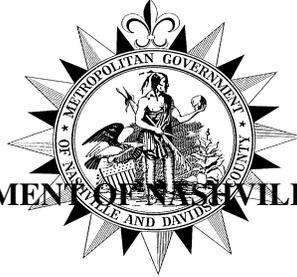


KARL DEAN,  
MAYOR



**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

**FISCAL YEAR 2013  
METROPOLITAN NASHVILLE  
COMMUNITY ENHANCEMENT FUND  
HANDBOOK**

**APPLICATION DEADLINE: APRIL 27, 2012**

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## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

KARL F. DEAN  
MAYOR

OFFICE OF THE MAYOR  
METROPOLITAN COURTHOUSE  
NASHVILLE, TENNESSEE 37201  
(615) 862-6000  
(615) 862-6040 FAX

March 29, 2012

To our Nonprofit Leaders:

As the nation's economy struggles to recover, the resources of local governments become more strained, making the work of non-profit agencies even more important to the health and well-being of the communities they serve. In recognition of that, Metro Government offers the Community Enhancement Fund (CEF) grant program for Fiscal Year 2013 to help underwrite the important work of area non-profit agencies serving the citizens of Davidson County.



As in the previous year, this year's CEF grants will continue to focus on the areas of greatest need within the broader priorities of Domestic Violence, Afterschool Programs, and Community Service. If your agency provides services in these important categories, we invite you to apply.

Enclosed is the FY13 CEF Grant Handbook which contains information about the CEF program and application process. We continue to seek to support the non-profit community through this program that is completely transparent, fair to all non-profits, and understandable to the public.

Please review the guidelines of the program, come to one of our applicant training sessions on either April 4 or 5, and then submit your application for funding by April 27, 2012.

Sincerely,

A handwritten signature in black ink that reads "Karl F. Dean".

Karl F. Dean  
Mayor

DEADLINE: 4:30, APRIL 27, 2012

## **THE PURPOSE AND DEFINITIONS OF THE FY13 COMMUNITY ENHANCEMENT FUND**

The Community Enhancement Fund (CEF) has been designed to meet community needs by funding programs:

- Services not currently provided by Metro Nashville Government.
- Services which enhance those already provided by Metro Nashville Government.

The CEF is particularly focused on helping to fill significant gaps in community services. During the first year of the CEF program, definitions for each of the service categories were intentionally broad and general. Building on the experience of that year and on strategic assessments of needs and gaps in the Nashville community, the grants are now focused more specifically each year on what citizens need the most in that year. When such priorities are set, valuable services and high-quality programs that don't fall within those priorities are of necessity left off the list. Needs and priorities will be reassessed in future years, and agencies whose programs fall outside the priorities this year could well become eligible in the future.

### **CEF Service Category Definitions:**

#### **Domestic Violence:**

Domestic violence, defined as violence against women and children in the home by a spouse or partner, is the number one cause of homelessness for women. Domestic violence is the single largest cause of injury to women between the ages of 15 – 44, more than muggings, car accidents and rapes combined. Domestic violence rates in Nashville remain an area of great concern. In 2010, Metro Police Department reported 23,659 cases of domestic violence and 13 domestic violence related homicides. In 2011, Metro Police Department reported 26,131 cases of domestic violence and 7 domestic violence related homicides

The priority for CEF Domestic Violence funding from the FY13 Community Enhancement Fund is personal safety and family protection. Within that definition, priorities are: first, shelter, then case (legal) advocacy, then counseling. Services to be provided must be specific to domestic violence victimization. For example, an application for generic shelter beds that *could* be occupied by domestic violence victims would not be eligible unless the applicant proposed to provide services with those beds tailored for domestic violence victims. (Note: no funding is available for prevention services or for child abuse services.)

#### **Community Service:**

Individuals and families in our community are now finding themselves in unexpected economic crisis. The economic downturn, increasing unemployment, downward wage pressure, and increasing household costs are leaving many on the verge of poverty or homelessness. Existing government and non-profit programs address these issues, but additional capacity is needed, particularly to assist those who may not qualify for existing programs.

The CEF will fund services provided for individuals and families experiencing economic crisis that address basic needs: housing, food, and/or case management services that support the above. Housing means shelter-related needs such as rental assistance, utilities, and mortgage assistance.

Any domestic violence-related housing should apply through the Domestic Violence service category. (Note: no funding is available for services for those who are already homeless.)

### **Afterschool Programs:**

School-aged children and youth only spend 20% of their waking hours at school and numerous national studies have proven the connection between active participation in high-quality afterschool programs and higher levels of school engagement, attendance and performance. But only 10% of MNPS middle-school students, for example, are currently engaged in regular, structured afterschool programming.

The CEF will fund structured out-of-school programs provided to children and youth, pre-K through high school diploma, that promote student success. Program components must provide academic enhancement, life skills, community service, recreation, and/or preparation for post-secondary activities in an intentional and compelling way. Sufficient exposure for success (duration, intensity and breadth) is critical, **at least 3 days per week** over an extended period of time.

An extended period of time is defined as a minimum of 180 hours totally. Examples:  
2 hours/day for 4 days/week for 24 (of the 36) weeks during the school year = 192 hours

8 hours/day for 5 days/week for 5 weeks of summer camp = 200 hours

8 hours/day for 4 days/week for 6 weeks of summer camp = 192 hours

In addition, programs in the Afterschool Program area will be assessed against the five **Program Design Factors, reflecting the \*”Nashville After Zone Alliance Standards of Program Quality” (NAZA)** as follows:

### **Health, Safety and the Environment**

- The program space provides an atmosphere of welcome, comfort, ownership, and respect for youth and their families.

The program supports and protects the physical, mental, social, and emotional health of all youth. Food is well-balanced and nutritious.

### **Relationships**

- All adults use positive behaviors and language, including tone and body language, which reflect appropriate role-modeling and support young people’s growth and potential. Adults are actively involved with youth during programming/activities.
- All adults use positive discipline methods effectively (giving attention to positive behaviors; and redirecting).
- Adults encourage youth to make choices, become more responsible, and build a sense of purpose. Youth interact with each other in positive ways and develop a sense of belonging.

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\* See “Nashville After Zone Alliance Standards of Program Quality” on CEF Website at [http://www.nashville.gov/finance/grants\\_coordination/CEF/index\\_fy13.asp](http://www.nashville.gov/finance/grants_coordination/CEF/index_fy13.asp)

### **Programming and Activities**

- Activities are relevant, engaging, varied, and responsive to the developmental and physical needs, as well as the learning styles, of the age groups being served.
- Activities are well-planned, youth-centered, and culturally-sensitive. Staff and volunteers are well-prepared to lead them.
- Adults are thoughtful about influencing learning and increasing knowledge of youth.

### **Staffing and Professional Development**

- Staff and volunteers are well-prepared to work with youth and their families, through pre-service orientation/training and on-going professional development that supports their own growth and build more effective program practice.
- Program managers assess performance and satisfaction among staff and volunteers, identify needs and facilitate improvement as necessary.

### **Administration**

- Program policies and procedures are responsive to the needs of youth and their families.
- The program builds and sustains partnerships with the community, including schools, government, and non-profit providers.
- The administration provides sound leadership and management, including strategies for continuous program quality improvement.

**Please note:** An important aspect of meeting the NAZA (Nashville After Zone Alliance) standards of quality is program assessment. During the contract period, applicants are encouraged to regularly evaluate their afterschool program to determine and address areas in need of improvement. Suggested methods of evaluation could include the following:

- Participate in assessment-related NAZA training sessions and implement assessment strategies learned (either High Scope's YPQA or the Youth Assets Survey or both)
- Implement an alternative validated program assessment process (that correlates well with the Program Design Factors) and make changes based on the results.

Conduct formal participant (youth and/or family) surveys related to the Program Design Factors at least annually and make changes based on feedback.

## WHO CAN APPLY

In order to submit an application, an organization must comply with all nine criteria listed below:

1. Only organizations with a **non-profit status may apply**. **“Non-profit status” is defined by one of the following:**
  - 501 (c) (3) designation of exemption from federal taxation from the Internal Revenue Service (IRS) as provided by 26 U.S.C.A. or;
  - Incorporation as a non-profit; and the registration identification number provided by the Secretary of State as a Charitable Organization or proof of such exemption as allowed.
2. Organizations must have a completed and updated GivingMatters profile on <http://givingmatters.guidestar.org/> the database of non-profits maintained by the Community Foundation of Middle Tennessee.
3. Organizations must be currently registered with the Tennessee Secretary of State Office to do business in Tennessee, and have filed the necessary report to the Secretary of State’s Office of Charitable Solicitation (unless, according to the organization’s size, it does not meet the threshold requirement).
4. Previous recipients of Metro Direct Appropriations or Community Enhancement Fund grants with unresolved findings resulting from monitoring by the Metro Office of Financial Accountability are not eligible to apply. Previous recipients of Metro CEF grants that have not submitted the Interim Report are not eligible to apply.
5. Organizations must have been in existence (registered with the Secretary of State) for 3 years.
6. Organizations must be delivering services to the citizens of Davidson County.
7. Organizations must have an audit conducted of the latest completed fiscal year by a certified public accountant completed within the preceding 12 months of the application due date. In cases where the fiscal year end does not allow enough time for the completion of the audit by the application date, the previous year’s report would be acceptable if completed within the preceding 12 months of the application date.
8. The total grant funds requested by an organization must not exceed 20% of its total revenues for the fiscal year included in the audit in Item 7.
9. Organizations must have attended a *mandatory* pre-application training meeting at the Howard Office Building, located at 700 Second Avenue South, 37210 on either Wednesday, April 4<sup>th</sup> from 2:00-4:00 p.m. or Thursday, April 5<sup>th</sup> from 9:30-11:30 a.m. Please note: free parking is available behind Lindsley Hall (white building on the Richard Fulton Campus).

## HOW TO APPLY

An organization may apply for funding for one of the three service categories listed below – applications for general operating support or capital improvements will not be considered.

- Domestic Violence
- Community Service
- Afterschool Programs

**APPLICATION FORMS:** Organizations may submit only one application. The FY13 CEF application packet includes the following electronic files, which can be found at:

[http://www.nashville.gov/finance/grants\\_coordination/CEF/recipient\\_toolbox.asp](http://www.nashville.gov/finance/grants_coordination/CEF/recipient_toolbox.asp)

- Cover Sheet
- Program Narrative Template
- Spending Plan
- Spending Plan Narrative

### APPLICATION INSTRUCTIONS:

1. Application forms must be completed on a computer, then printed out when complete.
2. A complete Application Packet consists of the following:
  - a. Cover Sheet (original copy signed by authorized agency official)
  - b. Program Narrative typed on the Program Narrative template
  - c. Spending Plan
  - d. Spending Plan Narrative
  - e. Electronic Copy of Most Recent Agency Audit
3. Complete Items a-d above on computer. Then print out copies of all 4 forms and sign the Cover Sheet where indicated. Submit the original plus 7 copies to the address below.
4. Program Narrative Form: Must be completed on computer on the template provided on the website. Each section of the form allows only the number of keystrokes indicated and applicants are limited by the document formatting to that number of keystrokes. Program Narratives in any other form or format **WILL NOT BE ACCEPTED**.
5. Email an electronic copy of the most recent agency audit to  [fred.adom@nashville.gov](mailto:fred.adom@nashville.gov).

**REQUIRED AUDIT:** Applicants must email an electronic copy of the most recent agency audit (completed within the preceding 12 months, see #7 on page 7) to [fred.adom@nashville.gov](mailto:fred.adom@nashville.gov). by or before 4:30 p.m. on April 27, 2012.

**APPLICATION DEADLINE:** Applications can be hand-delivered or mailed, but must be **received** (not just post-marked) by 4:30 p.m. on April 27, 2012. Applications received after this date and time will be deemed ineligible, no exceptions.

**Applications** should be hand-delivered to:

Metro Nashville Community Enhancement Fund  
c/o Brandie Haywood or Dennise Meyers, Division of Grants Coordination  
700 Second Avenue South, Suite 201, Nashville, TN 37210

Or mailed to:

Metro Nashville Community Enhancement Fund  
c/o Brandie Haywood, Division of Grants Coordination  
P.O. Box 196300, Nashville, TN 37219-6300

**Audits should be emailed to:**

fred.adom@nashville.gov

**Questions** not answered in this Handbook should be sent via email to [dgc@nashville.gov](mailto:dgc@nashville.gov).

Questions with answers will be posted under “Frequently Asked Questions” within 36 hours at: [http://www.nashville.gov/finance/grants\\_coordination/CEF/faq\\_fy13.asp](http://www.nashville.gov/finance/grants_coordination/CEF/faq_fy13.asp)  
(Applicants who *do not have email*, may call in their questions at 880-2640.)

**APPLICATION REVIEW:** After initial staff screening for mandatory minimum eligibility requirements (see attachment A), applications will be further evaluated and scored by a panel of reviewers selected by the Mayor, as recommended by the CEF Steering Committee. Final funding decisions will include giving consideration to the extent to which the beneficiaries of proposed projects may be underserved. “Underserved” may describe the population, geographic area, or specific problem to be addressed by the application being considered.

**COMMUNITY ENHANCEMENT FUND  
FY13 TIMELINE**

**CEF APPLICATION AVAILABLE**

March 29, 2012

**MANDATORY CEF PRE-APPLICATION TRAINING MEETING (choice of one)**

April 4, 2012, 2:00 – 4:00 **OR**

April 5, 2012, 9:30 – 11:30

Both meetings to be held on 1<sup>st</sup> floor of:

Howard Office Building, located at 700 Second Avenue South, 37210.

**CEF APPLICATION DEADLINE**

April 27, 2012, 4:30 p.m.

**NOTIFICATION TO APPLICANTS JUDGED INELIGIBLE**

May 14, 2012

**REVIEWERS READ AND SCORE APPLICATIONS**

May 15-June 4, 2012

**REVIEW PANEL MEETINGS**

June 19-20, 2012

After critical review by the appropriate CEF review panel, funding allocation recommendations are determined based upon application scores and ranking. Recommendations are provided to the Mayor and the Metro Council. Note: Review Panels only *recommend* funding.

**METRO COUNCIL APPROVAL**

The final approval of CEF grant award recipients will take place at the Metro Council meeting on July 17, 2012.

**AWARD NOTIFICATION**

July 23, 2012

Notification advising applicants of grant status will be sent following the Metro Council's final approval of the Metro operating budget.

**GRANT CONTRACT DEVELOPMENT, ACCEPTANCE AND EXECUTION**

July, 2012-September, 2012

The Metro Division of Grants Coordination will contact CEF grant recipients to request submittal of additional documentation, including the following:

- Certifications of Assurances
- Recipient Contact Information Form
- Annual Report (or equivalent)
- Metro Short Vendor Application (if recipient does not already have a Metro Vendor ID Number)
- ACH form for Electronic Payment (if not previously submitted by recipient)

DEADLINE: 4:30, APRIL 27, 2012

The Metro Division of Grants Coordination will develop the grant agreements for approval by both parties.

**GRANT RECIPIENT TRAINING**

July 31, 2012, 9:00-11:00 a.m.

Training for CEF recipients on grant management and accountability, to be held on 1<sup>st</sup> floor of Howard Office Building, located at 700 Second Avenue South, 37210.

## CEF GRANT CONDITIONS

Every CEF grant recipient will be required to comply with the following CEF grant conditions. CEF recipients that fail to comply with these conditions may cause their CEF grant awards to be withheld or terminated.

### **BUDGET LIMITATION:**

Total grant funds requested cannot exceed 20% of the applicant organization's total revenues for the fiscal year represented in its most recent audit. Note—new for FY13. If in-kind figures are included in “total revenues for the fiscal year represented in its most recent audit”, they must be subtracted before the 20% request is calculated. Including the value of in-kind contributions inflates the agency's total revenue and may cause the request to be more than 20% which will render the application ineligible. For example, if an organization's total revenues (not counting in-kind) were \$100,000, that organization may not apply for more than \$20,000 in a CEF grant.

### **ONE APPLICATION ONLY:**

An agency may apply for funding from only one of the three service categories.

### **FUNDING LIMITATIONS:**

CEF Grant Funding can only be used for program-specific operating expenses, not for general agency administrative expenditures. Examples of program-specific operating expenses could include: direct assistance to clients (such as rent or utilities), salaries/benefits of program staff (such as case managers or teachers), or supplies/materials/equipment used in providing services to clients (such as school supplies or food). Some administrative expenditures may be allowable if they are directly related to the CEF-funded program. For example, if the Executive Director spends 20% of his/her time providing direct services under the CEF-funded program or directly supervises program staff providing those services, that percentage of his/her salary would be considered allowable.

### **UNALLOWABLE EXPENSES:**

Can be viewed in the METRO GRANTS MANUAL at:

[http://www.nashville.gov/finance/grants\\_coordination/CEF/recipient\\_toolbox.asp](http://www.nashville.gov/finance/grants_coordination/CEF/recipient_toolbox.asp)

### **GRANT AGREEMENT:**

Details on recipient responsibilities related to the following can be found in Attachment B to this handbook, Community Enhancement Fund Contract Template:

- Recordkeeping
- Financial and Progress Reports
- Legal Compliance
- Public Acknowledgement
- Indemnification
- Lobbying prohibitions

### **GRANT PAYMENTS:**

- Payments for awards of less than \$100,000 will be made quarterly on a cost reimbursement basis.

DEADLINE: 4:30, APRIL 27, 2012

- Payments for awards of \$100,000 or more will be made monthly on a cost reimbursement basis.

#### **REPORTING REQUIREMENTS:**

- Two programmatic reports will be made to explain how the grant has been used on behalf of the citizens of Davidson County. An Interim Program Report is due by February 15, 2013; and a Final Program Report is due within 45 days after the end of the contract term.
- One Annual Expenditure Report will be due within 45 days after the end of the contract term.

#### **CEF POLICIES AND PROCEDURES:**

CEF grant recipients must comply with current CEF Grants policies and procedures. A copy of the CEF Grants Manual is available at:  
[http://www.nashville.gov/finance/grants\\_coordination/CEF/recipient\\_toolbox.asp](http://www.nashville.gov/finance/grants_coordination/CEF/recipient_toolbox.asp)

#### **MONITORING:**

All CEF grant recipients will be monitored at a minimum of once a year. The purpose of this monitoring is to ensure that projects are implemented in a timely manner and in compliance with all applicable requirements.

### **QUESTIONS AND ANSWERS**

**Q: Why don't you know exactly how much is allocated for each Service Category yet? When will you know?**

A: Allocations will not be known until the Mayor finalizes his Budget proposal to Council. The Mayor is to present his Budget to Council in April, and at that time the exact allocations requested by the Mayor will be known. Final Service Category allocations are determined by Metro Council when it passes the Metro Budget by the end of June.

**Q: Where is the application form? I don't see it in this handbook anywhere.**

A: The application packet is available at the CEF Website at:  
[http://www.nashville.gov/finance/grants\\_coordination/CEF/recipient\\_toolbox.asp](http://www.nashville.gov/finance/grants_coordination/CEF/recipient_toolbox.asp)  
 It includes 4 electronic files: the Cover Sheet, Program Narrative Template, Spending Plan, and Spending Plan Narrative. These must be downloaded from the webpage, completed on computer, and printed out prior to signing and submitting.

**Q: Can't I submit my agency audit with my paper documents? I don't have an electronic copy.**

Metro Government is seeking to reduce the amount of paper both used and stored, wherever possible. Applicants who do not have an electronic copy of their audit may request one from their auditor, or have the paper audit scanned and saved as a pdf document at a print service center such as Kinko's.

**Q: When will an organization know if it is approved for funding?**

**A:** The Metro Council makes final decisions regarding funding in the operating budget for the Metro Nashville Government. The Metro Council is expected to approve the FY13 CEF grants on July 17, 2012. All organizations that submit applications will receive timely notifications about their funding status as soon as possible after that time.

**Q: Are indirect costs allowable?**

**A:** Indirect costs may be allowable if the indirect cost rate is supported by an Indirect Cost plan that equitably allocates costs to all programs. If you are requesting that CEF funds be used for indirect costs, you must attach your indirect cost plan to the CEF application. Please note that the Office of Financial Accountability will review your indirect cost plan to determine adequacy and equitable allocation of costs.

**Q: Can an organization apply for capital funding?**

**A:** No, organizations must only apply for program-specific operating funds.

**Q: What if my application is approved but not for the amount requested?**

**A:** Prior to the signing of the Grant Agreement, the CEF grant recipient and the designated representative from Metro Government will discuss changes to the budget and/or selected program.

**Q: If my application gets screened out prior to being sent to the review panel, when and how will I know?**

**A:** The Community Enhancement Fund Steering Committee will make final decisions about application eligibility at a meeting to be held May 10. Screened-out applicants will be notified May 14.

**Q: What if an organization has questions about the application process?**

**A:** Questions may be sent via email to [dgc@nashville.gov](mailto:dgc@nashville.gov). Questions with answers will be posted under "Frequently Asked Questions" within 36 hours at: [http://www.nashville.gov/finance/grants\\_coordination/CEF/faq\\_fy13.asp](http://www.nashville.gov/finance/grants_coordination/CEF/faq_fy13.asp) (Applicants who *do not have email*, may call in their questions at 880-2640.)

**ATTACHMENT A**

(This is the checklist used by DGC staff to confirm applicant eligibility for each CEF application submitted. Applicants may use the form to double-check that they are meeting all the application requirements.)

**COMMUNITY ENHANCEMENT FUND (CEF)  
FY13 ELIGIBILITY CHECKLIST**

**APPLICANT:** \_\_\_\_\_

**SERVICE CATEGORY:** \_\_\_\_\_

**1. STEP ONE (DGC Staff):**

\_\_\_ **One original and seven copies of the following:**

\_\_\_ Application Cover Sheet \_\_\_\_\_

\_\_\_ Program Narrative complete and in correct format \_\_\_\_\_

\_\_\_ Spending Plan \_\_\_\_\_

\_\_\_ Spending Plan Narrative \_\_\_\_\_

**2. STEP TWO (DGC Staff):**

\_\_\_ Current complete GivingMatters Profile \_\_\_\_\_

**3. STEP THREE (DGC Director):**

\_\_\_ Program Proposal meets appropriate Service Category description \_\_\_\_\_

**4. STEP FOUR (Office of Financial Accountability Staff)**

\_\_\_ Application meet the 20% "Request/Total Revenue" ratio \_\_\_\_\_

Maximum applicant would be eligible for based on Total Revenue: \$ \_\_\_\_\_

**Secretary of State – Business Services Division** Review Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Is the non-profit actively registered with the Tennessee Secretary of State Office, Business Services Division as of today? **Yes No**

**Secretary of State – Charitable Solicitations Division** Review Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Did the non-profit meet the threshold requirement to report to the Secretary of State, Charitable Solicitation Division? **Yes No**

If **Yes**, did the non-profit file the required report with the Charitable Solicitation Division? **Yes No**

Audited Financial Statements Review

Does the report meet the required audit standards for Direct Appropriations recipients? **Yes No**

**OFA Overall Conclusion**

Does OFA approve applicant as having met all financial eligibility requirements? **Yes No**

DEADLINE: 4:30, APRIL 27, 2012

**ATTACHMENT B  
CONTRACT TEMPLATE**

**GRANT CONTRACT  
BETWEEN THE METROPOLITAN GOVERNMENT  
OF NASHVILLE AND DAVIDSON COUNTY  
AND  
«Agency\_Name»**

This Grant Contract issued and entered into pursuant to RS2012 - XXXX by and between the Metropolitan Government of Nashville and Davidson County, a municipal corporation of the State of Tennessee hereinafter referred to as "Metro", and «Agency\_Name», hereinafter referred to as the "Recipient," is for the provision of «DscrptnSrvs», as further defined in the "SCOPE OF PROGRAM." The recipient's annual report and audit are incorporated herein by reference.

**A. SCOPE OF PROGRAM:**

A.1. The Recipient shall use the funds to provide services to the citizens of Davidson County. Incorporated into this contract is the program described in Attachment 1, the application submitted by the Recipient and any of its amendments, which is attached hereto and made a part thereof. The Recipient shall work toward the following outcomes:

«Scp\_Pgrm»

A.2. These funds shall be expended consistent with the Spending Plan, included in Attachment 1. The Recipient shall collect data to evaluate the effectiveness of their services and provide those results to Metro as requested.

A.3. The recipient shall utilize Metro funding only for services the Recipient provides to documented residents of Davidson County. Documentation of residency shall be established with a recent utility bill; voter's registration card; driver's license or other government issued-ID; current record from a school showing address; affidavit by landlord; or affidavit by a nonprofit treatment, shelter, half-way house, or homeless assistance entity located within Davidson County. Utilization of Metro funding for services to non-Davidson County residents is unallowable.

A.4. Additionally, the recipient shall collect data on the primary county of residence of the clients it serves and provide that data to Metro, upon request.

**B. GRANT CONTRACT TERM:**

B.1. Grant Contract Term. The term of this Grant shall be for a period of twelve (12) months, commencing on July 1, 2012 and ending on June 30, 2013. Metro shall have no obligation for services rendered by the Recipient which are not performed within this term.

**C. PAYMENT TERMS AND CONDITIONS:**

C.1. Maximum Liability. In no event shall the maximum liability of Metro under this Grant Contract exceed «AmountRecommText» dollars (\$«AmountRecommWritten»). The Grant Spending Plan, attached and incorporated herein as part of Attachment 1, shall constitute the maximum amount to be provided to the Recipient by Metro for all of the Recipient's obligations hereunder. The Grant Spending Plan line items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Recipient.

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

C.2. Compensation Firm. The maximum liability of Metro is not subject to escalation for any reason. The Grant Spending Plan amount is firm for the duration of the Grant Contract and is not subject to escalation for any reason unless the grant contract is amended.

C.3. Payment Methodology. The Recipient shall be compensated for actual costs based upon the Grant Spending Plan, not to exceed the maximum liability established in Section C.1.

«PaymentMethod»

All invoices shall be sent to **Metro Payment Services, PO Box 196301, Nashville TN 37219-6301**. Said payment shall not exceed the maximum liability of this Grant Contract.

C.4. Final Expenditure Report. The Recipient shall submit a final grant expenditure report within 45 days of the end of the Grant Contract. Said report shall be in form and substance acceptable to Metro and shall be prepared by a Certified Public Accounting Firm or the Chief Financial Officer of the Recipient Organization.

C.5. Payment of Invoice. The payment of any invoice by Metro shall not prejudice Metro's right to object to the invoice or any matter in relation thereto. Such payment by Metro shall neither be construed as acceptance of any part of the work or service provided nor as an approval of any of the costs included therein.

C.6. Unallowable Costs. The Recipient's invoice shall be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs. Utilization of Metro funding for services to non-Davidson County residents is unallowable.

C.7. Deductions. Metro reserves the right to adjust any amounts which are or shall become due and payable to the Recipient by Metro under this or any Contract by deducting any amounts which are or shall become due and payable to Metro by the Recipient under this or any Contract.

C.8. Travel Compensation. Payment to the Recipient for travel, meals, or lodging shall be subject to amounts and limitations specified in Metro's Travel Regulations and subject to the Grant Spending Plan.

C.9. Electronic Payment. Metro requires as a condition of this contract that the Recipient shall complete and sign Metro's form authorizing electronic payments to the Recipient. Recipients who have not already submitted the form to Metro will have thirty (30) days to complete, sign, and return the form. Thereafter, all payments to the Recipient, under this or any other contract the Recipient has with Metro, must be made electronically.

D. STANDARD TERMS AND CONDITIONS:

D.1. Required Approvals. Metro is not bound by this Grant Contract until it is approved by the appropriate Metro representatives as indicated on the signature page of this Grant.

D.2. Modification and Amendment. This Grant Contract may be modified only by a written amendment that has been approved in accordance with all Metro procedures and by appropriate legislation of the Metropolitan Council.

D.3. Termination for Cause. Should the Recipient fail to properly perform its obligations under this Grant Contract or if the Recipient violates any terms of this Grant Contract, Metro shall have the right to immediately terminate the Grant Contract and the Recipient shall return to Metro any and all grant monies for services or programs under the grant not performed as of the termination date. The Recipient shall also return to Metro any and all funds expended for purposes contrary

to the terms of the Grant. Such termination shall not relieve the Recipient of any liability to Metro for damages sustained by virtue of any breach by the Recipient.

- D.4. Subcontracting. The Recipient shall not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of Metro. Notwithstanding any use of approved subcontractors, the Recipient shall be considered the prime Recipient and shall be responsible for all work performed.
- D.5. Conflicts of Interest. The Recipient warrants that no part of the total Grant Amount shall be paid directly or indirectly to an employee or official of Metro as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Recipient in connection with any work contemplated or performed relative to this Grant Contract.
- D.6. Nondiscrimination. The Recipient hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Recipient on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification which is in violation of applicable laws. The Recipient shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.7. Records. The Recipient shall maintain documentation for all charges to Metro under this Grant Contract. The books, records, and documents of the Recipient, insofar as they relate to work performed or money received under this Grant Contract, shall be maintained for a period of three (3) full years from the date of the final payment or until the Recipient engages a licensed independent public accountant to perform an audit of its activities. The books, records, and documents of the Recipient insofar as they relate to work performed or money received under this Grant Contract shall be subject to audit at any reasonable time and upon reasonable notice by Metro or its duly appointed representatives. Records shall be maintained in accordance with the standards outlined in the Metro Grants Manual. The financial statements shall be prepared in accordance with generally accepted accounting principles.
- D.8. Monitoring. The Recipient's activities conducted and records maintained pursuant to this Grant Contract shall be subject to monitoring and evaluation by The Metropolitan Office of Financial Accountability or Metro's duly appointed representatives. The Recipient shall make all audit, accounting, or financial records, notes, and other documents pertinent to this grant available for review by the Metropolitan Office of Financial Accountability, Internal Audit or Metro's representatives, upon request, during normal working hours.
- D.9. Reporting. The Recipient shall submit an Interim Progress Report by no later than February 15, 2012 and a Final Program Report within 45 [forty-five] days of the end of the Grant Contract. Said reports shall detail the outcome of the activities funded under this Grant Contract.
- D.10. Strict Performance. Failure by Metro to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this agreement shall not be construed as a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Grant Contract shall be held to be waived, modified, or deleted except by a written amendment by the appropriate parties as indicated on the signature page of this Grant.
- D.11. Insurance. The Recipient agrees to carry adequate public liability and other appropriate forms of insurance, and to pay all applicable taxes incident to this Grant Contract.
- D.12. Metro Liability. Metro shall have no liability except as specifically provided in this Grant Contract.
- D.13. Independent Contractor. Nothing herein shall in any way be construed or intended to create a partnership or joint venture between the Recipient and Metro or to create the relationship of

principal and agent between or among the Recipient and Metro. The Recipient shall not hold itself out in a manner contrary to the terms of this paragraph. Metro shall not become liable for any representation, act, or omission of any other party contrary to the terms of this paragraph.

D. 14. Indemnification and Hold Harmless.

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

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

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

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

D.15. Force Majeure. The obligations of the parties to this Grant Contract are subject to prevention by causes beyond the parties' control that could not be avoided by the exercise of due care including, but not limited to, acts of God, riots, wars, strikes, epidemics or any other similar cause.

D.16. State, Local and Federal Compliance. The Recipient agrees to comply with all applicable federal, state and local laws and regulations in the performance of this Grant Contract.

D.17. Governing Law and Venue. The validity, construction and effect of this Grant Contract and any and all extensions and/or modifications thereof shall be governed by and construed in accordance with the laws of the State of Tennessee. The venue for legal action concerning this Grant Contract shall be in the courts of Davidson County, Tennessee.

D.18. Completeness. This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions of the parties' agreement. This Grant Contract supersedes any and all prior understandings, representations, negotiations, and agreements between the parties relating hereto, whether written or oral.

D.19. Headings. Section headings are for reference purposes only and shall not be construed as part of this Grant Contract.

D.20. Metro Interest in Equipment. The Recipient shall take legal title to all equipment and to all motor vehicles, hereinafter referred to as "equipment," purchased totally or in part with funds provided under this Grant Contract, subject to Metro's equitable interest therein, to the extent of its *pro rata* share, based upon Metro's contribution to the purchase price. "Equipment" shall be defined as an article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds \$5,000.00.

The Recipient agrees to be responsible for the accountability, maintenance, management, and inventory of all property purchased totally or in part with funds provided under this Grant Contract. Upon termination of the Grant Contract, where a further contractual relationship is not entered into, or at any time during the term of the Grant Contract, the Recipient shall request written approval from Metro for any proposed disposition of equipment purchased with Grant funds. All

equipment shall be disposed of in such a manner as parties may agree as appropriate and in accordance with any applicable federal, state or local laws or regulations.

- D. 21. Assignment—Consent Required. The provisions of this contract shall inure to the benefit of and shall be binding upon the respective successors and assignees of the parties hereto. Except for the rights of money due to Recipient under this contract, neither this contract nor any of the rights and obligations of Recipient hereunder shall be assigned or transferred in whole or in part without the prior written consent of Metro. Any such assignment or transfer shall not release Recipient from its obligations hereunder. Notice of assignment of any rights to money due to Recipient under this Contract must be sent to the attention of the Metro Department of Finance.
- D.22. Gratuities and Kickbacks. It shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparations of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore. It shall be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or a person associated therewith, as an inducement for the award of a subcontract or order. Breach of the provisions of this paragraph is, in addition to a breach of this contract, a breach of ethical standards which may result in civil or criminal sanction and/or debarment or suspension from participation in Metropolitan Government contracts.
- D.23. Communications and Contacts. All instructions, notices, consents, demands, or other communications from the Recipient required or contemplated by this Grant Contract shall be in writing and shall be made by facsimile transmission, or by first class mail, addressed to the respective party at the appropriate facsimile number or address as set forth below or to such other party, facsimile number, or address as may be hereafter specified by written notice.

Metro

For contract-related matters:

Division of Grants Coordination  
700 2<sup>nd</sup> Avenue South, Suite 201  
PO Box 196300  
Nashville, TN 37219-6300  
(615) 862-5443 Phone, (615) 880-2800 Fax

For enquiries regarding  
invoices:

Office of Management & Budget  
700 2<sup>nd</sup> Avenue South, Suite 201  
PO Box 196300  
Nashville, TN 37219-6300  
(615) 862-6509, (615) 880-2800 fax

Recipient:

«CEOTitle» «CEOFname» «CEOLname»  
«CEOJobTitle»  
«Agency\_Name»  
«Agency\_Address1 » «Agency\_Address2»  
«City», «State» «Zip»

- D.24. Lobbying. The Recipient certifies, to the best of its knowledge and belief, that:
- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the Recipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, and entering into of any cooperative agreement, and the extension, continuation, renewal,

amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

- b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this grant, loan, or cooperative agreement, the Recipient shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- c. The Recipient shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, subcontracts, and contracts under grants, loans, and cooperative agreements) and that all subcontractors of federally appropriated funds shall certify and disclose accordingly.

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

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THE METROPOLITAN  
GOVERNMENT OF NASHVILLE  
AND DAVIDSON COUNTY:

**RECIPIENT:**

By: \_\_\_\_\_

Title: Chair, Board of Directors

Sworn to and subscribed to before me a Notary  
Public, this \_\_\_ day  
of \_\_\_\_\_, 201\_

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

APPROVED AS TO AVAILABILITY OF  
FUNDS:

Notary Public

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

\_\_\_\_\_  
My Commission expires \_\_\_\_\_ -

APPROVED AS TO FORM AND  
LEGALITY

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

APPROVED AS TO RISK AND  
INSURANCE:

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