A-37938

GRANT APPLICATION SUMMARY SHEET

Grant Name:	GNRC Transportation Services 19
Department:	SOCIAL SERVICES
Grantor:	U.S. DEPARTMENT OF HEALTH AND HUMAN
Pass-Through Grantor (If applicable):	GREATER N'VILLE REG. COUNCIL
Total Applied	$70,000.00
Metro Cash Match:	$84,389.00
Department Contact:	Lisa Ricketts / Carol Wilson 862-6406
Status:	CONTINUATION

Program Description:
To provide transportation to eligible seniors and handicapped residents in Davidson

Plan for continuation of services upon grant expiration:
This program is partially supported by local funds (in excess of required match). If grant funding were discontinued, the service would be limited to what could be provided with local funds and volunteer services.

APPROVED AS TO AVAILABILITY OF FUNDS:

Director of Finance — Date: 2-8-16

APPROVED AS TO FORM AND LEGALITY:

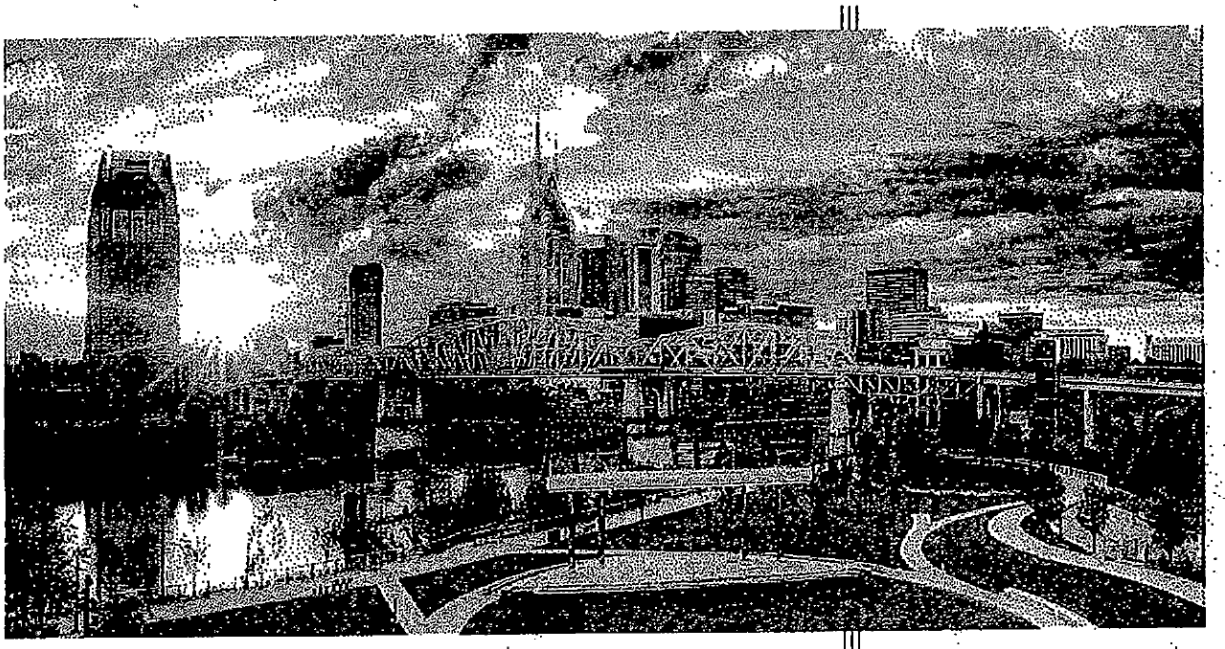
Metropolitan Attorney — Date: 2/7/18

APPROVED AS TO RISK AND INSURANCE:

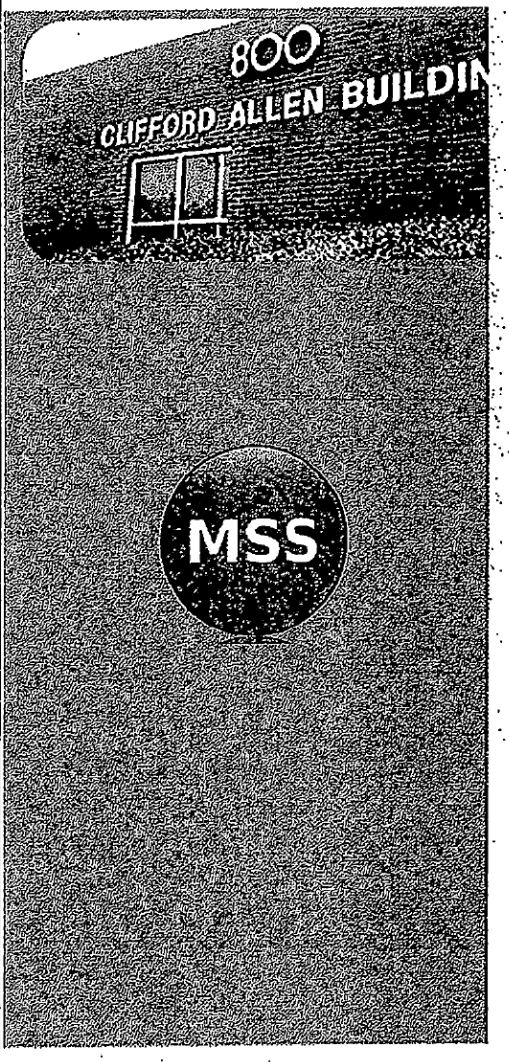
Director of Risk Management — Date: 2/7/16

Metropolitan Mayor — Date: 2.8.18
(This application is contingent upon approval of the application by the Metropolitan Council).

4665



Metropolitan Social Services



Proposal to:

Greater Nashville Regional Council

Proposal For:

Transportation – Tennessee Home and Community Based Services

Presented By:

Metropolitan Social Services
800 2nd Avenue North – Suite 100
Nashville TN 37201

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

Tennessee Home and Community Based Services Network

TRANSPORTATION

TO DELIVER

TRANSPORTATION

Application Deadline: NOON, Friday, February 9, 2018

Contract Period: July 1, 2018 – June 30, 2019*
*GNRC may choose to establish multi-year contracts to cover the full term of the Area Plan. If so, all will be July 1, 2018 – June 30, 2022.

TO APPLY, PLEASE OBSERVE THE FOLLOWING INSTRUCTIONS:

- *Before delivery, be sure the application bears an original, authorized signature.*
- *Maintain a copy of your application for your records.*
- ***Submit a signed and dated original via email to mwade@gnrc.org***

Purpose/Background

Accessible transportation is an important component of community living for older adults. Area Agencies on Aging and Disability (AAAD) contract with senior centers or human resource agencies to provide limited transportation services that assist adults age 60 and over with accessible rides to medical appointments, senior center activities, meal sites, grocery stores, and pharmacies.

Through the Older Americans Act (OAA), Title III, Part B, Section 321 (a) (2), it provides for transportation services to facilitate access to supportive services or nutrition services, and services provided by an area agency on aging, in conjunction with local transportation service providers, public transportation agencies, and other local government agencies, that result in increased provision of such transportation services for older individuals.

General Requirements

The following general requirements apply to transportation services delivered under OAA:

1. The service provider must comply with all federal, state, and local regulations regarding health and safety regulations relating to the transportation of participants.
2. The service provider must provide a 10% local match for all Title III-B funds.
3. The service provider must record participant information using the questions on the Participant Registration Form.

Provision of Services

Assisted Transportation (One Way Trip) - Provision of transportation and assistance, including escort, for a person who has difficulties (physical or cognitive) using regular vehicle transportation.

Transportation (One Way Trip) - Provision of transportation for a person who requires help in going from one location to another using a vehicle. Does not include any other activity.

MEGAN BARRY
MAYOR

RENEE PRATT
EXECUTIVE DIRECTOR

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

METROPOLITAN SOCIAL SERVICES
800 2ND AVENUE NORTH, SUITE 100
NASHVILLE, TENNESSEE 37201

February 9, 2018

Marilyn Wade, Interim Director, Aging and Disability Services
Greater Nashville Regional Council
501 Union Street, 6th Floor
Nashville, TN 37219

Regarding: RFPA for Transportation Services OAA Funding

Please find enclosed our application that is in response to the RFPA for Transportation Services under Older American Act (OAA) funding. We are pleased to work with GNRC to provide transportation services to the frail, elderly population of Nashville / Davidson County.

The Metropolitan Government of Nashville and Davidson County, acting by and through Metro Social Services (MSS) is willing to execute a contract with GNRC for these services if we are selected.

The Metropolitan Council will approve the contract with GNRC on behalf of MSS. Once approved, the contract is signed by appropriate officials, including MSS Executive Director Renee Pratt, and filed with the Metro Clerk.

Thank-you for your consideration,

Renee Pratt. Executive Director
Metro Social Services

cc: Demitria Vaughn, Director of Programs
Carol Wilson, Nutrition Program Manager

Form **W-9**
(Rev. November 2017)
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.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

METROPOLITAN GOVERNMENT OF NASHVILLE & DAVIDSON COUNTY

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☑ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) 3

Exemption from FATCA reporting code (if any) C

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

P O 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. Also see *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	3

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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 ▶ Lisa Ruketts | Date ▶ 1/31/18

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*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

TRANSPORTATION APPLICATION

Applicant Organization Name: **Metro Social Services**

Mailing Address: **800 2nd Avenue North Nashville, TN 37201**

Contact (Name & Title): **Steve Lavigne, Site Monitor or Carol Wilson, Program Manager II**

Email Address: **steve.lavigne@nashville.gov or carol.wilson@nashville.gov**

Telephone: **615-880-2671** Fax: **615-880-2291**

Fiscal Contact (Name & #): **Lisa Ricketts 615-862-6406**

Date of Application: **2/9/2018**

Place of Establishment: **Metro Davidson County**

I. **COVER LETTER - Attached**

a) Cover Letter – At a minimum, this letter must include the following:
- A statement that the accompanying application is in response to this application.
- A statement that the applicant is willing, if selected, to execute a contract with the grantee agency of the Area Agency on Aging and Disability (AAAD).
- A statement identifying the individual(s) authorized to finalize a contract with the grantee agency of the AAAD on behalf of the Applicant.

II. **ORGANIZATIONAL STRUCTURE AND INFORMATION**

Please provide a W-9 - Attached

a) Please indicate the status of your agency (Check all that apply):
- ☐Single purpose agency (Only serving 60 and older)
- ☐Multipurpose agency
- ☐Minority owned/operated
- ☐Small Business
- ☐Women owned/operated
- ☐Faith-based organization
- X None of the above

b) Date Established: Early 1970's and on-going

c) Organizational Capacity (For single organization unit responsible for delivering proposed service(s). **Metro Government Agency – Appendix attached.**
1. Governing Body: *(Describe structure and responsibilities. Provide a list of the present membership of the Board of Directors or other governing body of the applicant. The list must include each member's name, address, sex, race and whether he or she is a person with a disability. Also include the method used for selecting and replacing board members.)*
2. Organizational Chart: (For single organization unit responsible for delivering proposed service(s).) **Metro Government Agency – Appendix attached.**

3. Experience: (Describe within two pages organizational experience in working with older persons and/or adults with disabilities.)

Metro Social Services' Nutrition program have been providing congregate and home delivered meals (HDM) since the early '70's under the guidelines of the Older Americans Act (OAA) Title III and Tennessee Commission on Aging and Disability (TCAD) policies and procedures. Eligibility for participation in the congregate meal program is based on age. Participants must be at least 60 years of age, or must be the spouse of someone 60 years or older. Disabled persons under 60 years of age who reside in a senior high-rise development where congregate meals are served are eligible to participate. Eligibility requirements for home delivered meals must be age 60 or older, confined to home (illness, incapacitation or disability, unable to prepare own meals, lack of family support and must live in Davidson County for both programs.

During this fiscal year July 1, 2017 to December 31, 2017 Metro Social Services provided 41,542 units of congregate meals to approximately 600 (unduplicated) seniors, and 32,573 units of home delivered meals to approximately 300 (unduplicated)seniors.

For fiscal year July 1, 2017 to December 31, 2017 Metro Social Services provided 3,898 round trips to 74 customers in need of transportation services to and from congregate meal sites, critical medical appointments, shopping, and other community events.

The Metro Social Services Nutrition program is aimed at promoting better health among the older segment of the population through improved nutrition, providing opportunities for socializing through a wide range of activities, including crafts, board games, and discussion groups. We aim to reducing the isolation of the elderly by offering an opportunity to live their remaining years in dignity.

Metro Social Services Nutrition program will ensure that eligible seniors and disabled persons are provided with nutritionally sound home delivered and congregate meals that are served in designated community centers, senior citizens centers, and other public and private facilities throughout Davidson County.

d) Personnel:
   1. Identify the key personnel who will be involved with the program.
      Key Personnel- Steve Lavigne- Site Monitor

III. TARGETING

a) OAA funds are used to serve individuals 60 years of age and older; however, its focus should be on serving persons with the greatest social or economic need. The table below indicates the demographics for the district for which the applicant is applying to serve.

GNRC						
	Population		Language	Poverty		Rural
Geography	60+ Population	60+ Minority population	% of individuals ages 65+ who speak only language other than English At Home	% of individuals ages 65+ who are below 100% FPL	% of individuals ages 65+ who are below 100% FPL	% of all 65 who are Rural
Cheatham County	9,084	375	2.20%	7.83%	0.59%	82.96%
Davidson County	116,847	35,254	5.84%	8.80%	3.88%	3.41%
Dickson County	12,410	720	2.70%	8.96%	0.88%	67.75%
Houston County	2,585	175	2.04%	12.63%	1.25%	100.00%
Humphreys County	5,435	249	1.04%	8.62%	0.60%	82.49%
Montgomery County	28,411	6,592	7.32%	7.32%	2.34%	19.74%
Robertson County	16,056	1,502	1.58%	9.18%	1.33%	53.24%
Rutherford County	50,048	7,757	4.82%	7.30%	1.62%	17.02%
Stewart County	4,124	253	5.01%	17.45%	2.53%	100.00%
Sumner County	40,391	3,353	2.53%	5.80%	0.59%	27.88%
Trousdale County	2,006	290	0.00%	11.23%	2.92%	100.00%
Williamson County	43,011	3,734	4.19%	4.83%	0.72%	19.39%
Wilson County	29,746	2,438	2.17%	6.62%	1.22%	38.47%

b) Explain, in detailed narrative format, the applicants ability to reach the following individuals considering the demographics listed above:
   1. Low Income
   2. Low Income Minority
   3. Rural
   4. English Limitation

Metro Social Services will assure that the target populations of low income, low income minority, and English Limitations residing in Davidson County will be informed that AOA funded services cannot be denied to an eligible participant due to inability to pay.

Metro Social Services will inform the general public through health fairs, residents meetings, pamphlets, open house, and other community events of program policy of no fees for services, but donations are accepted based on contribution schedule.

Listed below are examples of specific activities that will be used to assure service is targeted to each of the above listed populations.

- Transportation to and from congregate meal sites
- Transportation to and from ongoing critical medical appointments
- Transportation to and from the MSS annual volunteer banquet
- Transportation to and from planned field trips

Attachment 1

TRANSPORTATION - SCOPE OF WORK

I. **STATUS PLAN/TARGETING**

	Approximate Number of Individuals 60+ to be Served Yearly	Average # of Rides
Total Unduplicated Individuals	74	197
Low Income	33	
Low Income Minority	28	
Rural	N/A	
English Limitation	5	

II. **PROVISION OF SERVICES**

Explain, in detailed narrative format, the types of transportation that will be provided.

The purpose of the Metro Social Services transportation service is to provide a means of transportation for persons with the greatest social or economic need, and persons that are aged 60 and older who requires help in going from one location to another, using a service provider vehicle (Metropolitan Transit Authority). Transportation resources are needed to meet activities of daily living, for examples, essential medical and other health care related appointments, meal sites, pharmacies, grocery shopping and socialization activities.

Metro Social Services will coordinate transportation services with Metropolitan Transit Authority to assist in transporting elderly participants (low income, low income minority, and English limitation) to and from critical medical health appointments, congregate meal sites, and other socialization activities.

Trip priorities will be established to and from critical medical appointments, congregate meal sites and socialization activities in the event that all participants requesting service cannot be served.

Participants receiving transportation services will not be charged a fee, an opportunity will be provided to make a contribution for service.

Metro Social Services will comply with all Federal, State, and Local regulations regarding health and safety regulations relating to the transportation of participants.

Metro Social Services will maintain case records with participant's information using the questions on the Participant Registration Form. Case records will be retained for five years including the current year of approval of the RFP.

Congregate Meal Sites

Metro Social Services
Senior Nutrition Program

Location of Services	# of Meals Served	Days/Hours of Services	Staff Assigned to Site- Phone #
Chippington Towers I 1310 Coreland Drive Madison, Tn. 37115	(20)	All Sites operation hours are 9:00 a.m. – 1:30 p.m.	Manager at Tower 615-265-7920 & Volunteers
Chippington Towers II 1310 Coreland Drive Madison, Tn. 37115	(40)	All Sites operation hours are 9:00 a.m. – 1:30 p.m.	Nikki Wakefield 615-612-3408 OR 615-601-7749
Cohn Community Center 4805 Park Ave Nashville, Tn. 37209	(22)	All Sites operation hours are 9:00 a.m. – 1:30 p.m.	Judy Redmon-Coordinator Fax- 615-298-8455 Cell-615-269-4565
Cumberland View Towers (basement) 1201 Cheyenne Blvd. Madison, Tn. 37115	(45)	All Sites operation hours are 9:00 a.m. – 1:30 p.m.	Rene Ballard Fax-615-860-1628 Cell-615-601-7917
Dandridge Towers 1st. Floor. 431 Ocala Drive Nashville, Tn.	(50)	All Sites operation hours are 9:00 a.m. – 1:30 p.m.	Bambi Worden Fax 615-880-1369 Cell 615-601-7613
East Park Community Center 601 Russell Street Nashville, Tn. 37206	(40)	All Sites operation hours are 9:00 a.m. – 1:30 p.m.	Frankie Webster Fax 615-2267 615-927-4979
Elizabeth Community Center 1701 Arthur Street Nashville, Tn. 37208	(35)	All Sites operation hours are 9:00 a.m. – 1:30 p.m.	Brandiesha Mitchell Fax- 615-862-2340 Cell-615-601-7656
Fifty Forward- Bordeaux 3315 John Mallette Nashville, Tn. 37218	(15)	All Sites operation hours are 9:00 a.m. – 1:30 p.m.	Dorothy Brown 615- 248-2272 Cell- 615-545-8649
Hadley Park Center 1037 28th Ave. North Nashville, Tn. 37208	(25)	All Sites operation hours are 9:00 a.m. – 1:30 p.m.	Vester Person Fax-615-880-2290 Cell-615-601-7698
Hickory Hollow Towers 100 Curtis Hollow Rd Antioch, Tn. 37013	(45)	All Sites operation hours are 9:00 a.m. – 1:30 p.m.	Lovelyn Hatchett Fax- 615-731-3739 Cell- 615-601-7674
Madison Senior Station 301 Madison Street Madison, Tn. 37115	(30)	All Sites operation hours are 9:00 a.m. – 1:30 p.m.	Patricia Cullom 615-860-7180 615-601-7907
Nashville Christian Towers 6th Floor 608 Foothill Court Nashville, Tn. 37210	(35)	All Sites operation hours are 9:00 a.m. – 1:30 p.m.	Ruth Berhe Fax-615-399-7934 Cell 615- 601-7869
Old Hickory Towers 930 Industrial Blvd. Old Hickory, Tn. 37138	(40)	All Sites operation hours are 9:00 a.m. – 1:30 p.m.	(Volunteers) & Steve Lavigne Site Monitor 615-830-0822
Trevecca Towers I 1st floor 60 Lester Avenue. Nashville, Tn. 37210	(55)	All Sites operation hours are 9:00 a.m. – 1:30 p.m.	Tamara Sutton Fax -615-9561 Cell-601-7768.

AUTHORIZATION FOR SUBMISSION

On this the 5TH day of FEBRUARY, 2018

METRO SOCIAL SERVICES
{Name of Applicant Organization}

Is submitting this application to become an approved provider

Louie Bratt
Executive Director / CEO / President Applicant Organization

2/2/18
Date

William R Bar
Chairman, Governing Body

2-2-18
Date

Service Provider Metro Social Services
For the Period 07/01/18 - 06/30/19
Date Submitted 02/09/18

SERVICE PROVIDER BUDGET

		Total Budget	Cost by Service/Program Category		
			Service #1	Service #2	Service #3
PART A EXPENDITURES:			Transportation		
1	Salaries and Wages	$46,798	$46,798	$0	
2	Employee Benefits & Payroll Taxes	18,251	18,251	0	
3	Total Personnel Expenses:	65,050	65,050	0	0
4	Professional Fees	0			
5	Supplies	321	321		
5a	Food (Nutrition Use Only)	0			
6	Telephone	564	564		
7	Postage and Shipping	0			
8	Occupancy	0			
9	Equipment Rental & Maint.	23	23		
10	Printing and Publications	14	14		
11	Travel	54,319	54,319		
12	Conferences and Meetings				
13	Interest				
14	Insurance				
15	Contracted Services	722	722		
16	Specific Assist. to Individuals				
17	Depreciation				
18a	Other Non-Personnel Expenses				
18b	Purchase of fixed assets				
18c	Special Events/Fundraising	0			
18d	Misc.				
19	Total Non-Personnel Expenses:	55,964	55,964	0	0
20	Reimbursable Capital Purchases				
21	Total Direct Program Expenses	121,013	121,013	0	0
22	Administrative Costs	33,375	33,375		
23	Total Direct and Administrative	154,389	154,389	0	0
24	In-Kind Contributions				
25	Total Expenses	$154,389	$154,389	$0	$0
PART B REIMBURSABLE PROGRAM FUNDS:					
31	Reimbursable Title III C Funds	$0			
31a	Reimbursable Title III B Funds	77,000	$77,000		
32	Reimbursable State Funds	0			
33	Total Reimbursable Program Funds				
MATCHING REVENUE FUNDS:					
34	Other Federal Funds (USDA)	0			
35	Other State Funds (HCBS)	0			
36	Other Government Funds	0	0		
37	Cash Contributions (Non-Gov't)				
38	In-Kind Contributions	0			
39	Program Income	0			
40	Other Matching Revenue	77,389	77,389		
41	Total Matching Revenue Funds				
42	Other Program Funds	0	0	0	
43	TOTALS REVENUES	$154,389	$154,389	$0	$0

Service Provider	**Metro Social Services**
For the Period	**07/01/18 - 06/30/19**
Date Submitted	**02/09/18**

SERVICE PROVIDER PERSONNEL COST SCHEDULE

TITLE OF POSITION	NAME		Gross Salaries	Gross Benefits	Transportation			Service #2			Service #3	
					%	Salaries	Benefits	%	Salaries	Benefits	%	Salaries
Site Coordinator	Babb	Susie	959	192		0	0		0	0		
Site Coordinator	King	Ruby	959	192		0	0		0	0		
Site Coordinator	Ballard	Renee	21,415	8,352	20%	4,283.00	1,670.37		0	0		
Site Coordinator	Berhe	Hiruth	20,189	7,874		-	-		0	0		
Site Coordinator	Hatchet	Lovelyn	18,972	7,399	20%	3,794.40	1,479.82		0	0		
Site Coordinator	Mitchell	Brandiesha	19,558	7,628		-	-		0	0		
Site Coordinator	Person	Vester	22,025	8,590		-	-		0	0		
Site Coordinator	TBD		18,000	7,020		-	-		0	0		
Site Coordinator	Sutton	Tamara	22,032	8,592		-	-		0	0		
Site Coordinator	TBD		18,000	7,020		-	-		0	0		
Site Coordinator	Wakefield	Nikki	19,571	7,633		-	-		0	0		
Site Coordinator	Worden	Bambi	20,187	7,873		-	-		0	0		
Site Coordinator	TBD		38,640	15,070	10%	3,864.00	1,506.96		0	0		
Site Coordinator	TBD		38,640	15,070	10%	3,864.00	1,506.96		0	0		
Van Driver	Eakes	Melinda	36,916	14,397		-	-		0	0		
Van Driver	Jones	Robert	33,885	13,215	20%	6,777.00	2,643.03		0	0		
OSS 1	Buchanan	Margaret	43,398	16,925	30%	13,019.40	5,077.57		0	0		0
Site Monitor	Lavigne	Steve	45,951	17,921	10%	4,595.10	1,792.09		0	0		0
Program Super	Patterson	Krishauna	57,006	22,232	5%	2,850.30	1,111.62		0	0		0
SW 3	Ramsey	Terry	58,195	22,696		-	-		0	0		0
Prog Mngr 2	Wilson	Carol	75,017	29,262	5%	3,750.85	1,463.08		0	0		0
	TOTALS		$629,515	$245,151	xxxxxxxx	46,798.05	18,251.49	xxxxxxxxx	$0	$0	xxxxxxxxx	$0

Metro Social Services
For the Period 07/01/18 - 06/30/19
Date Submitted 02/09/18

Service Provider Matching Revenues and Other Program Funds
Source and Narrative

Source	Total Budget	Transport	Service #2	Service #3
Other Federal Funds				
	$0		$0	
Subtotal	$0	$0	$0	
Other State Funds				
	$0			
Subtotal	$0		$0	
Other Government Funds				
Metro match	$7,000	7,000		
Metro match	$77,389	77,389		
Subtotal	$84,389	$84,389	$0	$0
Cash Contributions (non-Gov't)				
Subtotal				
In-Kind Contributions				
In Kind	$0			
Subtotal	$0	$0	$0	
Program Income				
Program Income	$0			
Subtotal	$0	$0		
Other Matching Revenue				
Subtotal				
TOTAL MATCHING REVENUES	$84,389	$84,389	$0	$0
Other Program Funds				
	$0	$0	$0	
TOTAL OTHER PROGRAM FUNDS	$0	$0	$0	$0

Service Provider	Metro Social Services	Budget Section
For the Period	07/01/18 - 06/30/19	Page 4 of 4
Date Submitted	02/09/18	

BUDGET NARRATIVE

Provide detail explanations and calculations for every item of proposed expenditure covered by this budget.

Transportation Programs

Salaries and Wages	$46,798	Calculated using the pay plan approved by the Metro Council
Fringe Benefits	18,251	Calculated based actuals
Professional fees	-	Food service permits; software license
Supplies	321	Office supplies
Food	-	Food purchases and preparation
Telephone	564	Office telephone services and cell phones
Equipment Rental	23	Copier lease
Printing/Publications	14	Stationary, forms and subscriptions
Travel	54,319	Charges for bus service, local transport
Contracted Services	722	Central charges; dietician
Special Events	-	Volunteer banquet and awards
Admin Costs	33,375	overhead @ 27.58% - see indirect cost plan
Total Direct Expenses	$154,389	

Service Provider	Metro Social Services		Budget Section
For the Period	07/01/18 - 06/30/19		Page 5 of 5
Date Submitted	02/09/18		

INDIRECT COST PLAN

Attach copies of the latest approved indirect cost rate.

available upon request

Table of Contents

Section 1 - Introduction

Section 2 - Certifications

Section 3 - Organization Chart

Section 4 - Reconciliation Schedule & Indirect Cost Rate Base

Section 5 - Indirect Cost Rate Proposal

Section 6 - Departmental Cost Allocation Plan

Section 7 - Agency Program Listing

Nashville-Davidson, Tennessee
Social Services

Federal 2 CFR Part 200
Indirect Cost Rate Proposal

Based on Actual Expenditures for the Fiscal Year Ended June 30, 2016

MGT
CONSULTING GROUP
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Wichita, Kansas 67235
(316) 214-3163
www.mgtconsulting.com

Section 1
Introduction

Introduction

The enclosed Indirect Cost Allocation Plan identifies the costs of indirect services provided to the Nashville-Davidson, Tennessee Social Services Department based on actual expenditures for fiscal year 2016. MGT Consulting Group (MGT) prepared these documents at the request of Nashville-Davidson. The Cost Allocation Plan is used to claim indirect costs as charges against awards (grants) and other outside funding sources.

These documents are prepared in compliance with 2 CFR Part 200. Nashville-Davidson personnel provided the expenditure and allocation data to MGT consultants. MGT consultants then prepared the Cost Allocation Plan utilizing multiple allocation basis method with a double step-down calculation methodology.

Federal Approval of Indirect Cost Rates

This Indirect Cost Rate Proposal does not require federal approval prior to use. 2 CFR Part 200 requires government agencies or departments to submit indirect cost rates only if the department the rate is for receives more than $35 million in direct federal funding annually. The **Social Services** department receives less than $35 million in direct federal funding annually.

The relevant sections of 2 CFR Part 200 are included in the paragraphs that follow:

Appendix VII to Part 200, Paragraph D.1.b. A governmental department or agency unit that receives more than $35 million in direct Federal funding must submit its indirect cost rate proposal to its cognizant agency for indirect costs. Other governmental department or agency must develop an indirect cost proposal in accordance with the requirements of this Part and maintain the proposal and related supporting documentation for audit. These governmental departments or agencies are not required to submit their proposals unless they are specifically requested to do so by the cognizant agency for indirect costs. Where a non-Federal entity only receives funds as a subrecipient, the pass-through entity will be responsible for negotiating and/or monitoring the subrecipient's indirect costs.

Reading the Cost Allocation Plan

Overview

The Federal 2 CFR 200 Cost Allocation Plan is a document that distributes, or allocates, indirect costs. Indirect costs are those costs incurred by Nashville-Davidson divisions and departments that benefit other divisions and departments. Examples of indirect costs are personnel, purchasing, human resources and the Finance Department.

The primary purpose for preparing the Cost Allocation Plan is to (1) identify the appropriate division and department indirect costs and (2) calculate corresponding indirect cost rates if needed.

The significant steps involved in preparing the Cost Allocation Plan include the following:

- Identify the divisions and departments that provide support to other divisions and departments. These divisions and departments are referred to as central service or allocating departments.

- Identify the divisions and departments that receive support from other divisions and departments. These departments are referred to as grantee or receiving departments.

- Accumulate the allowable actual expenditures of the divisions and departments that provide support to other divisions and departments.

- Distribute, or allocate, the allowable expenditures of the divisions and departments that provide support to other divisions and departments based on available, meaningful, measurable and auditable allocation statistics that match the service provided to the service received.

Process

A double-step down allocation methodology is used to allocate the allowable costs of the central service divisions and departments. This methodology recognizes the cross support provided between central service divisions and departments. For example, accounting supports the information systems department by providing payroll, paying vouchers and

preparing a budget. However, the information systems department also supports accounting, by providing software and hardware support and by maintaining and administering various applications and systems.

The double-step down methodology requires an initial sequencing of allocating divisions and departments. In the first step of the double-step methodology, allowable costs from central service divisions and departments are allocated in the sequence selected to all divisions, departments and funds; including to other central service divisions and departments. The second step in the double-step down methodology is made to fully account for the cross support provided between central service divisions and departments. Central service divisions and departments are closed after the second step in the double-step down allocation methodology.

Sections

Table of Contents

The first few pages of the Cost Allocation Plan are the Table of Contents. The column on the left side of the pages lists the central service, or allocating, divisions and departments. Each central service division and department is broken down into functions. Functions are the specific services provided by a particular division and department. The middle column lists the allocation base for each corresponding function. The column on the right side of the pages is the applicable page number.

Summary Schedule

The next few pages of the Cost Allocation Plan are the Summary Schedule. The Summary Schedule identifies the total dollar amount allocated from every allocating division and department to every receiving division and department. Allocating divisions and departments are listed down the left column and receiving divisions, departments and funds are listed across the top of each page.

Detail Schedules

The remaining pages of the Cost Allocation Plan are the detail schedules for every central service division and department. The detail schedules for each central service division and department are structured in the following format.

Narrative - Lists the division and department name, provides a brief description of the activities performed, along with identifying the functions and the corresponding allocation base.

Departmental Costs (A) – Lists the actual expenditures for that division and department.

Incoming Costs (B) – Represents the support costs coming into the division and department from other allocating divisions and departments.

Total Allocated (C) - The total amount allocated for that division and department. This amount is found at the end of the Incoming Costs schedule.

Function Allocations - The distribution, or allocation, of the Total Allocated costs by function.

Allocation Summary – Shows the summary of allocated costs by function.

Section 2
Certification of Indirect Costs

Certificate of Indirect Costs

Nashville-Davidson, Tennessee

Social Services

Fiscal Year July 1, 2015 through June 30, 2016

This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal based on actual costs for FY 2016 (July 1, 2015 through June 30, 2016) to establish billing or final indirect costs rates for FY 2018 (July 1, 2017 through June 30, 2018) are allowable in accordance with the requirements of the Federal award(s) to which they apply and 2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards". Unallowable costs have been adjusted for in allocating costs as indicated in the indirect cost proposal.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Government Unit: **NASHVILLE-DAVIDSON, TENNESSEE**

Signature: Renee Pratt

Name of Official: Renee Pratt

Title: Executive Director

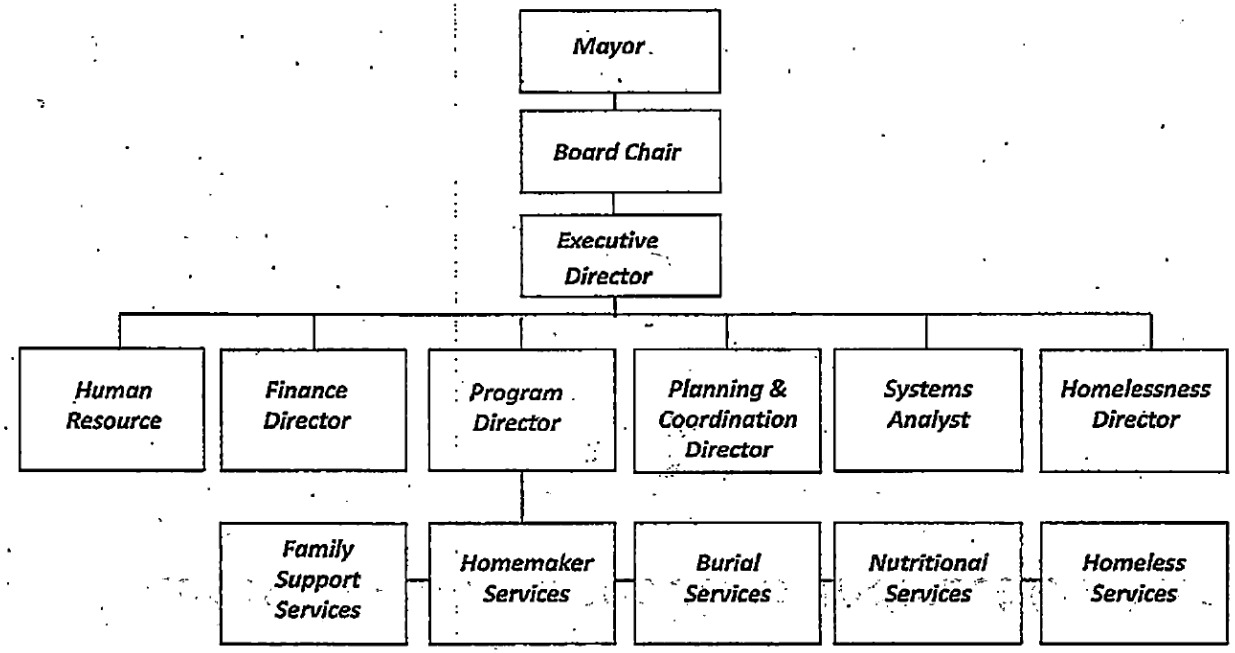
Date of Execution: 4/28/17

Section 3
Organization Chart

Section 4
Reconciliation Schedule & Indirect Cost Rate Base

Metro Social Services

Division and Function Organizational Chart



NASHVILLE-DAVIDSON COUNTY, TENNESSEE
2 CFR PART 200 COST ALLOCATION PLAN CONTROL SCHEDULE
FY 2016 ACTUAL EXPENDITURES
SOCIAL SERVICES

MGT Index Combo — 87 - Social Services

Sum of Total Expense Fund Combo	SO Combo	ICRP Object Category Salaries	Fringe Benefits	Other Operating	Non Operating	Grand Total	
10101 - GSD General	37121000 - SOC Homeless Services Program	348,018	137,721	18,710		504,449	
	37121100 - SOC Support Homelessness Comm	306,025	102,873	1,106,215		1,515,113	
	37122200 - SOC Homemaker Program	473,599	222,965	32,448		729,012	
	37122300 - SOC Nutrition Program			(1,439)	695,306	693,867	
	37122400 - SOC Family Services	801,756	313,395	237,266		1,352,417	
	37122500 - SOC Burial Assistance Program	53,963	19,262	325,780		399,004	
	37123000 - SOC Planning & Coordination Pr	441,736	162,718	23,437		627,891	
	37125200 - SOC Executive Leadership	496,064	167,252	66,106		729,421	
30003 - General Fund 4% Reserve	37201000 - 4% SOC Social Services						exclude
30007 - Social Services Donations				7,162		7,162	
30137 - SOC MHC Special Donations				153,071		153,071	
32137 - Social Srv Homelessness Grant	37312400 - SOC CABHI Grant			484,867		484,867	
32237 - Social Services Grant Fund	37322300 - SOC Nutrition Program	532,848	297,328	901,137		1,731,313	
40009 - GSD FY10 Capital Projects Fund	37401010 - SOC Bordeaux Cemetery Property						
90241 - GSD General Fixed Assets	1700308 - ADM WEL Fixed Assets			1,577,659		1,577,659	
Grand Total		3,454,008	1,423,514	4,932,419	695,306	10,505,247	

exclude

Administrative Cost Pool(s)

NASHVILLE-DAVIDSON COUNTY, TENNESSEE

2 CFR PART 200 COST ALLOCATION PLAN CONTROL SCHEDULE

FY 2016 ACTUAL EXPENDITURES

SOCIAL SERVICES

MGT Index Combo 87 - Social Services
BU Combo 37125200 - SOC Executive Leadership

MGT - Obj Category	Obj Acct	Object Account Description	Sum of Total Expense	Direct Allocation
1 - Salary			496,064	
2 - Fringe Benefits			167,252	
502 - Contract Svcs	502105	Cable Television	404	
	502229	Mngt Cnsltnt Srvc		
	502314	Pre-Employement Checks	1,412	
	502331	Temporary Service	276	
	502451	Employee Out-of-town Travel	1,370	
	502453	Employee Local Travel/Park	716	
	502503	Cell Phone Service	649	
	502701	Printing/Binding	708	
	502801	Advertising & Promot'n	902	
	502851	Subscriptions	400	
	502883	Registration	1,288	
	502884	Membership Dues	755	
	502951	Info Systems Charge	21,900	
	502957	Telecmmnct'n Charge	4,542	
	502983	Surplus Property	100	
502 - Contract Svcs Total			35,422	
503 - Supplies	503050	Host & Hostess	1,841	
	503100	Offc & Admin Supply	10,221	
	503120	Computer Software	328	
	503130	Computer Hardware <$10K	3,516	
	503150	Furniture/Fixtures<$10K	2,267	
	503200	HHold & Jnitr Supply	87	
	503210	Food & Ice	6,683	
	503320	Uniforms/Work Related Items	1,930	
503 - Supplies Total			26,873	
505 - Other Exp	505231	Rent Building & Land	1,794	
	505233	Rent Equipment	1,287	
	505252	Software License	90	
	505254	Drug Test Fee	588	
	505331	Employee Award/Gift	52	
505 - Other Exp Total			3,811	
Grand Total			729,421	

NASHVILLE-DAVIDSON COUNTY, TENNESSEE

2 CFR PART 200 COST ALLOCATION PLAN CONTROL SCHEDULE

DISTRIBUTION OF DIRECT EXPENDITURES

FY 2016 TOTAL MODIFIED DIRECT COSTS RATE BASE

SOCIAL SERVICES

Fund Combo	Security Combo	MTDC Rate Base	Value of Volunteer Services	Adjusted MTDC Rate Base
10101 - GSD General	37121000 - SOC Homeless Services Program	504,449		504,449
	37121100 - SOC Support Homelessness Comm	1,515,113		1,515,113
	37122200 - SOC Homemaker Program	729,012	99,334	828,346
	37122300 - SOC Nutrition Program	(1,439)		(1,439)
	37122400 - SOC Family Services	1,352,417		1,352,417
	37122500 - SOC Burial Assistance Program	399,004		399,004
	37123000 - SOC Planning & Coordination Pr	627,891		627,891
30003 - General Fund 4% Reserve		exclude		exclude
30007 - Social Services Donations		7,162		7,162
30137 - SOC MHC Special Donations		153,071		153,071
32137 - Social Srv Homelessness Grant		484,867		484,867
32237 - Social Services Grant Fund		1,731,313		1,731,313
40009 - GSD FY10 Capital Projects Fund		exclude		exclude
90241 - GSD General Fixed Assets		exclude		exclude
		7,502,861	99,334	7,602,195

Section 5
Indirect Cost Rate Proposal

NASHVILLE-DAVIDSON COUNTY, TENNESSEE

2 CFR PART 200 COST ALLOCATION PLAN CONTROL SCHEDULE

INDIRECT COST RATE CALCULATION

SOCIAL SERVICES

Fund Combo	Security Combo	Adjusted MTDC Rate Base	Indirect Costs	Indirect Cost Rate
10101 - GSD General	37121000 - SOC Homeless Services Program	504,449	124,405	24.66%
10101 - GSD General	37121100 - SOC Support Homelessness Comm	1,515,113	373,651	24.66%
10101 - GSD General	37122200 - SOC Homemaker Program	828,346	179,786	21.70%
10101 - GSD General	37122300 - SOC Nutrition Program	(1,439)	171,119	0.00%
10101 - GSD General	37122400 - SOC Family Services	1,352,417	333,527	24.66%
10101 - GSD General	37122500 - SOC Burial Assistance Program	399,004	98,401	24.66%
10101 - GSD General	37123000 - SOC Planning & Coordination Pr	627,891	154,848	24.66%
30003 - General Fund 4% Reserve		exclude		exclude
30007 - Social Services Donations		7,162	1,766	24.66%
30137 - SOC MHC Special Donations		153,071	37,750	24.66%
32137 - Social Srv Homelessness Grant		484,867	119,576	24.66%
32237 - Social Services Grant Fund		1,731,313	426,969	24.66%
40009 - GSD FY10 Capital Projects Fund		exclude		exclude
90241 - GSD General Fixed Assets		exclude		exclude
		7,602,195	**2,021,797**	**26.59%**

Section 6
Departmental Cost Allocation Plan

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Schedule Description	Allocation Basis Units	Allocation Basis Source	Page #
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1 Employee Support	Actual Expenditures Per Organization (per Dept request)	Expenditure Summary Report	8
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YTD DEPRECIATION			11
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SOC EXECUTIVE LEADERSHIP			16
3 Department Costs			17
3 Incoming Costs			18
3 SOC Admin	Actual Expenditures Per Organization	Expenditure Summary Report	19
3 Allocation Summary			20

NASHVILLE-DAVIDSON, TENNESSEE // SOCIAL SERVICES
2 CFR PART 200 COST ALLOCATION PLAN

Summary Schedule

Department	10101-37121000 Homeless Services	10101-37121100 Support Homelessnes	10101-37122200 Homemaker Program	10101-37122300 Nutrition Program	10101-37122400 Family Services	10101-37122500 Burial Assistance	10101-37123000 Planning & Coordination	30007 Social Services Donations	30137 MHC Special Donations	32137 Social Services Homelessnes s Grant
1 2 CFR PART 200 LOCAP COSTS	$73,025	$219,331	$105,533	$100,446	$195,779	$57,761	$90,895	$1,037	$22,159	$70,190
2 YTD DEPRECIATION	0	0	0	0	0	0	0	0	0	0
3 SOC EXECUTIVE LEADERSHIP	51,380	154,320	74,253	70,673	137,749	40,640	63,953	729	15,591	49,385
Total Current Allocations	$124,405	$373,651	$179,786	$171,119	$333,527	$98,401	$154,848	$1,766	$37,750	$119,576

NASHVILLE-DAVIDSON, TENNESSEE // SOCIAL SERVICES
2 CFR PART 200 COST ALLOCATION PLAN

Summary Schedule

Department	32237 Social Services Grant Fund	2nd Allocation Orphans	Total
1 2 CFR PART 200 LOCAP COSTS	$250,629	$0	$1,186,784
2 YTD DEPRECIATION	0	0	0
3 SOC EXECUTIVE LEADERSHIP	176,341	0	835,014
Total Current Allocations	$426,969	$0	$2,021,797

NASHVILLE-DAVIDSON COUNTY, TENNESSEE

SOCIAL SERVICES
2 CFR PART 200 COST ALLOCATION PLAN

2 CFR PART 200 LOCAP COSTS
NATURE AND EXTENT OF SERVICES

For the Fiscal Year Ended June 30, 2016

The 2 CFR PART 200 Local Cost Allocation Plan (2 CFR PART 200 LOCAP) quantifies the level of generally funded support services consumed by each of Nashville-Davidson's departments. The County-wide indirect (overhead) costs allocable to the Social Services Department are identified in this schedule. These costs represent central service departments that provide services to the Social Services Department. These indirect costs are reported on Summary Schedule – Allocated Costs By Department of the FYE 2016 2 CFR PART 200 COST ALLOCATION PLAN for Nashville-Davidson, Tennessee.

For cost allocation plan purposes, the **2 CFR PART 200** cost pool is functionalized as follows:

Employee Support
Costs identified to this function are representative of central service / indirect / overhead employee support related services provided to the department. These costs are allocated based on the total actual expenditures per organization. This allocation was requested by the department as resulting in a more representative distribution of costs.

Financial Support
Costs identified to this function are representative of central service / indirect / overhead financial support related services provided to the department. These costs are allocated based on the total actual expenditures per organization.

A. Department Costs

Dept:1 2 CFR PART 200 LOCAP COSTS

Description		Amount	General Admin	Employee Support	Financial Support
Personnel Costs					
Salaries	S1	0	0	0	0
Salary % Split			*.00%*	*.00%*	*.00%*
Benefits	S	0	0	0	0
Subtotal - Personnel Costs		0	0	0	0
Services & Supplies Cost					
BUILDING DEPRECIATION	S	51,953	0	51,953	0
EMPLOYEE BENEFITS	S	985,808	0	985,808	0
POST AUDITS	P	3,367	0	0	3,367
CORPORATE DUES	S	0	0	0	0
INSURANCE	S	45,265	0	45,265	0
EMPLOYEE HEALTH & WELLNESS	S	119	0	119	0
GEN SVC OVERHEAD	S	0	0	0	0
GEN SVC FACILITIES	S	58,308	0	58,308	0
FLEET MANAGEMENT	S	6,490	0	6,490	0
SHERIFF SECURITY SERVICES	S	8,239	0	8,239	0
POSTAL SERVICE	P	1,976	0	0	1,976
RADIO SHOP	S	0	0	0	0
DIRECTOR OF FINANCE	S	0	0	0	0
BUSINESS ASSISTANCE OFFICE	S	3,342	0	3,342	0
FINANCE OPERATIONS	P	9,552	0	0	9,552
PAYROLL	S	3,884	0	3,884	0
OFFICE OF MANAGEMENT & BUDGE	P	8,022	0	0	8,022
INTERNAL AUDIT	P	3,502	0	0	3,502
BUSINESS SOLUTIONS	P	3,172	0	0	3,172
PUBLIC PROPERTY ADMIN	S	1,405	0	1,405	0
PURCHASING	P	5,836	0	0	5,836
FINANCIAL ACCOUNTABILITY	P	371	0	0	371
TREASURY	P	514	0	0	514

A. Department Costs

Dept:1 2 CFR PART 200 LOCAP COSTS

Description		Amount	General Admin	Employee Support	Financial Support
GRANTS COORDINATION	P	17,746	0	0	17,746
HUMAN RESOURCES	S	37,662	0	37,662	0
INFORMATION SYSTEMS	S	17,499	0	17,499	0
DEPT OF LAW	S	15,567	0	15,567	0
CENTRAL RECORDS	S	2,777	0	2,777	0
Subtotal - Services & Supplies		1,292,376	0	1,238,318	54,059
Department Cost Total		1,292,376	0	1,238,318	54,059
Adjustments to Cost					
Subtotal - Adjustments		0	0	0	0
Total Costs After Adjustments		1,292,376	0	1,238,318	54,059
General Admin Distribution			0	0	0
Grand Total		$1,292,376		$1,238,318	$54,059

B. Incoming Costs - (Default Spread Expense%)

Dept:1 2 CFR PART 200 LOCAP COSTS

No Indirect Costs

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Employee Support Allocations

Dept:1 2 CFR PART 200 LOCAP COSTS

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
3 SOC EXECUTIVE LEADERSHIP	729,421	8.17%	$101,176	$0	$101,176	$0	$101,176
4 10101-37121000 Homeless Services F	504,449	5.65%	69,971	0	69,971	0	69,971
5 10101-37121100 Support Homelessne	1,515,113	16.97%	210,157	0	210,157	0	210,157
6 10101-37122200 Homemaker Program	729,012	8.17%	101,119	0	101,119	0	101,119
7 10101-37122300 Nutrition Program	693,867	7.77%	96,244	0	96,244	0	96,244
8 10101-37122400 Family Services	1,352,417	15.15%	187,590	0	187,590	0	187,590
9 10101-37122500 Burial Assistance Prc	399,004	4.47%	55,345	0	55,345	0	55,345
10 10101-37123000 Planning & Coordinat	627,891	7.03%	87,093	0	87,093	0	87,093
11 30007 Social Services Donations	7,162	0.08%	993	0	993	0	993
12 30137 MHC Special Donations	153,071	1.71%	21,232	0	21,232	0	21,232
13 32137 Social Services Homelessness I	484,867	5.43%	67,254	0	67,254	0	67,254
14 32237 Social Services Grant Fund	1,731,313	19.39%	240,145	0	240,145	0	240,145
Subtotal	8,927,587	100.00%	1,238,318	0	1,238,318	0	1,238,318
Direct Bills					0		0
Total					$1,238,318		$1,238,318

Basis Units: Actual Expenditures Per Organization (per Dept request)
Source: Expenditure Summary Report

Financial Support Allocations

Dept:1 2 CFR PART 200 LOCAP COSTS

	Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
3	SOC EXECUTIVE LEADERSHIP	729,421	8.17%	$4,417	$0	$4,417	$0	$4,417
4	10101-37121000 Homeless Services F	504,449	5.65%	3,055	0	3,055	0	3,055
5	10101-37121100 Support Homelessne	1,515,113	16.97%	9,174	0	9,174	0	9,174
6	10101-37122200 Homemaker Program	729,012	8.17%	4,414	0	4,414	0	4,414
7	10101-37122300 Nutrition Program	693,867	7.77%	4,202	0	4,202	0	4,202
8	10101-37122400 Family Services	1,352,417	15.15%	8,189	0	8,189	0	8,189
9	10101-37122500 Burial Assistance Prc	399,004	4.47%	2,416	0	2,416	0	2,416
10	10101-37123000 Planning & Coordinat	627,891	7.03%	3,802	0	3,802	0	3,802
11	30007 Social Services Donations	7,162	0.08%	43	0	43	0	43
12	30137 MHC Special Donations	153,071	1.71%	927	0	927	0	927
13	32137 Social Services Homelessness	484,867	5.43%	2,936	0	2,936	0	2,936
14	32237 Social Services Grant Fund	1,731,313	19.39%	10,484	0	10,484	0	10,484
Subtotal		8,927,587	100.00%	54,059	0	54,059	0	54,059
Direct Bills						0		0
Total						$54,059		$54,059

Basis Units: Actual Expenditures Per Organization
Source: Expenditure Summary Report

Allocation Summary

Dept:1 2 CFR PART 200 LOCAP COSTS

	Department	Employee Support	Financial Support	Total
3	SOC EXECUTIVE LEADERSHIP	$101,176	$4,417	$105,593
4	10101-37121000 Homeless Services F	69,971	3,055	73,025
5	10101-37121100 Support Homelessne	210,157	9,174	219,331
6	10101-37122200 Homemaker Program	101,119	4,414	105,533
7	10101-37122300 Nutrition Program	96,244	4,202	100,446
8	10101-37122400 Family Services	187,590	8,189	195,779
9	10101-37122500 Burial Assistance Prc	55,345	2,416	57,761
10	10101-37123000 Planning & Coordinat	87,093	3,802	90,895
11	30007 Social Services Donations	993	43	1,037
12	30137 MHC Special Donations	21,232	927	22,159
13	32137 Social Services Homelessness	67,254	2,936	70,190
14	32237 Social Services Grant Fund	240,145	10,484	250,629
Total		$1,238,318	$54,059	$1,292,376

NASHVILLE-DAVIDSON COUNTY, TENNESSEE

SOCIAL SERVICES
2 CFR PART 200 COST ALLOCATION PLAN

YTD DEPRECIATION EXPENSE
NATURE AND EXTENT OF SERVICES

For the Fiscal Year Ended June 30, 2016

Nashville-Davidson's Social Services Department is entitled to claim year-to-date depreciation expense on generally funded assets in use by the departments to provide services within the department. Depreciation is based on acquisition value of assets expended over the expected useful life for each class of fixed asset. The costs identified represent the aggregate depreciation expense for generally funded buildings, improvements (renovations) and equipment identified in the Fixed Asset Master Listing.

For cost allocation plan purposes, the **YTD Depreciation Expense** cost pool is functionalized as follows:

YTD Depreciation Expense

Costs identified to this function are representative of the actual year-to-date (YTD) depreciation expense. These costs are directly allocated to Executive Leadership org as the primary beneficiary of services rendered.

A. Department Costs

Dept:2 YTD DEPRECIATION

Description		Amount	General Admin	YTD Depreciation
Personnel Costs				
Salaries	S1	0	0	0
Salary % Split			*.00%*	*.00%*
Benefits	S	0	0	0
Subtotal - Personnel Costs		0	0	0
Services & Supplies Cost				
Depreciation	S	0	0	0
Subtotal - Services & Supplies		0	0	0
Department Cost Total		0	0	0
Adjustments to Cost				
Subtotal - Adjustments		0	0	0
Total Costs After Adjustments		0	0	0
General Admin Distribution			0	0
Grand Total		$0		$0

B. Incoming Costs - (Default Spread Custom%)

Dept:2 YTD DEPRECIATION

No Indirect Costs

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YTD Depreciation Allocations

Dept:2 YTD DEPRECIATION

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
3 SOC EXECUTIVE LEADERSHIP	100	100.00%	$0	$0	$0	$0	$0
Subtotal	100	100.00%	0	0	0	0	0
Direct Bills					0		0
Total					$0		$0

Basis Units: Direct Alloc to Executive Leadership
Source: Direct Allocation

Allocation Summary

Dept:2 YTD DEPRECIATION

No Allocations

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NASHVILLE-DAVIDSON COUNTY, TENNESSEE

SOCIAL SERVICES
2 CFR PART 200 COST ALLOCATION PLAN

EXECUTIVE LEADERSHIP
NATURE AND EXTENT OF SERVICES

For the Fiscal Year Ended June 30, 2016

The Executive Leadership for Social Services provides oversight/leadership, finance services, human resources and information technology support to the department staff. They also determine rates for services, update facility records as well as other general non-routine services for Social Services orgs. Direct costs are accounted for in Fund 10101 GSD General and organization 37125200 Executive Leadership.

For cost allocation plan purposes, Executive Services is functionalized as follows:

SOC Admin
Direct costs identified to this function represent staff compensation and operational expenditures associated with the department's administration. These costs are allocated based on the total actual expenditures per organization.

A. Department Costs

Dept:3 SOC EXECUTIVE LEADERSHIP

Description		Amount	General Admin	SOC Admin
Personnel Costs				
Salaries	S1	496,064	0	496,064
Salary % Split			*.00%*	*100.00%*
Benefits	S	167,252	0	167,252
Subtotal - Personnel Costs		663,316	0	663,316
Services & Supplies Cost				
502 - Contract Svcs	S	35,422	0	35,422
503 - Supplies	S	26,873	0	26,873
505 - Other Exp	S	3,810	0	3,810
53X - Transfers	D	0	0	0
Subtotal - Services & Supplies		66,105	0	66,105
Department Cost Total		729,421	0	729,421
Adjustments to Cost				
53X - Transfers	D	0	0	0
Subtotal - Adjustments		0	0	0
Total Costs After Adjustments		729,421	0	729,421
General Admin Distribution			0	0
Grand Total		$729,421		$729,421

B. Incoming Costs - (Default Spread Expense%)

Dept:3 SOC EXECUTIVE LEADERSHIP

Department	First Incoming	Second Incoming	SOC Admin
1 Employee Support	$101,176	$0	$101,176
1 Financial Support	4,417	0	4,417
Subtotal - 2 CFR PART 200 LOCAP C	105,593	0	105,593
2 YTD Depreciation	0	0	0
Subtotal - YTD DEPRECIATION	0	0	0
3 SOC Admin	0	68,224	68,224
Subtotal - SOC EXECUTIVE LEADER	0	68,224	68,224
Total Incoming	105,593	68,224	173,817
C. Total Allocated		$903,238	$903,238
			100.00%

SOC Admin Allocations

Dept:3 SOC EXECUTIVE LEADERSHIP

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
3 SOC EXECUTIVE LEADERSHIP	729,421	8.17%	$68,224	$0	$68,224	$0	$68,224
4 10101-37121000 Homeless Services F	504,449	5.65%	47,182	0	47,182	4,198	51,380
5 10101-37121100 Support Homelessne	1,515,113	16.97%	141,711	0	141,711	12,609	154,320
6 10101-37122200 Homemaker Program	729,012	8.17%	68,186	0	68,186	6,067	74,253
7 10101-37122300 Nutrition Program	693,867	7.77%	64,899	0	64,899	5,774	70,673
8 10101-37122400 Family Services	1,352,417	15.15%	126,494	0	126,494	11,255	137,749
9 10101-37122500 Burial Assistance Prc	399,004	4.47%	37,320	0	37,320	3,320	40,640
10 10101-37123000 Planning & Coordinat	627,891	7.03%	58,728	0	58,728	5,225	63,953
11 30007 Social Services Donations	7,162	0.08%	670	0	670	60	729
12 30137 MHC Special Donations	153,071	1.71%	14,317	0	14,317	1,274	15,591
13 32137 Social Services Homelessness (	484,867	5.43%	45,350	0	45,350	4,035	49,385
14 32237 Social Services Grant Fund	1,731,313	19.39%	161,933	0	161,933	14,408	176,341
Subtotal	8,927,587	100.00%	835,014	0	835,014	68,224	903,238
Direct Bills					0		0
Total					$835,014		$903,238

Basis Units: Actual Expenditures Per Organization
Source: Expenditure Summary Report

Allocation Summary

Dept:3 SOC EXECUTIVE LEADERSHIP

	Department	SOC Admin	Total
3	SOC EXECUTIVE LEADERSHIP	$68,224	$68,224
4	10101-37121000 Homeless Services F	51,380	51,380
5	10101-37121100 Support Homelessne	154,320	154,320
6	10101-37122200 Homemaker Program	74,253	74,253
7	10101-37122300 Nutrition Program	70,673	70,673
8	10101-37122400 Family Services	137,749	137,749
9	10101-37122500 Burial Assistance Prc	40,640	40,640
10	10101-37123000 Planning & Coordinat	63,953	63,953
11	30007 Social Services Donations	729	729
12	30137 MHC Special Donations	15,591	15,591
13	32137 Social Services Homelessness (	49,385	49,385
14	32237 Social Services Grant Fund	176,341	176,341
Total		$903,238	$903,238

Section 7
Agency Program Listing

Line of Business	LOB Description	Business Unit	Business Unit
		37121000	Homeless Services
		37122200	Homemaker Program
Family Support Services	Family Support Services provide nutrition, life management and burial assistance services to eligible residents of Davidson County to address or respond to their identified needs.	37122300/ 37322300	Nutrition Program
		37122400	Family Services
		37122500	Burial Assistance Program

Planning & Coordination	Planning and Coordination provides needs identification, long-term plan development, data and other information to organizations to support their services	37121100	Metro Homelessness Commission
		37123000	Planning & Coordination

Executive	Executive Division provides leadership and support service services to MSS so it can efficiently and effectively deliver services to our	37125200	Administration

The End