community Partner Training- Ten one- hour sessions to train support organizations to use the Digital Learning Resource Guide	\$500.00	4	\$2,000.00	\$2,000.00
LocalTek Community Needs Assessment	\$150.00	20	\$3,000.00	\$3,000.00
LocalTek Program Feedback Session - Partner convenings for assessment and to gather program feedback	\$750.00	2	\$1,500.00	\$1,500.00
Language translations	\$502.00	1	\$502.00	\$551.60
	\$2,731.57	383	\$59,550.40	\$59,600.00



Professional Fees & Grant and Awards Narrative

Please list every line-item cost in text form in one sentence that you would like to get reimbursed. This will be pulled directly into your grant contract.

An example of the list requested may look like: "Professional fee, grant & award will include a contract with ABDC vendor to provide training for 20 classes for \$50,000, mileage for the vendor to conduct the training for \$2,000 and gas cards to remove barriers to transportation for \$300."

Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications

	Unit Cost	Number of Units	Total Unit Cost	Grant Funds Requested
S u p p l i e s	\$360.00	40	\$14,400.00	\$14,400.00
O c c u p a n c y	\$0.00	0	\$0.00	\$0.00
C o n t i n g e n c y	\$0.00	0	\$0.00	\$0.00
T o t a l	\$360.00	40	\$14,400.00	\$14,400.00



**Supplies, Telephone, Postage & Shipping, Equipment Rental & Maintenance, Printing & Publications
Budget Narrative**

If applicable, please include a singular brief description of the Supplies (such as Estimated Supplies Cost) and, if applicable, a singular brief description of Occupancy (such as Occupancy Cost).

Should your organization choose to add a contingency amount to account for market fluctuation or an increase in shipping costs, ensure this amount does not exceed 15% of the cost of the Item. Provide a brief justification and description within the Budget Narrative textbox below.

Printed materials for participants and 20 Dell 15 laptop computers.

Grantee/Project Administration

Unit Cost	Number of Units	Total Unit Cost	Grant Funds Requested
\$6,000.00	1	\$6,000.00	\$6,000.00

Grantee/Project Administration Budget Narrative

If applicable, please include a singular brief description of project admin costs.

Grant administration includes reporting, compliance, requests for payment, technical assistance

Capital Purchases

Item Description	Unit Cost	Number of Units	Total Unit Cost	Grant Funds Requested
------------------	-----------	-----------------	-----------------	-----------------------

Capital Purchases Narrative

Please list every line-item cost in text form in one sentence that you would like to get reimbursed. This will be pulled directly into your grant contract.

An example of the list requested may look like: "Capital purchase costs include costs 1 associated A/V system for \$50,000 and 1 purchase of building for \$200,000."

N/A



Other Non-Personnel

Item Description	Unit Cost	Number of Units	Total Unit Cost	Grant Funds Requested
Learning Management System - limited license	\$12,500.00	1	\$12,500.00	\$12,500.00
Digital Learning Resource Guide - Development, hosting, data wrangling	\$7,500.00	1	\$7,500.00	\$7,500.00
	\$20,000.00	2	\$20,000.00	\$20,000.00

Other Non-Personnel Narrative

Please list every line-item cost in text form in one sentence that you would like to get reimbursed. This will be pulled directly into your grant contract.

An example of the list requested may look like: "Other Non -personnel costs will include state review fees for \$5,000, environmental review for \$10,000, and state fire Marshall office inspection fee for \$300."

Other Non-Personnel costs will include a limited license for Learning Management System and Digital Learning Resource Guide - Development, hosting, data wrangling



Please provide a narrative of your grant budget. Please give a high-level overview of the each of the main categories.

PFGA includes costs associated with our tech partner, LocalTek, for project management, curriculum development, program planning, education and training, community partner training, a community needs assessment, and a program feedback session.

There are no capital purchases.

Other Non-Personnel includes software for the program and a digital learning resource guide.

Supplies includes the purchase of 20 Dell laptops and printed materials for participants.

Grant Administration is for the partnership with the Greater Nashville Regional Council, who will assist Metro Nashville with technical assistance, budget revisions, reporting, requests for payment, closeout and other needs as requested.

Budget Details Agreement

The Applicant has read and understands the budget terms, limitations, and requirements as they are described on the website and associated documents.

Document Upload and Submission

Please upload the duly executed ordinance or policy for the Broadband Ready Communities designation.

Please disregard if the county already has Broadband Ready Designation.

Please upload the partnership agreement, if applicable.



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

**FREDDIE O'CONNELL
MAYOR**

OFFICE OF THE MAYOR
METROPOLITAN COURTHOUSE
NASHVILLE, TENNESSEE 37201
PHONE: (615) 862-6000
EMAIL: mayor@nashville.gov

January 8, 2026

Memorandum: Broadband Ready Community Designation

Taylre Beatty, Tennessee Economic & Community Development
Submitted by email: taylre.beaty@tn.gov

Dear Taylre,

The Metropolitan Government of Nashville and Davidson County (Metro) has adopted an efficient and streamlined process for reviewing applications and issuing permits for projects related to broadband services. These processes facilitate collaboration with communications services providers or utilities regarding access to public rights-of-way, infrastructure and poles, and any other physical assets owned or controlled by the political subdivision according to Metro policies.

The section below contains links to relevant 1) public information, 2) policies and procedures, and 3) sections of the Metro Code that guide the relevant work of multiple departments.

- [Metro Code Section 17.16.080: land use development standards - Communication Uses](#)
- [Encroachment Approval Process in Public Right-of-Way](#)
- [Metro Code Chapter 13.20 - Excavations and Obstructions](#)
- [Nashville Department of Transportation Permits](#)
- [Right of Way Closure Permit Policy](#)

Metro provides extensive [public infrastructure information for developers](#) including all necessary guidelines and communication processes. Development related site plans are submitted electronically using [Nashville Department of Transportation's File Transfer Protocol \(FTP\) site](#). Plans are reviewed in coordination with the [Planning Department](#), [Codes and Building Safety](#), and [Metro Water Services](#).

As an applicant to become a Tennessee Certified Broadband Ready Community, the Metropolitan Government of Nashville and Davidson County recognizes the benefit to making Tennessee Economic and Community Development Department (TNECD) aware of any changes to the information submitted as part of its application for designation as a Broadband Ready Community.

If there is other information we can provide, please contact us at your convenience.

Thank you,

A handwritten signature in black ink that reads "John Griffey".

John Griffey
Chief Information Officer and Director of Information Technology Services
Cc: NDOT, Planning Department, Codes and Building Safety, and Metro Water Services



Attach Community Support Letter(s).

D_Freeman_letter.pdf
199.6 KB - 02/13/2026 10:36 AM

LocalTek_letter.pdf
192.6 KB - 02/13/2026 10:36 AM

Morecomputing_letter.pdf
404.3 KB - 02/13/2026 10:36 AM

Nash_library_letter.pdf
233.2 KB - 02/13/2026 10:36 AM

Nashville_BIT_Letter.pdf
202.9 KB - 02/13/2026 10:36 AM

St_Pishoy_s_letter.pdf
171.1 KB - 02/13/2026 10:36 AM

ULMT_letter.pdf
70.3 KB - 02/13/2026 10:36 AM

Total Files: 7

Attach a completed Grant Payment Setup Form.

The Grant Payment Setup Form can be found [here](#).

ECD_Grant_Payment_Setup_Form_rev_072021Metro_Nashville.pdf
187.4 KB - 12/16/2025 1:41 PM

Total Files: 1



2/11/2026

Broadband Ready Communities
Tennessee Economic & Community Development
Tennessee Tower, 27th Floor
312 Rosa L. Parks Ave.
Nashville, TN 37243

Dear Partners,

I am the Executive Director for the Darrell S. Freeman Center, and I am writing to state our support for Nashville's Broadband Ready Communities proposal.

The Darrell S. Freeman, Sr. Incubation and Innovation Center exists to build bridges to success for the next generation of innovators and entrepreneurs. If the proposal submitted by the Metropolitan Government of Nashville and Davidson County entitled *Nashville Digital Learning and Advancement Initiative* is selected for funding by the State Broadband Office, it is our intent to collaborate with the team as a community ambassador. As a community ambassador organization, we commit to:

- Working with Metro Government, Digital Navigators, and training partners to identify residents that would benefit most from opportunities offered by the grant,
- Helping to recruit residents from the community to participate, and
- Providing our insights and input regarding the program as needed.

Sincerely,

A handwritten signature in black ink that reads "Holly Rachel".

Holly Rachel
Executive Director



2/11/2026

Broadband Ready Communities
Tennessee Economic & Community Development
Tennessee Tower, 27th Floor
312 Rosa L. Parks Ave.
Nashville, TN 37243

Dear Partners,

I am the Vice President of LocalTek, and I am writing to state our support for Nashville's Broadband Ready Communities proposal.

LocalTek is an organization focused on providing technology training to youth and adults to help prepare them for the jobs of today and tomorrow. If the proposal submitted by the Metropolitan Government of Nashville and Davidson County entitled *Nashville Digital Learning and Advancement Initiative* is selected for funding by the State Broadband Office, it is our intent to collaborate with the team as a training partner. As a training partner, we commit to offer training to help residents move from basic digital literacy to applied digital fluency, which will prepare them for technical certifications or specific tech-focused career pathways.

Sincerely,

A handwritten signature in black ink that reads "Holly Rachel".

Holly Rachel
Vice President
LocalTek



Learning Services, Inc.
Nashville, TN 37208
615.622.9840

January 20, 2026

Broadband Ready Communities
Tennessee Economic & Community Development
Tennessee Tower, 27th Floor
312 Rosa L. Parks Ave.
Nashville, TN 37243

Dear Partners,

I am the Executive Director with Morecomputing Learning Services, Inc. , and I am writing to state our support for Metro Nashville's Broadband Ready Communities proposal.

Morecomputing is an organization focused on empowering individuals with digital literacy skills services to help them be more self-sufficient in today's workforce. If the proposal submitted by the Metropolitan Government of Nashville and Davidson County entitled *Nashville Digital Learning and Advancement Initiative* is selected for funding by the State Broadband Office, it is our intent to collaborate with the team as a community ambassador. As a community ambassador organization, we intend to commit resources to activities that include but are not limited to: working with officials from Metro Nashville, the Digital Navigators, and the training partners to identify residents that would benefit most from participating in opportunities offered by the grant, helping to recruit residents from the community to participate, and providing input regarding the program as requested.



Learning Services, Inc.
Nashville, TN 37208
615.622.9840

Sincerely,

A handwritten signature in blue ink that reads 'Patrice Bertrand'. The signature is fluid and cursive, with the first name 'Patrice' and last name 'Bertrand' clearly legible.

Patrice Bertrand



2/11/2026

Broadband Ready Communities
Tennessee Economic & Community Development
Tennessee Tower, 27th Floor
312 Rosa L. Parks Ave.
Nashville, TN 37243

Dear Partners,

I am the Digital Literacy Program Manager for Nashville Public Library, and I am writing to state our support for Nashville's Broadband Ready Communities proposal.

Nashville Public Library is a longtime leader in local efforts to provide digital opportunity to residents across Davidson County. If the proposal submitted by the Metropolitan Government of Nashville and Davidson County entitled *Nashville Digital Learning and Advancement Initiative* is selected for funding by the State Broadband Office, it is our intent to collaborate with the team not only as a Metro partner, but also as a community ambassador. As a community ambassador organization, we commit to:

- Working with Metro Government, Digital Navigators, and training partners to identify residents that would benefit most from opportunities offered by the grant,
- Helping to recruit residents from the community to participate, and
- Providing our insights and input regarding the program as needed.

Sincerely,

Marian Christmon

Marian Christmon
Program Manager



2/11/2026

Broadband Ready Communities
Tennessee Economic & Community Development
Tennessee Tower, 27th Floor
312 Rosa L. Parks Ave.
Nashville, TN 37243

Dear Partners,

I am the President of Blacks in Technology – Nashville Chapter, and I am writing to state our support for Nashville’s Broadband Ready Communities proposal.

Blacks in Technology is a global organization committed to stomping out the digital divide. If the proposal submitted by the Metropolitan Government of Nashville and Davidson County entitled *Nashville Digital Learning and Advancement Initiative* is selected for funding by the State Broadband Office, it is our intent to collaborate with the team as a community ambassador. As a community ambassador organization, we commit to:

- Working with Metro Government, Digital Navigators, and training partners to identify residents that would benefit most from opportunities offered by the grant,
- Helping to recruit residents from the community to participate, and
- Providing our insights and input regarding the program as needed.

Sincerely,

Holly Rachel
President

*Partner logo here, or partner can please place on
their letterhead*

01/29/2026

Broadband Ready Communities
Tennessee Economic & Community Development
Tennessee Tower, 27th Floor
312 Rosa L. Parks Ave.
Nashville, TN 37243

Dear Partners,

I am the representative of St. Pishoy Coptic Orthodox Church, and I am writing to state our support for Metro Nashville's Broadband Ready Communities proposal.

___St. Pishoy Coptic Orthodox Church_ is a nonprofit church focuses on practicing the Orthodox Christianity religion and its rituals. If the proposal submitted by the Metropolitan Government of Nashville and Davidson County entitled *Nashville Digital Learning and Advancement Initiative* is selected for funding by the State Broadband Office, it is our intent to collaborate with the team as a community ambassador. As a community ambassador organization, we intend to commit resources to activities that include but are not limited to: working with officials from Metro Nashville, the Digital Navigators, and the training partners to identify residents that would benefit most from participating in opportunities offered by the grant, helping to recruit residents from the community to participate, and providing input regarding the program as requested.

Sincerely,
Efat Welson



Urban League of
Middle Tennessee

Empowering Communities.
Changing Lives.

01/07/2026

Broadband Ready Communities
Tennessee Economic & Community Development
Tennessee Tower, 27th Floor
312 Rosa L. Parks Ave.
Nashville, TN 37243

Dear Partners,

I am the President and CEO of the Urban League of Middle Tennessee, and I am writing to state our support for Metro Nashville's Broadband Ready Communities proposal.

The Urban League of Middle Tennessee promotes economic empowerment through education and job training, housing and community development, workforce development, entrepreneurship, health, and quality of life. If the proposal submitted by the Metropolitan Government of Nashville and Davidson County, *entitled Nashville Digital Learning and Advancement Initiative*, is selected for funding by the State Broadband Office, it is our intent to collaborate with the team as a community ambassador. As a community ambassador organization, we intend to commit resources to activities that include but are not limited to: working with officials from Metro Nashville, the Digital Navigators, and the training partners to identify residents that would benefit most from participating in opportunities offered by the grant, helping to recruit residents from the community to participate, and providing input regarding the program as requested.

Sincerely,



Clifton E. Harris

President and CEO





Grant Payment Setup Form

Complete this form along with a corresponding [W-9](#) form. Provide an answer for all questions, including N/A for Not Applicable. This form is essential for TNECD to initiate grantee payments and finalize the grant contract. It must be completed prior to a project being awarded.

If you have questions regarding completion of this form, please reach out to a TNECD staff member.

TNECD Program Name:

Grantee's Legal Name:
(as listed on line one of W-9)

Business Name/Disregarded Entity:
(as listed on line two of W-9, if applicable)

FEIN (or SSN): **Grantee Fiscal Year End (mm/dd):**

Grantee Remittance Address Name:

Grantee Remittance Address:
Include unit designators (STE, BLDG, etc.). This should be a street address OR a PO BOX, not both.
Ex. Line 1: 123 Example Street, Suite 201 | Line 2: Example, TN 12345

Last 4 Digits of the Bank Account Number to be Used for this Grant:

If the account has not previously been used by the State, or you are changing bank account information, you will need to set up an account to receive funds by completing the [SDDA Access form](#). Once submitted, Supplier Maintenance will review and approve. Upon approval, you will receive access to the electronic SDDA form via Adobe Acrobat Sign. If adding new banking information to the State system, select "New" in Section 1 of the form; to remove and change existing account select "Change Existing Account". Supplier Maintenance offers direct assistance in completing the form.

Completion Checklist (check all that apply):

- The Legal Entity/Business Names on this form match what is listed on the W-9 (and SDDA, if applicable).
- The FEIN (Or SSN for Sole Proprietors) match what is listed on the W-9 (and the SDDA, if applicable).
- This form (handwritten or Adobe digitally verified) and the W-9 (handwritten) have been signed.
- All forms have been dated within the last 365 days.
- This form and the W9 will be returned to TNECD.
- If applicable, the SDDA access form has been completed and submitted.

Sign and date below:

Name: Phone:

Email: Date:

Signature:

For internal TNECD use ONLY:

Supplier ID:	<input type="text"/>	Address Number:	<input type="text"/>	Completion Date:	<input type="text"/>
Bank Location:	<input type="text"/>	Reviewer Name:	<input type="text"/>		



Please upload your organization's current W-9 form.

This should be the current form on file with the IRS (March 2024) and should contain a wet signature and date by your organization's signatory authority.

W9_Metro_updated_-_signed.pdf
117.8 KB - 12/16/2025 1:41 PM

Total Files: 1

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) Metropolitan Government of Nashville and Davidson County	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input checked="" type="checkbox"/> Other (see instructions) _____ Government Agency	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>	
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>	
	5 Address (number, street, and apt. or suite no.). See instructions. PO Box 196300	Requester's name and address (optional)
	6 City, state, and ZIP code Nashville, TN 37219-6300	
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.


Social security number								
			-			-		
or								
Employer identification number								
6	2	-	0	6	9	4	7	4

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person 	Date March 31, 2026
------------------	--	----------------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.


New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

APPLICATION FOR Broadband Ready Communities

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY



Director
Department of

April 14, 2026

Date

Certificate Of Completion

Envelope Id: AF927084-D7A1-803D-81AB-9B084903582F

Status: Completed

Subject: Complete with Docusign: ITS-BroadBand Comm27 App Ready rv.pdf

Source Envelope:

Document Pages: 40

Signatures: 6

Envelope Originator:

Certificate Pages: 15

Initials: 1

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

4/29/2026 2:07:43 PM

Juanita.Paulsen@nashville.gov

Security Appliance Status: Connected

Pool: StateLocal

Signer Events

Signature

Timestamp

Kenneth Hartlage

kenneth.hartlage@nashville.gov

Security Level: Email, Account Authentication
(None)

Sent: 4/29/2026 2:14:25 PM

Viewed: 4/29/2026 2:15:04 PM

Signed: 4/29/2026 2:15:11 PM

Signature Adoption: Pre-selected Style

Using IP Address: 170.190.198.185

Electronic Record and Signature Disclosure:

Accepted: 4/29/2026 2:15:04 PM

ID: eb938163-d7a1-4452-ae64-13a760f5a56b

Aaron Pratt

Aaron.Pratt@nashville.gov

Security Level: Email, Account Authentication
(None)

Sent: 4/29/2026 2:15:14 PM

Viewed: 4/29/2026 2:26:19 PM

Signed: 4/29/2026 2:26:25 PM

Signature Adoption: Pre-selected Style

Using IP Address: 170.190.198.185

Electronic Record and Signature Disclosure:

Accepted: 4/29/2026 2:26:19 PM

ID: 32abe501-8a19-4b93-90c8-fbacf1cbfecfa

Jenneen Reed/adm

Amanda.Deaton-Moyer@nashville.gov

Security Level: Email, Account Authentication
(None)

Sent: 4/29/2026 2:26:28 PM

Viewed: 4/30/2026 12:32:23 PM

Signed: 4/30/2026 12:33:01 PM

Signature Adoption: Pre-selected Style

Using IP Address: 170.190.198.100

Electronic Record and Signature Disclosure:

Accepted: 4/30/2026 12:32:23 PM

ID: cccb2ccb-8334-46f5-9d60-a76800a46c5e

Balogun Cobb

balogun.cobb@nashville.gov

Insurance Division Manager

Security Level: Email, Account Authentication
(None)

Sent: 4/30/2026 12:33:04 PM

Viewed: 4/30/2026 12:35:03 PM

Signed: 4/30/2026 12:35:08 PM

Signature Adoption: Pre-selected Style


Using IP Address: 2600:387:f:5c15::9

Signed using mobile

Electronic Record and Signature Disclosure:

Accepted: 4/30/2026 12:35:03 PM

ID: db171ecd-2d22-4149-9c2d-07b6f61df0ce

Signer Events	Signature	Timestamp
Courtney Mohan Courtney.Mohan@nashville.gov Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.144	Sent: 4/30/2026 12:35:11 PM Viewed: 4/30/2026 1:40:47 PM Signed: 4/30/2026 1:43:38 PM

Electronic Record and Signature Disclosure:
 Accepted: 4/30/2026 1:40:46 PM
 ID: 43266c77-1ab3-4142-ba49-ce4623208cb1

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)		Sent: 4/30/2026 1:43:41 PM

Electronic Record and Signature Disclosure:
 Accepted: 11/16/2025 6:49:23 PM
 ID: c652476a-ea38-42b5-b2ed-c7df7cedf24f

Sally Palmer sally.palmer@nashville.gov Security Level: Email, Account Authentication (None)		Sent: 4/30/2026 1:43:42 PM Viewed: 4/30/2026 3:58:12 PM
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Electronic Record and Signature Disclosure:
 Accepted: 4/30/2026 10:53:32 AM
 ID: 8139c821-d3b1-43a9-9a0e-c5964d06dd9e

Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	4/29/2026 2:14:25 PM
Certified Delivered	Security Checked	4/30/2026 1:40:47 PM
Signing Complete	Security Checked	4/30/2026 1:43:38 PM
Completed	Security Checked	4/30/2026 1:43:42 PM

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 exempted 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 asures, 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 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

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