

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY



December 11, 2019

Jim McAteer, Board Chair
Walk Bike Nashville
1 South 7th Street
Nashville, TN 37206

Dear Mr. McAteer:

Please find attached the monitoring report of the Walk Bike Nashville relating to the contract it had with the Metropolitan Government of Nashville and Davidson County for the fiscal year ending June 30, 2019.

The Office of Financial Accountability is charged with the responsibility of monitoring grant funds, including Community Partnership Funds, from the Metropolitan Nashville Government to any nonprofit organization. Staff from the Office of Financial Accountability conducted the review on November 07, 2019.

We appreciate the assistance provided by your agency during the course of the review. If you have any questions, please call me at 615-862-6712.

Sincerely,

Kevin Brown, CMFO, CICA, CFE
Finance Manager

cc: Nora Kern, Executive Director, Walk Bike Nashville
Kevin Crumbo, Director of Finance, Department of Finance
Celia Larson, Metro Public Health Department
Dianne Harden, Metro Public Health Department
Bradley Thompson, Metro Public Health Department

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Metropolitan Government of Nashville and Davidson County

WALK BIKE NASHVILLE

◆ **Monitoring Report** ◆

Conducted by



Office of Financial Accountability

December 11, 2019

MONITORING REPORT

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INTRODUCTION

The Office of Financial Accountability (hereinafter referred to as “OFA”) has completed a monitoring review of Walk Bike Nashville. A monitoring review is substantially less in scope than an audit. The OFA did not audit the financial statements and, accordingly, does not express an opinion or any assurances regarding the financial statements of Walk Bike Nashville or any of its component units. The OFA is responsible for the internal monitoring of Metropolitan Government of Nashville and Davidson County (hereinafter referred to as “Metro”) agencies that receive federal and state financial assistance, including cooperative agreements and non-profit organizations that receive appropriations and Community Partnership Funds from Metro government. In summary, any agreement(s) that imposes performance and/or financial requirements on Metro government is subject to review by the OFA.

The purpose of this review was to assess the agency’s compliance with contractual requirements set forth in the following contract with Metro Government:

Contract	Type	Amount	Contract Term	
L-4087 (A-38951)	Community Partnership Funds	\$50,000	July 1, 2018	June 30, 2019

Agency Background

According the Walk Bike Nashville’s website, their mission is “to build a more walkable, bikeable, livable Nashville.” To help accomplish their mission, the Walk Bike Nashville offers multiple programs including: Walk Bike University, Safe Routes to Schools, Special Events, and Community Advocacy.

The Walk Bike Nashville proposed utilizing the Community Partnership Fund grant to further enhance their Safe Routes to School program, which the agency has been offering since 1998. The Safe Routes to School program is part of a national effort designed to increase the amount of student walking and biking to school.

OBJECTIVES, SCOPE AND METHODOLOGY

The objectives of our review were:

- 1) To determine whether the agency had the resources and capacity to administer the grant funds.
- 2) To determine if costs and services were allowable and eligible.
- 3) To verify that program objectives were met.
- 4) To test the reliability of the financial and programmatic reporting.
- 5) To verify contractual compliance.

The scope of our review was limited to the contract term July 1, 2018 through June 30, 2019.

The monitoring review procedures included meeting with agency management and staff, reviewing board minutes and obtaining written representations from management. In addition, we examined certain financial records and supporting documentation necessary to ensure compliance with contractual requirements set forth in contract L-4087 (A-38951). Specific procedures included:

- Interviewing the employees responsible for grant management, financial reporting and accountability.
- Reviewing supporting documentation of expenditures for allowability, necessity and reasonableness.
- Reviewing the agency's general ledger and verifying the accuracy of all invoices submitted to Metro.
- Reviewing documentation to determine that funds were used for intended beneficiaries and expended in accordance with the spending plan of the contract.
- Reviewing documentation to support program activities for consistency with grant requirements.
- Assessing the financial stability of the agency and its ability to continue to administer the grant program funded by Metro.

RESULTS OF REVIEW

SUMMARY OF RESULTS

Criteria	Yes	No
Sufficient Resources and Capacity to Administer Funds?	✓	
Costs and Services Allowable and Eligible?	✓	
Program Objectives Met?		✓
Reporting Requirements Met?	✓	
Compliance with Civil Rights Requirements?	✓	

RESULTS OF REVIEW

The overall results of the monitoring review are provided in this section. Results are based on testwork performed and include conclusions regarding specific review objectives and, if applicable, recommendations for improvement and an action plan for implementation. Where applicable, the Findings and Recommendations section of this report provides more insight into any issues identified below.

1. Sufficient Resources and Capacity to Administer Grant Funds

Our review of the agency's accounting system and the qualifications of the individuals assigned to manage the accounting records indicate that the agency possesses the necessary resources and professional expertise to effectively administer the grant funds.

2. Allowable and Eligible Costs and Services

Our review covered all of the core compliance areas identified by 2 CFR Part 200: *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

Additionally, the Metro Grants Manual requires separate accounting of the Metropolitan Nashville Government grant funds to prevent co-mingling of Metro Funds with other sources of funding. The agency is in compliance with this requirement. Different revenue classes as well as expenditure classes have been established to separately track the sources and amounts of funding. Also, the agency can easily and accurately report their expenses supported by the Metro Appropriation.

Based on our test work, costs and services during the period were allowable and eligible.

3. Program and Performance Objectives

The contract stipulates that the agency shall use the funds to provide the following outcomes:

1. Measurable increase in the number of students at each school walking and biking.

RESULTS OF REVIEW

2. Measurable increase in physical activity by each school community.
3. 95% of all students at each school to have taken part in programming.
4. Measurable improvement in community interest in and perception of walking and biking to each school.
5. A list of key physical and institutional barriers that remains, on and off-site, at each school.
6. Data-led identification of in-school programs that encourage walking and biking, including community specific contexts likely to affect the success of each program across the district.
7. A list of MNPS policies and documents reviewed, with suggestions for safe Routes to Schools-friendly improvements.

Based on our review of program documentation and discussions with staff, one of the seven program performance objectives was not met and the agency was not in compliance with contractual program objectives. See finding #1 in the Findings and Recommendations section of the report for more details.

4. Reliability of Financial and Programmatic Reporting

The contract requires submission of an annual audit report performed by a Certified Public Accountant. The contract also requires the agency to submit to Metro year end reports of the program outcome and a final expenditures report, no more than 45 days after the close of the contract.

We reviewed all applicable financial and programmatic reports required by the contract, including audited financial statements. Based on our review, the agency complied with all financial and programmatic reporting requirements.

5. Civil Rights Requirements

Our review did not reveal anything to indicate that the agency was noncompliant with civil rights requirements. The agency also has necessary written policies and procedures relating to civil rights. The agency has not received any complaints regarding any form of discrimination. Further, civil rights and ADA postings are publicly displayed.

FINDINGS AND RECOMMENDATIONS

1. Program Performance Goals Not Met

Finding

Walk Bike Nashville failed to meet one of the agency's seven contractual program objectives. Per the scope of services, the agency failed to meet the following objective:

1. Measurable increase in the number of students at each school walking and biking.

Based upon documentation provided, the number of students walking and biking at the participating schools decreased between October 2018 and May 2019 instead of increasing.

Recommendation

Management should take the necessary steps to ensure that program objectives are met. Management should further review their objectives to make sure they are reasonable and obtainable.

Corrective Action Plan Required

Please submit a corrective action plan indicating the actions the agency intends to take to correct the finding identified in this report. The corrective action plan should be submitted within 14 days from the report date to the address below:

Metro Public Health Department
Lentz Public Health Center
2500 Charlotte Avenue
Nashville, TN 37209
ATTN: Bradley Thompson