

# LEGISLATIVE TRACKING FORM

Filing for Council Meeting Date: 07/07/26

Resolution  Ordinance

Contact/Prepared By: Alan Enzo

Date Prepared: 06/01/26

Title (Caption): VCA CACFP SFSP 2026 grant - AWARD. This grant award is from the Tennessee Department of Human Services Child And Adult Care Food Program - Summer Food Service Program (SFSP). This is a reimbursement grant providing food program services at Kirkpatrick Community Center during June and July, 2026.

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

Proposing Department: Parks and Recreation Requested By: Monique Odom

Affected Department(s): Parks and Recreation Affected Council District(s): 6

**Legislative Category (check one):**

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

<b>FINANCE</b>	<b>Amount +/-:</b> \$ <u>\$ 38,629.50</u>	<b>Match:</b> \$ <u>\$ 0.00</u>
<b>Funding Source:</b>	<input type="checkbox"/> Capital Improvement Budget <input type="checkbox"/> Capital Outlay Notes <input type="checkbox"/> Departmental/Agency Budget <input type="checkbox"/> Funds to Metro <input type="checkbox"/> General Obligation Bonds <input type="checkbox"/> Grant <input type="checkbox"/> Increased Revenue Sources	<input type="checkbox"/> Judgments and Losses <input type="checkbox"/> Local Government Investment Project <input type="checkbox"/> Revenue Bonds <input type="checkbox"/> Self-Insured Liability <input type="checkbox"/> Solid Waste Reserve <input type="checkbox"/> Unappropriated Fund Balance <input type="checkbox"/> 4% Fund <input type="checkbox"/> Other: _____
Approved by OMB: <u>Aaron Pratt</u>	<u>DH</u>	Date to Finance Director's Office: _____
Approved by Finance/Accounts: _____		<b>APPROVED BY</b>
Approved by Div Grants Coordination: <u>Juanita Paulsen</u>		<b>FINANCE DIRECTOR'S OFFICE:</b> _____

<b>ADMINISTRATION</b>
Council District Member Sponsors: _____
Council Committee Chair Sponsors: _____
Approved by Administration: _____ Date: _____

<b>DEPARTMENT OF LAW</b>	Date to Dept. of Law: _____	Approved by Department of Law: _____
	<b>Settlement Resolution/Memorandum Approved by:</b> _____	
	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

Department of Law - White Copy

Administration - Yellow Copy

Finance Department - Pink Copy

---

---

## GRANT SUMMARY SHEET

---

---

**Grant Name:** Child & Adult Care Food Program 26-27

**Department:** PARKS & RECREATION

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

**Pass-Through Grantor  
(If applicable):** TENN. DEPT. OF HUMAN SVCES.

**Total Award this Action:** \$38,629.50

**Cash Match Amount** \$0.00

**Department Contact:** Alan Enzo  
862-8400

**Status:** CONTINUATION

**Program Description:**

VCA CACF SFSP 2026 grant This grant is for the Tennessee Department of Human Services Child And Adult Care Food Summer Program. This is a reimbursement grant providing food program services at Kirkpatrick Community Center during June and July, 2026. The anticipated total operating budget will not exceed \$75,000.00. The Summer program will have 2 staff positions budgeted at .75 FTE each = 1.50 Total FTE (combination of a seasonal position and temporary services).

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

Program is for Summer 2026 only. We do not plan on continuing services under the Summer grant program.

### Grants Tracking Form

#### Part One

Pre-Application <input type="radio"/>		Application <input type="radio"/>		Award Acceptance <input checked="" type="radio"/>		Contract Amendment <input type="radio"/>	
Department	Dept. No.	Contact			Phone	Fax	
PARKS & RECREATION	040	Alan Enzo			862-8400	862-8414	
<b>Grant Name:</b>		VCA CACFP SFSP 2026					
<b>Grantor:</b>		U.S. DEPARTMENT OF AGRICULTURE			<b>Other:</b>		
<b>Grant Period From:</b>		06/01/26	(applications only) <b>Anticipated Application Date:</b>				
<b>Grant Period To:</b>		07/31/26	(applications only) <b>Application Deadline:</b>				
<b>Funding Type:</b>		FED PASS THRU	<b>Multi-Department Grant</b>		<input type="checkbox"/>	<b>If yes, list below.</b>	
<b>Pass-Thru:</b>		TENN. DEPT. OF HUMAN SVCS.	<b>Outside Consultant Project:</b>		<input type="checkbox"/>		
<b>Award Type:</b>		COMPETITIVE	<b>Total Award:</b>		\$38,629.50		
<b>Status:</b>		CONTINUATION	<b>Metro Cash Match:</b>		\$0.00		
<b>Metro Category:</b>		Est. Prior.	<b>Metro In-Kind Match:</b>		\$0.00		
<b>CFDA #</b>		10.558,10.559	<b>Is Council approval required?</b>		<input checked="" type="checkbox"/>		
<b>Project Description:</b>			<b>Applic. Submitted Electronically?</b>		<input checked="" type="checkbox"/>		
VCA CACFP SFSP 2026 grant - AWARD. This grant award is for the Tennessee Department of Human Services Child And Adult Care Food Program - Summer Food Service Program (SFSP). This is a reimbursement grant providing food program services at Kirkpatrick Community Center during June and July, 2026.							
<b>Plan for continuation of service after expiration of grant/Budgetary Impact:</b>							
This Summer grant is offered annually and the department expects to re-apply each year when the grant program is announced. Should funds become unavailable the Parks Department will evaluate the availability of other resources for funding.							
<b>How is Match Determined?</b>							
<b>Fixed Amount of \$</b>		N/A	or	<b>% of Grant</b>		<b>Other:</b> <input type="checkbox"/>	
<b>Explanation for "Other" means of determining match:</b>							
N/A							
<b>For this Metro FY, how much of the required local Metro cash match:</b>							
<b>Is already in department budget?</b>		N/A		<b>Fund</b>		<b>Business Unit</b>	
<b>Is not budgeted?</b>				<b>Proposed Source of Match:</b>			
<b>(Indicate Match Amount &amp; Source for Remaining Grant Years in Budget Below)</b>							
<b>Other:</b>							
<b>Number of FTEs the grant will fund:</b>		0.96	<b>Actual number of positions added:</b>		0.00		
<b>Departmental Indirect Cost Rate</b>		15.15%	<b>Indirect Cost of Grant to Metro:</b>		\$5,852.37		
<b>*Indirect Costs allowed?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No		% Allow.	approved 4/30/26	<b>Ind. Cost Requested from Grantor:</b>		proved 4/30/26	in budget
<b>*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)</b>							
<b>Draw down allowable?</b> <input type="checkbox"/>							
<b>Metro or Community-based Partners:</b>							

#### 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	FY26		\$19,314.75					\$19,314.75	\$2,926.18	\$0.00
Yr 2	FY27		\$19,314.75					\$19,314.75	\$2,926.18	\$0.00
Yr 3	FY__									
Yr 4	FY__									
Yr 5	FY__									
<b>Total</b>		\$0.00	\$38,629.50	\$0.00	\$0.00		\$0.00	\$38,629.50	\$5,852.37	\$0.00
<b>Date Awarded:</b>				05/29/26	<b>Tot. Awarded:</b>		\$38,629.50	<b>Contract#:</b>		
<b>(or) Date Denied:</b>					<b>Reason:</b>					
<b>(or) Date Withdrawn:</b>					<b>Reason:</b>					



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

A resolution accepting a Child and Adult Care Food Program (CACFP) grant from the Tennessee Department of Human Services to the Metropolitan Government, acting by and through the Metro Parks and Recreation Department, to provide food program services at Kirkpatrick Community Center during June and July 2026.

WHEREAS, the Tennessee Department of Human Services has awarded a grant in an amount not to exceed \$38,629.50 with no cash match required to the Metropolitan Government, acting by and through the Metro Parks and Recreation Department, to provide food program services at Kirkpatrick Community Center during June and July 2026; and,

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

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

Section 1. That the grant by and between the Tennessee Department of Human Services, in an amount not to exceed \$38,629.50, to the Metropolitan Government, acting by and through the Metro Parks and Recreation Department, to provide food program services at Kirkpatrick Community Center during June and July 2026, a copy of which is attached hereto and incorporated herein, is hereby approved.

Section 2. That the amount of this grant be appropriated to the Metro Parks and Recreation Department, based on the revenues estimated to be received and any match to be applied.

Section 3. That this resolution shall take effect from and after its adoption, the welfare of The Metropolitan Government of Nashville and Davidson County requiring it.

APPROVED AS TO AVAILABILITY OF FUNDS:

Jenneen Reed/mjr  
Jenneen Reed, Director  
Department of Finance

INTRODUCED BY:

\_\_\_\_\_  
\_\_\_\_\_

APPROVED AS TO FORM AND LEGALITY:

Abby Greer  
Assistant Metropolitan Attorney

\_\_\_\_\_  
Member(s) of Council

FREDDIE O'CONNELL, MAYOR



## METROPOLITAN BOARD OF PARKS AND RECREATION

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

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

Monique Horton Odom, Director

April 7, 2026

Mr. Stevon Neloms  
PO Box 196340  
Nashville, TN 37219

Dear Mr. Neloms:

The Metropolitan Board of Parks and Recreation, at its meeting held on Tuesday, April 7, 2026, approved staff's request to apply for, and ultimate acceptance of the Summer Food Service Program (SFSP) grant for Kirkpatrick Community Center. The grant will operate during the months of June and July, with an anticipated total operating budget not to exceed \$75,000. The awarded budget is \$ 38,629.50. No financial match is required from Metro Parks.

If additional information is needed, or if you have any questions or concerns about the grant process, please contact Mr. Alan Enzo of my staff; he may be reached at 615-862-8400.

Sincerely,

Monique Horton Odom, Director  
and Secretary to the Board

c: Mr. Stevon Neloms  
Mr. Alan Enzo  
Ms. Chinita White

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



FOR ADA ACCOMMODATIONS, PLEASE CONTACT 615-862-8400

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

**Enzo, Alan (Parks)**

---

**From:** Fletcher, Tiffanie (Parks)  
**Sent:** Friday, May 29, 2026 4:11 PM  
**To:** Enzo, Alan (Parks)  
**Cc:** Neloms, Stevon (Parks); Morrow, Darlene L. (Parks); White, Chinita (Parks)  
**Subject:** Fw: TIPS Application Packet Notification

Approval Email SFSP!!  
Thank you!!!

Get [Outlook for iOS](#)

---

**From:** Tennessee DHS Prod Help Desk <helpdesk@cnpus.com>  
**Sent:** Friday, May 29, 2026 3:45:51 PM  
**To:** Fletcher, Tiffanie (Parks) <Tiffanie.Fletcher@nashville.gov>  
**Subject:** TIPS Application Packet Notification

**Attention:** This email originated from a source external to Metro Government. Please exercise caution when opening any attachments or links from external sources.

CFDA – 10.558 – Child and Adult Care Food Program  
CFDA – 10.559 – Summer Food Service Program for Children

**NOTIFICATION EMAIL FOR SFSP APPLICATION PACKET**

Tennessee Information Payment System (TIPS)  
Tennessee Department of Human Services

Thank you for submitting your Application Packet for the Summer Food Service Program. Your application packet has been APPROVED.

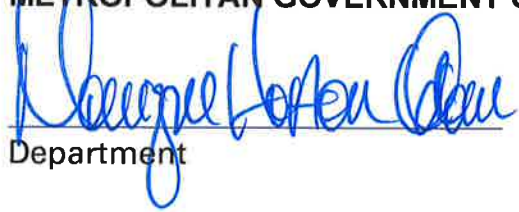
Sponsor Name: NASHVILLE & DAVIDSON COUNTY METRO GOVERNMENT  
Sponsor ID: 00711  
Program Year: 2025/2026  
Program: Summer Food Service Program (SFSP)  
Application Packet Status: Approved

**SIGNATURE PAGE  
FOR**

**GRANT NO. VCA CACFP SFSP 2026**

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

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

  
\_\_\_\_\_  
Department

6/1/26  
\_\_\_\_\_  
Date

APPROVED AS TO AVAILABILITY  
OF FUNDS:

Jennine Reed/mjr  
\_\_\_\_\_  
Director of Finance

6/22/2026 | 3:57 PM CDT  
\_\_\_\_\_  
Date

APPROVED AS TO RISK AND INSURANCE:

Balagun Cobb  
\_\_\_\_\_  
Director of Insurance

6/22/2026 | 4:14 PM CDT  
\_\_\_\_\_  
Date

APPROVED AS TO FORM AND  
LEGALITY:

Abby Greer  
\_\_\_\_\_  
Metropolitan Attorney

6/22/2026 | 4:05 PM CDT  
\_\_\_\_\_  
Date

FILED:

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

\_\_\_\_\_  
Date

**2025 - 2026 SFSP Budget Detail**

00711 Status: Active  
**NASHVILLE & DAVIDSON COUNTY METRO GOVERNMENT**  
 DBA: Metro Parks and Recreation  
 998 Sevier Street  
 Nashville, TN 37206-3095

Type of Agency: Government Agency  
 Type of SFSP Organization: Unit of Government

**Budget Version:** Original

**Operating Reimbursement**

Meal	Sites	Total Meals	Total
Breakfast	1	4,200	\$12,222.00
Lunch	1	4,500	\$22,815.00
Snack	0	0	\$0.00
Supper	0	0	\$0.00
<b>Sub Total</b>			<b>\$35,037.00</b>

**Administrative Reimbursement**

Meal	Sites	Total Meals	Total
Breakfast	1	4,200	\$1,207.50
Lunch	1	4,500	\$2,385.00
Snack	0	0	\$0.00
Supper	0	0	\$0.00
<b>Sub Total</b>			<b>\$3,592.50</b>

**Projected Operating Costs: Labor**

<u>Executive Staff</u>	\$0.00
<u>Management Staff</u>	\$5000.00
<u>Staff</u>	\$5000.00
<b>Total Projected Operating Costs: Labor</b>	<b>\$10,000.00</b>

**Projected Administrative Costs: Labor**

<u>Executive Staff</u>	\$0.00
<u>Management Staff</u>	\$0.00
<u>Staff</u>	\$0.00
<b>Total Projected Administrative Costs: Labor</b>	<b>\$0.00</b>

**Projected Operating Costs**

Brief Description	Projected Cost
Total Food Expenses Food for the program	\$ 26,000.00
Facilities and Space	\$ 0.00

3/25/26, 11:02 AM

Tennessee Department of Human Services | 2025 - 2026 SFSP Budget Detail

Supplies and Equipment	Small Kitchen Supplies	\$	1,000.00
Purchased Services		\$	0.00
Financial Costs		\$	0.00
Media Costs		\$	0.00
Contracting Organization Cost		\$	0.00
Unaffiliated Facility Cost		\$	0.00
<b>Total Operating Costs</b>			<b>\$37,000.00</b>

**Projected Administrative Costs**

Brief Description	Projected Cost
Facilities and Space	\$ 0.00
Supplies and Equipment	\$ 0.00
Purchased Services Educational Services and Teaching Kitchens	\$ 1,629.50
Financial Costs	\$ 0.00
Media Costs	\$ 0.00
Contracting Organization Cost	\$ 0.00
Professional Memberships/Training/Conferences	\$ 0.00
Indirect Cost	\$ 0.00
<b>Total Administrative Costs</b>	<b>\$1,629.50</b>

**Cost Reimbursement Summary**

Total SFSP Costs	\$38,629.50
Total SFSP Reimbursement	\$38,629.50
Excess SFSP revenue amount from the prior program year or previous participation in SFSP	\$ 0.00
Amount from other funding resources (e.g. grant, donations)	\$ 0.00
Identify other funding resources	
<b>Balance</b>	<b>\$0.00</b>

**Misc.**

Identify how excess funds will be used:

- Used to Improve the meal service or other aspects of the SFSP
- Kept for next year's SFSP operations
- Pay for allowable costs of the other child nutrition programs

Is there a rental agreement, lease, or contract associated for any of the non-food costs listed above?      Yes       No

**Certification**

3/25/26, 11:02 AM

Tennessee Department of Human Services | 2025 - 2026 SFSP Budget Detail

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

Created By: Tiffanie.Fletcher@nashville.gov on: 2/26/2026 9:39:38 AM Modified By: Tiffanie.Fletcher@nashville.gov on: 3/9/2026 4:06:29 PM