



## GOVERNMENTAL GRANT CONTRACT

(cost reimbursement grant contract with a federal or Tennessee local governmental entity or their agents and instrumentalities)

<b>Begin Date</b> 2/01/2019	<b>End Date</b> 6/30/2021	<b>Agency Tracking #</b>	<b>Edison ID</b>		
<b>Grantee Legal Entity Name</b> Metropolitan Government of Nashville and Davidson County			<b>Edison Vendor ID</b> 4		
<b>Subrecipient or Contractor</b> <input checked="" type="checkbox"/> Subrecipient <input type="checkbox"/> Contractor		CFDA # 16.738  Grantee's fiscal year end June 30			
<b>Service Caption (one line only)</b> JAG, JAG Prevention and Intervention for At Risk Youth					
<b>Funding —</b>					
<b>FY</b>	<b>State</b>	<b>Federal</b>	<b>Interdepartmental</b>	<b>Other</b>	<b>TOTAL Grant Contract Amount</b>
2019		\$98,599.00			\$98,599.00
2020		\$99,945.00			\$99,945.00
2021		\$99,995.00			\$99,995.00
<b>TOTAL:</b>		<b>\$298,539.00</b>			<b>\$298,539.00</b>
<b>Grantee Selection Process Summary</b>					
<input checked="" type="checkbox"/> Competitive Selection			The Competitive Selection process utilized was as per the DGA.		
<input type="checkbox"/> Non-competitive Selection					
<b>Budget Officer Confirmation:</b> There is a balance in the appropriation from which obligations hereunder are required to be paid that is not already encumbered to pay other obligations.				CPO USE - GG	
<b>Speed Chart (optional)</b> FA00002900		<b>Account Code (optional)</b> County - 71301000			

**GRANT CONTRACT  
BETWEEN THE STATE OF TENNESSEE,  
DEPARTMENT OF FINANCE AND ADMINISTRATION,  
OFFICE OF CRIMINAL JUSTICE PROGRAMS  
AND**

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

This grant contract ("Grant Contract"), by and between the State of Tennessee, Department of Finance and Administration, Office of Criminal Justice Programs, hereinafter referred to as the "State" or the "Grantor State Agency" and Grantee Metropolitan Government of Nashville and Davidson County, hereinafter referred to as the "Grantee," is for the provision of administering federal grant funds for the improvement of the criminal justice system as required by the Anti-Drug Abuse Act of 1988, specifically, the Edward Byrne Memorial Justice Assistance Grant Program (JAG), CFDA number 16.738, as further defined in the "SCOPE OF SERVICES AND DELIVERABLES."

Grantee Edison Vendor ID # 4

**A. SCOPE OF SERVICES AND DELIVERABLES:**

- A.1. The Grantee shall provide the scope of services and deliverables ("Scope") as required, described, and detailed in this Grant Contract.
- A.2. The Grantee shall comply with and perform all services, functions, and/or requirements as stated in the grantee's application under which this Grant Contract is awarded, and that is hereby incorporated into this Grant Contract as Attachment A, attached hereto.
- A.3. The Grantee shall comply with all reporting requirements described in the Grantee's application, in the Office of Criminal Justice Programs Administrative Manual located on the website at <https://www.tn.gov/finance/office-of-criminal-justice-programs/ocjp/ocjp-grants-manual.html> and in any correspondence from the Office of Criminal Justice Programs (OCJP).
- A.4. The Grantee shall comply with all other requirements described in the Grantee's application and in the Office of Criminal Justice Programs Administrative Manual located on the website at <https://www.tn.gov/finance/office-of-criminal-justice-programs/ocjp/ocjp-grants-manual.html>. The Grantee agrees to comply with any changes in requirements made in the manual and/or identified in correspondence from the Office of Criminal Justice Programs.
- A.5. The JAG program should carry out a multi-faceted response to crime and victimization by supporting the improvement of the infrastructure of the state's criminal justice system through the program priority. Program priorities include, but are not limited to, Multi-jurisdictional Drug and Violent Crime Task Forces, Pre-trial Service Delivery, Criminal Justice Professional Enhancement Training, Community Crime Prevention, Correctional Programming, Innovations in Criminal Investigations, and Victim Services. The following activities will be conducted:
  - a. The Grantee will gather and maintain data relating to grant project activities and program performance as required by the Office of Criminal Justice Programs. The data collected should support the information submitted on required reports. The data should show an improvement in the criminal justice system in that jurisdiction.
  - b. The Grantee is responsible for quarterly and annual reporting of output and performance measurement data on their projects to OCJP using the report forms available for their particular OCJP priority area.

- A.6. Incorporation of Additional Documents. Each of the following documents is included as a part of this Grant Contract by reference or attachment. In the event of a discrepancy or ambiguity regarding the Grantee's duties, responsibilities, and performance hereunder, these items shall govern in order of precedence below.
- a. this Grant Contract document with any attachments or exhibits (excluding the items listed at subsections b. and c., below);
  - b. the State grant proposal solicitation as may be amended, if any;
  - c. the Grantee's proposal (Attachment A) incorporated to elaborate supplementary scope of services specifications.
- A.7. Incorporation of Federal Award Identification Worksheet. The federal award identification worksheet, which appears as Attachment B, is incorporated in this Grant Contract.

**B. TERM OF CONTRACT:**

- B.1. This Grant Contract shall be effective on 2/01/2019 ("Effective Date") and extend for a period of Twenty Nine (29) months after the Effective Date ("Term"). The State shall have no obligation to the Grantee for fulfillment of the Scope outside the Term.
- B.2. Term Extension. It is understood and agreed that the State may extend the Term an additional period of time, not to exceed three hundred-sixty five (365) days beyond the expiration date of this Grant Contract, under the same terms and conditions. In no event, however, shall the maximum Term, including all extensions or renewals, exceed a total of sixty (60) months.

**C. PAYMENT TERMS AND CONDITIONS:**

- C.1. Maximum Liability. In no event shall the maximum liability of the State under this Grant Contract exceed Two Hundred Ninety Eight Thousand Five Hundred Thirty Nine Dollars (\$298,539.00) ("Maximum Liability"). The Grant Budget, attached and incorporated as Attachment A-1 for fiscal year 2019, Attachment A-1 for fiscal year 2020, and Attachment A-1 for fiscal year 2021, is the maximum amount due the Grantee under this Grant Contract. The Grant Budget 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 Grantee.
- C.2. Compensation Firm. The Maximum Liability of the State is not subject to escalation for any reason unless amended. The Grant Budget amounts are firm for the duration of the Grant Contract and are not subject to escalation for any reason unless amended, except as provided in Section C.6.
- C.3. Payment Methodology. The Grantee shall be reimbursed for actual, reasonable, and necessary costs based upon the Grant Budget, not to exceed the Maximum Liability established in Section C.1. Upon progress toward the completion of the Scope, as described in Section A of this Grant Contract, the Grantee shall submit invoices prior to any reimbursement of allowable costs.
- C.4. Travel Compensation. Reimbursement to the Grantee for travel, meals, or lodging shall be subject to amounts and limitations specified in the "State Comprehensive Travel Regulations," as they are amended from time to time, and shall be contingent upon and limited by the Grant Budget funding for said reimbursement.
- C.5. Invoice Requirements. The Grantee shall invoice the State no more often than monthly, with all necessary supporting documentation, and present such to:

Tennessee Department of Finance and Administration  
 Office of Business and Finance  
 Attention: Invoicing  
 312 Rosa L. Parks Avenue, Suite 2000  
 Nashville, TN 37243  
[OBF.Grants@tn.gov](mailto:OBF.Grants@tn.gov)

- a. Each invoice shall clearly and accurately detail all of the following required information (calculations must be extended and totaled correctly).
- (1) Invoice/Reference Number (assigned by the Grantee).
  - (2) Invoice Date.
  - (3) Invoice Period (to which the reimbursement request is applicable).
  - (4) Grant Contract Number (assigned by the State).
  - (5) Grantor: Department of Finance and Administration, Office of Criminal Justice Programs.
  - (6) Grantor Number (assigned by the Grantee to the above-referenced Grantor).
  - (7) Grantee Name.
  - (8) Grantee Tennessee Edison Registration ID Number Referenced in Preamble of this Grant Contract.
  - (9) Grantee Remittance Address.
  - (10) Grantee Contact for Invoice Questions (name, phone, or fax).
  - (11) Itemization of Reimbursement Requested for the Invoice Period— it must detail, at minimum, all of the following:
    - i. The amount requested by Grant Budget line-item (including any travel expenditure reimbursement requested and for which documentation and receipts, as required by "State Comprehensive Travel Regulations," are attached to the invoice).
    - ii. The amount reimbursed by Grant Budget line-item to date.
    - iii. The total amount reimbursed under the Grant Contract to date.
    - iv. The total amount requested (all line-items) for the Invoice Period.
- b. The Grantee understands and agrees to all of the following.
- (1) An invoice under this Grant Contract shall include only reimbursement requests for actual, reasonable, and necessary expenditures required in the delivery of service described by this Grant Contract and shall be subject to the Grant Budget and any other provision of this Grant Contract relating to allowable reimbursements.
  - (2) An invoice under this Grant Contract shall not include any reimbursement request for future expenditures.
  - (3) An invoice under this Grant Contract shall initiate the timeframe for reimbursement only when the State is in receipt of the invoice, and the invoice meets the minimum requirements of this section C.5.
- C.6. Budget Line-items. Expenditures, reimbursements, and payments under this Grant Contract shall adhere to the Grant Budget. The Grantee may vary from a Grant Budget line-item amount by up to twenty percent (20%) of the line-item amount, provided that any increase is off-set by an equal reduction of other line-item amount(s) such that the net result of variances shall not increase the total Grant Contract amount detailed by the Grant Budget. Any increase in the Grant Budget, grand total amounts shall require an amendment of this Grant Contract.
- C.7. Disbursement Reconciliation and Close Out. The Grantee shall submit any final invoice and a grant disbursement reconciliation report within sixty (60) days of the Grant Contract end date and in form and substance acceptable to the State.

- a. If total disbursements by the State pursuant to this Grant Contract exceed the amounts permitted by Section C of this Grant Contract, the Grantee shall refund the difference to the State. The Grantee shall submit said refund with the final grant disbursement reconciliation report.
  - b. The State shall not be responsible for the payment of any invoice submitted to the state after the grant disbursement reconciliation report. The State will not deem any Grantee costs submitted for reimbursement after the grant disbursement reconciliation report to be allowable and reimbursable by the State, and such invoices will NOT be paid.
  - c. The Grantee's failure to provide a final grant disbursement reconciliation report to the state as required shall result in the Grantee being deemed ineligible for reimbursement under this Grant Contract, and the Grantee shall be required to refund any and all payments by the state pursuant to this Grant Contract.
  - d. The Grantee must close out its accounting records at the end of the contract period in such a way that reimbursable expenditures and revenue collections are NOT carried forward.
- C.8. Indirect Cost. Should the Grantee request reimbursement for indirect costs, the Grantee must submit to the State a copy of the indirect cost rate approved by the cognizant federal agency or the cognizant state agency, as applicable. The Grantee will be reimbursed for indirect costs in accordance with the approved indirect cost rate and amounts and limitations specified in the attached Grant Budget. Once the Grantee makes an election and treats a given cost as direct or indirect, it must apply that treatment consistently and may not change during the Term. Any changes in the approved indirect cost rate must have prior approval of the cognizant federal agency or the cognizant state agency, as applicable. If the indirect cost rate is provisional during the Term, once the rate becomes final, the Grantee agrees to remit any overpayment of funds to the State, and subject to the availability of funds the State agrees to remit any underpayment to the Grantee.
- C.9. Cost Allocation. If any part of the costs to be reimbursed under this Grant Contract are joint costs involving allocation to more than one program or activity, such costs shall be allocated and reported in accordance with the provisions of Department of Finance and Administration Policy Statement 03 or any amendments or revisions made to this policy statement during the Term.
- C.10. Payment of Invoice. A payment by the State shall not prejudice the State's right to object to or question any reimbursement, invoice, or related matter. A payment by the State shall not be construed as acceptance of any part of the work or service provided or as approval of any amount as an allowable cost.
- C.11. Non-allowable Costs. Any amounts payable to the Grantee shall be subject to reduction for amounts included in any invoice or payment that are determined by the State, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs.
- C.12. State's Right to Set Off. The State reserves the right to set off or deduct from amounts that are or shall become due and payable to the Grantee under this Grant Contract or under any other agreement between the Grantee and the State of Tennessee under which the Grantee has a right to receive payment from the State.
- C.13. Prerequisite Documentation. The Grantee shall not invoice the State under this Grant Contract until the State has received the following, properly completed documentation.
- a. The Grantee shall complete, sign, and return to the State an "Authorization Agreement for Automatic Deposit (ACH Credits) Form" provided by the State. By doing so, the

Grantee acknowledges and agrees that, once this form is received by the State, all payments to the Grantee under this or any other grant contract will be made by automated clearing house ("ACH").

- b. The Grantee shall complete, sign, and return to the State the State-provided W-9 form. The taxpayer identification number on the W-9 form must be the same as the Grantee's Federal Employer Identification Number or Social Security Number referenced in the Grantee's Edison registration information.

**D. STANDARD TERMS AND CONDITIONS:**

- D.1. Required Approvals. The State is not bound by this Grant Contract until it is signed by the parties and approved by appropriate officials in accordance with applicable Tennessee laws and regulations (depending upon the specifics of this Grant Contract, the officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).
- D.2. Modification and Amendment. This Grant Contract may be modified only by a written amendment signed by all parties and approved by the officials who approved the Grant Contract and, depending upon the specifics of the Grant Contract as amended, any additional officials required by Tennessee laws and regulations (the officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).
- D.3. Termination for Convenience. The State may terminate this Grant Contract without cause for any reason. A termination for convenience shall not be a breach of this Grant Contract by the State. The State shall give the Grantee at least thirty (30) days written notice before the effective termination date. The Grantee shall be entitled to compensation for authorized expenditures and satisfactory services completed as of the termination date, but in no event shall the State be liable to the Grantee for compensation for any service that has not been rendered. The final decision as to the amount for which the State is liable shall be determined by the State. The Grantee shall not have any right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount for the State's exercise of its right to terminate for convenience.
- D.4. Termination for Cause. If the Grantee fails to properly perform its obligations under this Grant Contract, or if the Grantee violates any terms of this Grant Contract, the State shall have the right to immediately terminate this Grant Contract and withhold payments in excess of fair compensation for completed services. Notwithstanding the exercise of the State's right to terminate this Grant Contract for cause, the Grantee shall not be relieved of liability to the State for damages sustained by virtue of any breach of this Grant Contract by the Grantee.
- D.5. Subcontracting. The Grantee 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 the State. If such subcontracts are approved by the State, each shall contain, at a minimum, sections of this Grant Contract pertaining to "Conflicts of Interest," "Lobbying," "Nondiscrimination," "Public Accountability," "Public Notice," and "Records" (as identified by the section headings). Notwithstanding any use of approved subcontractors, the Grantee shall remain responsible for all work performed.
- D.6. Conflicts of Interest. The Grantee warrants that no part of the total Grant Contract Amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Grantee in connection with any work contemplated or performed relative to this Grant Contract.

D.7. Lobbying. The Grantee 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 undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of 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, the 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 contract, grant, loan, or cooperative agreement, the Grantee shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- c. The Grantee shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352.

D.8. Communications and Contacts. All instructions, notices, consents, demands, or other communications required or contemplated by this Grant Contract shall be in writing and shall be made by certified, first class mail, return receipt requested and postage prepaid, by overnight courier service with an asset tracking system, or by email or facsimile transmission with recipient confirmation. All communications, regardless of method of transmission, shall be addressed to the respective party as set out below:

The State:

Renee Howell, Program Manager  
 Department of Finance and Administration  
 Office of Criminal Justice Programs  
 312 Rosa L. Parks Avenue, Suite 1800  
 Nashville, Tennessee 37243-1102  
 Email: [Renee.Howell@tn.gov](mailto:Renee.Howell@tn.gov)  
 Telephone # (615) 741-4283

The Grantee:

Anna Harutyunyan, Coordinator, Nashville After Zone Alliance  
 Metro Nashville Government/Nashville Public Library  
 615 Church St.  
 Nashville, Tennessee 37219-3214  
 Email: [anna.harutyunyan@nashville.gov](mailto:anna.harutyunyan@nashville.gov)  
 Telephone # (615) 880-2109

A change to the above contact information requires written notice to the person designated by the other party to receive notice.

All instructions, notices, consents, demands, or other communications shall be considered effectively given upon receipt or recipient confirmation as may be required.

- D.9. Subject to Funds Availability. This Grant Contract is subject to the appropriation and availability of State or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, the State reserves the right to terminate this Grant Contract upon written notice to the Grantee. The State's right to terminate this Grant Contract due to lack of funds is not a breach of this Grant Contract by the State. Upon receipt of the written notice, the Grantee shall cease all work associated with the Grant Contract. Should such an event occur, the Grantee shall be entitled to compensation for all satisfactory and authorized services completed as of the termination date. Upon such termination, the Grantee shall have no right to recover from the State any actual, general, special, incidental, consequential, or any other damages whatsoever of any description or amount.
- D.10. Nondiscrimination. The Grantee agrees 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 Grantee on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal, Tennessee State constitutional, or statutory law. The Grantee shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.11. HIPAA Compliance. The State and the Grantee shall comply with obligations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Health Information Technology for Economic and Clinical Health Act (HITECH) and any other relevant laws and regulations regarding privacy (collectively the "Privacy Rules"). The obligations set forth in this Section shall survive the termination of this Grant Contract.
- a. The Grantee warrants to the State that it is familiar with the requirements of the Privacy Rules and will comply with all applicable HIPAA requirements in the course of this Grant Contract.
  - b. The Grantee warrants that it will cooperate with the State, including cooperation and coordination with State privacy officials and other compliance officers required by the Privacy Rules, in the course of performance of this Grant Contract so that both parties will be in compliance with the Privacy Rules.
  - c. The State and the Grantee will sign documents, including but not limited to business associate agreements, as required by the Privacy Rules and that are reasonably necessary to keep the State and the Grantee in compliance with the Privacy Rules. This provision shall not apply if information received by the State under this Grant Contract is NOT "protected health information" as defined by the Privacy Rules, or if the Privacy Rules permit the State to receive such information without entering into a business associate agreement or signing another such document.
- D.12. Public Accountability. If the Grantee is subject to Tenn. Code Ann. § 8-4-401 *et seq.*, or if this Grant Contract involves the provision of services to citizens by the Grantee on behalf of the State, the Grantee agrees to establish a system through which recipients of services may present grievances about the operation of the service program. The Grantee shall also display in a prominent place, located near the passageway through which the public enters in order to receive Grant supported services, a sign at least eleven inches (11") in height and seventeen inches (17") in width stating:

NOTICE: THIS AGENCY IS A RECIPIENT OF TAXPAYER FUNDING. IF YOU OBSERVE AN AGENCY DIRECTOR OR EMPLOYEE ENGAGING IN ANY ACTIVITY WHICH YOU CONSIDER

TO BE ILLEGAL, IMPROPER, OR WASTEFUL, PLEASE CALL THE STATE COMPTROLLER'S TOLL-FREE HOTLINE: 1-800-232-5454.

The sign shall be on the form prescribed by the Comptroller of the Treasury. The Grantor State Agency shall obtain copies of the sign from the Comptroller of the Treasury, and upon request from the Grantee, provide Grantee with any necessary signs.

D.13. Public Notice. All notices, informational pamphlets, press releases, research reports, signs, and similar public notices prepared and released by the Grantee in relation to this Grant Contract shall include the statement, "This project is funded under a grant contract with the State of Tennessee." All notices by the Grantee in relation to this Grant Contract shall be approved by the State.

D.14. Licensure. The Grantee, its employees, and any approved subcontractor shall be licensed pursuant to all applicable federal, state, and local laws, ordinances, rules, and regulations and shall upon request provide proof of all licenses.

D.15. Records. The Grantee and any approved subcontractor shall maintain documentation for all charges under this Grant Contract. The books, records, and documents of the Grantee and any approved subcontractor, insofar as they relate to work performed or money received under this Grant Contract, shall be maintained in accordance with applicable Tennessee law. In no case shall the records be maintained for a period of less than five (5) full years from the date of the final payment. The Grantee's records shall be subject to audit at any reasonable time and upon reasonable notice by the Grantor State Agency, the Comptroller of the Treasury, or their duly appointed representatives.

The records shall be maintained in accordance with Governmental Accounting Standards Board (GASB) Accounting Standards or the Financial Accounting Standards Board (FASB) Accounting Standards Codification, as applicable, and any related AICPA Industry Audit and Accounting guides.

In addition, documentation of grant applications, budgets, reports, awards, and expenditures will be maintained in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

Grant expenditures shall be made in accordance with local government purchasing policies and procedures and purchasing procedures for local governments authorized under state law.

The Grantee shall also comply with any recordkeeping and reporting requirements prescribed by the Tennessee Comptroller of the Treasury.

The Grantee shall establish a system of internal controls that utilize the COSO Internal Control - Integrated Framework model as the basic foundation for the internal control system. The Grantee shall incorporate any additional Comptroller of the Treasury directives into its internal control system.

Any other required records or reports which are not contemplated in the above standards shall follow the format designated by the head of the Grantor State Agency, the Central Procurement Office, or the Commissioner of Finance and Administration of the State of Tennessee.

D.16. Monitoring. The Grantee's activities conducted and records maintained pursuant to this Grant Contract shall be subject to monitoring and evaluation by the State, the Comptroller of the Treasury, or their duly appointed representatives.

D.17. Progress Reports. The Grantee shall submit brief, periodic, progress reports to the State as requested.

D.18. Annual and Final Reports. The Grantee shall submit, within three (3) months of the conclusion of each year of the Term, an annual report. For grant contracts with a term of less than one (1) year,

the Grantee shall submit a final report within three (3) months of the conclusion of the Term. For grant contracts with multiyear terms, the final report will take the place of the annual report for the final year of the Term. The Grantee shall submit annual and final reports to the Grantor State Agency and the Department of Finance and Administration ("F&A"). Send electronic copies of annual and final reports to F&A at [fa.audit@tn.gov](mailto:fa.audit@tn.gov). At minimum, annual and final reports shall include: (a) the Grantee's name; (b) the Grant Contract's Edison identification number, Term, and total amount; (c) a narrative section that describes the program's goals, outcomes, successes and setbacks, whether the Grantee used benchmarks or indicators to determine progress, and whether any proposed activities were not completed; and (d) other relevant details requested by the Grantor State Agency. Annual and final report documents to be completed by the Grantee shall appear on the Grantor State Agency's website or as an attachment to the Grant Contract.

- D.19. Audit Report. The Grantee shall be audited in accordance with applicable Tennessee law.

If the Grantee is subject to an audit under this provision, then the Grantee shall complete Attachment C.

When a federal single audit is required, the audit shall be performed in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

A copy of the audit report shall be provided to the Comptroller by the licensed, independent public accountant. Audit reports shall be made available to the public.

- D.20. Procurement. If other terms of this Grant Contract allow reimbursement for the cost of goods, materials, supplies, equipment, motor vehicles, or contracted services, procurements by the Grantee shall be competitive where practicable. For any procurement for which reimbursement is paid under this Grant Contract, the Grantee shall document the competitive procurement method. In each instance where it is determined that use of a competitive procurement method is not practicable, supporting documentation shall include a written justification for the decision and for the use of a non-competitive procurement. If the Grantee is a subrecipient, the Grantee shall comply with 2 C.F.R. §§ 200.318—200.326 when procuring property and services under a federal award.

The Grantee shall obtain prior approval from the State before purchasing any equipment or motor vehicles under this Grant Contract.

- D.21. Strict Performance. Failure by any party to this Grant Contract to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this Grant Contract is not a waiver or relinquishment of any 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 signed by the parties.

- D.22. Independent Contractor. The parties shall not act as employees, partners, joint venturers, or associates of one another in the performance of this Grant Contract. The parties acknowledge that they are independent contracting entities and that nothing in this Grant Contract shall be construed to create a principal/agent relationship or to allow either to exercise control or direction over the manner or method by which the other transacts its business affairs or provides its usual services. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever.

- D.23. Limitation of State's Liability. The State shall have no liability except as specifically provided in this Grant Contract. In no event will the State be liable to the Grantee or any other party for any lost revenues, lost profits, loss of business, loss of grant funding, decrease in the value of any securities or cash position, time, money, goodwill, or any indirect, special, incidental, punitive, exemplary or consequential damages of any nature, whether based on warranty, contract, statute, regulation, tort (including but not limited to negligence), or any other legal theory that may

arise under this Grant Contract or otherwise. The State's total liability under this Grant Contract (including any exhibits, schedules, amendments or other attachments to the Contract) or otherwise shall under no circumstances exceed the Maximum Liability originally established in Section C.1 of this Grant Contract. This limitation of liability is cumulative and not per incident.

- D.24. Force Majeure. "Force Majeure Event" means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the party except to the extent that the non-performing party is at fault in failing to prevent or causing the default or delay, and provided that the default or delay cannot reasonably be circumvented by the non-performing party through the use of alternate sources, workaround plans or other means. A strike, lockout or labor dispute shall not excuse either party from its obligations under this Grant Contract. Except as set forth in this Section, any failure or delay by a party in the performance of its obligations under this Grant Contract arising from a Force Majeure Event is not a default under this Grant Contract or grounds for termination. The non-performing party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the party continues to use diligent, good faith efforts to resume performance without delay. The occurrence of a Force Majeure Event affecting Grantee's representatives, suppliers, subcontractors, customers or business apart from this Grant Contract is not a Force Majeure Event under this Grant Contract. Grantee will promptly notify the State of any delay caused by a Force Majeure Event (to be confirmed in a written notice to the State within one (1) day of the inception of the delay) that a Force Majeure Event has occurred, and will describe in reasonable detail the nature of the Force Majeure Event. If any Force Majeure Event results in a delay in Grantee's performance longer than forty-eight (48) hours, the State may, upon notice to Grantee: (a) cease payment of the fees until Grantee resumes performance of the affected obligations; or (b) immediately terminate this Grant Contract or any purchase order, in whole or in part, without further payment except for fees then due and payable. Grantee will not increase its charges under this Grant Contract or charge the State any fees other than those provided for in this Grant Contract as the result of a Force Majeure Event.
- D.25. Tennessee Department of Revenue Registration. The Grantee shall comply with all applicable registration requirements contained in Tenn. Code Ann. §§ 67-6-601 – 608. Compliance with applicable registration requirements is a material requirement of this Grant Contract.
- D.26. Charges to Service Recipients Prohibited. The Grantee shall not collect any amount in the form of fees or reimbursements from the recipients of any service provided pursuant to this Grant Contract.
- D.27. State Interest in Equipment or Motor Vehicles. The Grantee shall take legal title to all equipment or motor vehicles purchased totally or in part with funds provided under this Grant Contract, subject to the State's equitable interest therein, to the extent of its *pro rata* share, based upon the State's contribution to the purchase price. The term "equipment" shall include any article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds five hundred dollars (\$500.00). The term "motor vehicle" shall include any article of tangible personal property that is required to be registered under the "Tennessee Motor Vehicle Title and Registration Law", Tenn. Code Ann. Title 55, Chapters 1-6.

As authorized by the Tennessee Uniform Commercial Code, Tenn. Code Ann. Title 47, Chapter 9 and the "Tennessee Motor Vehicle Title and Registration Law," Tenn. Code Ann. Title 55, Chapters 1-6, the parties intend this Grant Contract to create a security interest in favor of the State in the equipment or motor vehicles acquired by the Grantee pursuant to the provisions of this Grant Contract. A further intent of this Grant Contract is to acknowledge and continue the security interest in favor of the State in the equipment or motor vehicles acquired by the Grantee pursuant to the provisions of this program's prior year Grant Contracts between the State and the Grantee.

The Grantee grants the State a security interest in all equipment or motor vehicles acquired in whole or in part by the Grantee under this Grant Contract. This Grant Contract is intended to be a security agreement pursuant to the Uniform Commercial Code for any of the equipment or motor vehicles herein specified which, under applicable law, may be subject to a security interest pursuant to the Uniform Commercial Code, and the Grantee hereby grants the State a security interest in said equipment or motor vehicles. The Grantee agrees that the State may file this Grant Contract or a reproduction thereof, in any appropriate office, as a financing statement for any of the equipment herein specified. Any reproduction of this or any other security agreement or financing statement shall be sufficient as a financing statement. In addition, the Grantee agrees to execute and deliver to the State, upon the State's request, any financing statements, as well as extensions, renewals, and amendments thereof, and reproduction of this Grant Contract in such form as the State may require to perfect a security interest with respect to said equipment or motor vehicles. The Grantee shall pay all costs of filing such financing statements and any extensions, renewals, amendments and releases thereof, and shall pay all reasonable costs and expenses of any record searches for financing statements the State may reasonably require. Without the prior written consent of the State, the Grantee shall not create or suffer to be created pursuant to the Uniform Commercial Code any other security interest in said equipment or motor vehicles, including replacements and additions thereto. Upon the Grantee's breach of any covenant or agreement contained in this Grant Contract, including the covenants to pay when due all sums secured by this Grant Contract, the State shall have the remedies of a secured party under the Uniform Commercial Code and, at the State's option, may also invoke the remedies herein provided.

The Grantee 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. The Grantee shall maintain a perpetual inventory system for all equipment or motor vehicles purchased with funds provided under this Grant Contract and shall submit an inventory control report which must include, at a minimum, the following:

- a. Description of the equipment or motor vehicles;
- b. Manufacturer's serial number or other identification number, when applicable;
- c. Consecutive inventory equipment or motor vehicles tag identification;
- d. Acquisition date, cost, and check number;
- e. Fund source, State grant number, or other applicable fund source identification;
- f. Percentage of state funds applied to the purchase;
- g. Location within the Grantee's operations where the equipment or motor vehicles is used;
- h. Condition of the property or disposition date if Grantee no longer has possession;
- i. Depreciation method, if applicable; and
- j. Monthly depreciation amount, if applicable.

The Grantee shall tag equipment or motor vehicles with an identification number which is cross referenced to the equipment or motor vehicle item on the inventory control report. The Grantee shall inventory equipment or motor vehicles annually. The Grantee must compare the results of the inventory with the inventory control report and investigate any differences. The Grantee must then adjust the inventory control report to reflect the results of the physical inventory and subsequent investigation.

The Grantee shall submit its inventory control report of all equipment or motor vehicles purchased with funding through this Grant Contract within thirty (30) days of its end date and in form and substance acceptable to the State. This inventory control report shall contain, at a minimum, the requirements specified above for inventory control. The Grantee shall notify the State, in writing, of any equipment or motor vehicle loss describing reasons for the loss. Should the equipment or motor vehicles be destroyed, lost, or stolen, the Grantee shall be responsible to the State for the *pro rata* amount of the residual value at the time of loss based upon the State's original contribution to the purchase price.

Upon termination of the Grant Contract, where a further contractual relationship is not entered into, or at another time during the term of the Grant Contract, the Grantee shall request written approval from the State for any proposed disposition of equipment or motor vehicles purchased with Grant funds. All equipment or motor vehicles shall be disposed of in such a manner as parties may agree from among alternatives approved by Tennessee Department of General Services as appropriate and in accordance with any applicable federal laws or regulations.

- D.28. State and Federal Compliance. The Grantee shall comply with all applicable state and federal laws and regulations in the performance of this Grant Contract. The U.S. Office of Management and Budget's Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards is available here: [http://www.ecfr.gov/cgi-bin/text-idx?SID=c6b2f053952359ba94470ad3a7c1a975&tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?SID=c6b2f053952359ba94470ad3a7c1a975&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)
- D.29. Governing Law. This Grant Contract shall be governed by and construed in accordance with the laws of the State of Tennessee. The Grantee agrees that it will be subject to the exclusive jurisdiction of the courts of the State of Tennessee in actions that may arise under this Grant Contract. The Grantee acknowledges and agrees that any rights or claims against the State of Tennessee or its employees hereunder, and any remedies arising there from, shall be subject to and limited to those rights and remedies, if any, available under Tenn. Code Ann. §§ 9-8-101 through 9-8-407.
- D.30. 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 agreed to by the parties. This Grant Contract supersedes any and all prior understandings, representations, negotiations, or agreements between the parties, whether written or oral.
- D.31. Severability. If any terms and conditions of this Grant Contract are held to be invalid or unenforceable as a matter of law, the other terms and conditions shall not be affected and shall remain in full force and effect. To this end, the terms and conditions of this Grant Contract are declared severable.
- D.32. Headings. Section headings are for reference purposes only and shall not be construed as part of this Grant Contract.
- D.33. Iran Divestment Act. The requirements of Tenn. Code Ann. § 12-12-101 et.seq., addressing contracting with persons as defined at T.C.A. §12-12-103(5) that engage in investment activities in Iran, shall be a material provision of this Grant Contract. The Grantee certifies, under penalty of perjury, that to the best of its knowledge and belief that it is not on the list created pursuant to Tenn. Code Ann. § 12-12-106.

#### **E. SPECIAL TERMS AND CONDITIONS:**

- E.1. Conflicting Terms and Conditions. Should any of these special terms and conditions conflict with any other terms and conditions of this Grant Contract, the special terms and conditions shall be subordinate to the Grant Contract's other terms and conditions.
- E.2. Debarment and Suspension. The Grantee certifies, to the best of its knowledge and belief, that it, its current and future principals, its current and future subcontractors and their principals:
- a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency;
  - b. have not within a three (3) year period preceding this Grant Contract been convicted of, or had a civil judgment rendered against them from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal,

state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;

- c. are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed in section b. of this certification; and
- d. have not within a three (3) year period preceding this Grant Contract had one or more public transactions (federal, state, or local) terminated for cause or default.

The Grantee shall provide immediate written notice to the State if at any time it learns that there was an earlier failure to disclose information or that due to changed circumstances, its principals or the principals of its subcontractors are excluded or disqualified.

- E.3. Confidentiality of Records. Strict standards of confidentiality of records and information shall be maintained in accordance with applicable state and federal law. All material and information, regardless of form, medium or method of communication, provided to the Grantee by the State or acquired by the Grantee on behalf of the State that is regarded as confidential under state or federal law shall be regarded as "Confidential Information." Nothing in this Section shall permit Grantee to disclose any Confidential Information, regardless of whether it has been disclosed or made available to the Grantee due to intentional or negligent actions or inactions of agents of the State or third parties. Confidential Information shall not be disclosed except as required or permitted under state or federal law. Grantee shall take all necessary steps to safeguard the confidentiality of such material or information in conformance with applicable state and federal law.

The obligations set forth in this Section shall survive the termination of this Grant Contract.

- E.4. Disclosure of Personal Identity Information. The Grantee shall report to the State any instances of unauthorized disclosure of personally identifiable information that comes to the Grantee's attention. The Grantee shall make any such report within twenty-four (24) hours after the instance has come to the Grantee's attention. The Grantee, at the sole discretion of the State, shall provide no cost credit monitoring services for individuals that are deemed to be part of a potential disclosure. The Grantee shall bear the cost of notification to individuals having personally identifiable information involved in a potential disclosure event, including individual letters or public notice. The remedies set forth in this Section are not exclusive and are in addition to any claims or remedies available to the State under this Grant Contract or otherwise available at law.

- E.5. Federal Funding Accountability and Transparency Act (FFATA).

This Grant Contract requires the Grantee to provide supplies or services that are funded in whole or in part by federal funds that are subject to FFATA. The Grantee is responsible for ensuring that all applicable FFATA requirements, including but not limited to those below, are met and that the Grantee provides information to the State as required.

The Grantee shall comply with the following:

- a. Reporting of Total Compensation of the Grantee's Executives.
  - (1) The Grantee shall report the names and total compensation of each of its five most highly compensated executives for the Grantee's preceding completed fiscal year, if in the Grantee's preceding fiscal year it received:

- i. 80 percent or more of the Grantee's annual gross revenues from Federal procurement contracts and federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and sub awards); and
- ii. \$25,000,000 or more in annual gross revenues from federal procurement contracts (and subcontracts), and federal financial assistance subject to the Transparency Act (and sub awards); and
- iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. § 78m(a), 78o(d)) or § 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>).

As defined in 2 C.F.R. § 170.315, "Executive" means officers, managing partners, or any other employees in management positions.

- (2) Total compensation means the cash and noncash dollar value earned by the executive during the Grantee's preceding fiscal year and includes the following (for more information see 17 CFR § 229.402(c)(2)):
- i. Salary and bonus.
  - ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
  - iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
  - iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
  - v. Above-market earnings on deferred compensation which is not tax qualified.
  - vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.
- b. The Grantee must report executive total compensation described above to the State by the end of the month during which this Grant Contract is established.
  - c. If this Grant Contract is amended to extend its term, the Grantee must submit an executive total compensation report to the State by the end of the month in which the amendment to this Grant Contract becomes effective.
  - d. The Grantee will obtain a Data Universal Numbering System (DUNS) number and maintain its DUNS number for the term of this Grant Contract. More information about obtaining a DUNS Number can be found at: <http://fedgov.dnb.com/webform/>.

The Grantee's failure to comply with the above requirements is a material breach of this Grant Contract for which the State may terminate this Grant Contract for cause. The State will not be obligated to pay any outstanding invoice received from the Grantee unless and until the Grantee is in full compliance with the above requirements.

E.6. Transfer of Grantee's Obligations.

The Grantee shall not transfer or restructure its operations related to this Grant Contract without the prior written approval of the State. The Grantee shall immediately notify the State in writing of a proposed transfer or restructuring of its operations related to this Grant Contract. The State reserves the right to request additional information or impose additional terms and conditions before approving a proposed transfer or restructuring.

IN WITNESS WHEREOF,

Metropolitan Government of Nashville and Davidson County:

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GRANTEE SIGNATURE

DATE

MAYOR DAVID BRILEY

PRINTED NAME AND TITLE OF GRANTEE SIGNATORY (above)

DEPARTMENT OF FINANCE AND ADMINISTRATION

---

LARRY B. MARTIN, COMMISSIONER

DATE

**SIGNATURE PAGE  
FOR  
GRANT NO. FY19 NAZA JAG grant**

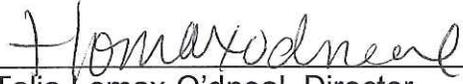
IN WITNESS WHEREOF, the parties have by their duly authorized representatives set their signatures.

**METROPOLITAN GOVERNMENT OF  
NASHVILLE AND DAVIDSON COUNTY**

  
\_\_\_\_\_  
Department

12/27/18  
Date

APPROVED AS TO AVAILABILITY  
OF FUNDS:

  
\_\_\_\_\_  
Talia Lomax-O'dneal, Director  
Department of Finance

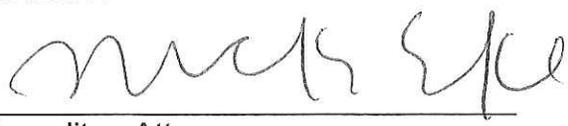
1-2-19  
Date

APPROVED AS TO RISK AND INSURANCE:

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

1/2/19  
Date

APPROVED AS TO FORM AND  
LEGALITY:

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

1/3/19  
Date

"See previous page"  
\_\_\_\_\_  
David Briley  
Metropolitan Mayor

\_\_\_\_\_  
Date

ATTEST:

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

\_\_\_\_\_  
Date

## OFFICE OF CRIMINAL JUSTICE PROGRAMS

FUND SOURCE JAG  
OCJP JAG Priority Area Community Crime Prevention

<b>Required Information on Authorizing Agency:</b>		<b>Implementing Agency:</b>	
Name: Metropolitan Government of Nashville and Davidson		Name: Metro Nashville Government/Nashville Public LI	
Federal ID Number (FEIN): 62-0694743		Address: 615 Church st	
DUNS Number: 078217668		Nashville, TN 37219-3214	
SAM Expiration Date: 3/19/2019			
Fiscal Year End Date: June 30			
Will You Have Any Subcontracts? Yes			
Project Title: JAG Prevention and Intervention for At Risk Youth			
Contract Start Date: 02/01/2019		Contract End Date: 6/30/2021	
<b>AUTHORIZED OFFICIAL - Contact Information</b>			
(Name, Title, and Complete Mailing Address)		Phone Number:	E-Mail Address:
The Honorable David Briley, Mayor		(615) 862-6000	Ronnie.Steine@nashville.gov
1 Public Sq		EXT:	
Nashville, 372015007			
<b>PROJECT DIRECTOR - Contact Information</b>			
(Name, Title, and Complete Mailing Address)		Phone Number:	E-Mail Address:
Anna Harutyunyan, Coordinator, Nashville Af		(615) 880-2109	anna.harutyunyan@nashville.gov
615 Church st		EXT:	v
Nashville, 372193214			
<b>FINANCIAL DIRECTOR - Contact Information</b>			
(Name, Title, and Complete Mailing Address)		Phone Number:	E-Mail Address:
Angela McElrath, Finance Manager, NPL		(615) 862-5772	Angela.McElrath@nashville.gov
615 Church St		EXT:	
Nashville, 372193214			
County/COUNTIES Served (Type ALL if Statewide):			
Davidson			
U.S. Congressional District(s): 5			

OCJP Program Manager: Renee Howell

## Scope of Services/Project Narrative

### Prevention and Intervention for At-Risk Youth

Implementing Agency: Nashville Public Library/NAZA

#### PROBLEMS FOR INTERVENTION AND NEEDS TO BE IMPROVED

Violence against youth is on the rise in Nashville. The number of children and youth (those aged 19 or under) who were killed in 2017 is at the highest level since at least 2005.<sup>1</sup> From 2010 to 2015, youth were involved in 16,955 violent incidents.<sup>2</sup> As indicated in Metro Social Services' 2016 Community Needs Evaluation,<sup>3</sup> "The most vulnerable in Davidson County's population are the youngest residents in lower income families, who are susceptible to long-lasting emotional, intellectual and physical damage through Adverse Childhood Experiences (ACEs) and toxic stress." Research has shown that "High-stress environments in which students feel chronically unsafe and uncared for make it physically and emotionally harder for them to learn and more likely for them to act out or drop out."<sup>4</sup> Informed by Harvard University's Center on the Developing Child, the 2016 Community Needs Evaluation advised that "Positive relationships are essential and protective. Just one caring and consistent relationship with an adult can protect children against damage from toxic stress, whether it is with a parent, relative, professional or other caregiver. Investments can promote and ensure positive relationships for children with caregivers, at home, in neighborhoods and at school."<sup>3</sup>

Children and youth need to feel safe and supported in order to learn and grow--this is the case whether they are in afterschool spaces, at school, in the community, or at home. They also need high-quality, engaging learning opportunities both in school and out of school in which they are surrounded and inspired by caring adults. According to the "Nashville Youth Violence Summit Report to Mayor Megan Barry," these sentiments were also shared by over 750 youth and community leaders who attended a series of five events in 2016 to discuss youth violence and propose solutions to the growing problem.<sup>2</sup> The report detailed six goals to guide Nashville's youth violence reduction efforts, which each included "signs of success" and recommended actions. In the education goal area, the first "sign of success listed" is "All students, pre-K through graduation will have access to high-quality educational programs; during the traditional school day and during out-of-school time." The goal for the safe environment priority area is that "Youth feel safe and are safer in their homes, on the street and in school." A recommended action for a goal focused on health awareness and access is to "Increase the supports available to youth and communities impacted by trauma." Yet another goal focused on meaningful youth engagement cites "Increase access/availability of high-quality after-school and out-of-school activities for youth" as a "sign of success."

The Nashville After Zone Alliance's (NAZA) proposed project is designed to be responsive to the abovementioned goals that evolved out of the Nashville Youth Violence Summit and that reflect the desires of the youth as well the community stakeholders who work tirelessly on their behalf.

#### *Background*

In 2009, former Mayor Karl Dean and his *Student Success Task Force*, launched NAZA as a dropout prevention strategy after studying the important link between participation in quality afterschool

<sup>1</sup> <https://www.tennessean.com/story/news/2017/10/11/youth-violence-nashville-2017-bloodiest-year/749404001/>;  
<https://www.tennessean.com/story/news/crime/2016/03/12/nashville-youth-violence-numbers/81584516/>

<sup>2</sup> <https://www.dropbox.com/s/ydpcwxgaowqjv1d/NYVS16%20Report%20to%20Mayor%20Barry.pdf?dl=0>

<sup>3</sup> <http://www.nashville.gov/Portals/0/SiteContent/SocialServices/docs/cne/2016FullCNEfinal.pdf>

<sup>4</sup> <https://www.edweek.org/ew/articles/2013/01/10/16environment.h32.html>

programming and student success in school. From the onset, NAZA was also envisioned as crime prevention strategy to engage youth in safe and supportive environments after school, during hours in which youth are most at risk of becoming victims of crime and participating in risky behaviors.<sup>5</sup> NAZA is now a nationally-recognized expanded learning system that engages 2,200 youth annually through afterschool and summer learning experiences in partnership with the Nashville Public Library, Metro Nashville Public Schools, the Mayor's Office and over 20 youth-serving organizations. NAZA's work is built on Nashville's "Five Principles of Positive Youth Development," a set of principles that were developed collaboratively and adopted by representatives of 30 community-based organizations and eight Metro agencies in 2009. The principles outline a vision in which youth participate meaningfully in community and school life, create positive relationships with peers and adults, develop a sense of belonging and sense of self, and are supported in safe and supportive environments.

Since its inception, NAZA has focused its work on increasing middle school students' access to free, high-quality afterschool programming. As NAZA has evolved over the years, it has also integrated summer programming for both middle and high school youth and invested heavily in strategies that are designed to strengthen the quality of the learning experience for youth both after school and during summer. Since 2009, at least 9,000 students have engaged in NAZA-funded afterschool and summer programs. In an effort to build the capacity of the youth-serving community, NAZA has provided over 16,090 hours of professional development to partner agencies and other interested individuals since the beginning of its operations; trainings have primarily focused on youth worker best practices, including positive youth development, program quality assessment, and strategies to embed academic learning into expanded learning programs.

In 2017, NAZA consulted with researchers from Vanderbilt University's Peabody College to conduct an evaluation study on NAZA's effectiveness to date and value to the community. The evaluation report, which was published in November of 2017, cited a number of recommendations, including a recommendation to enhance NAZA's role as a citywide intermediary. In an effort to strengthen the capacity of youth-serving agencies and individuals to better support youth, the report recommended that NAZA strengthen its own capacity to support these youth-serving organizations and individuals through more extensive trainings and formalized supports such as coaching, technical assistance, and evidence-based tools. The report also recommended developing a strategic approach to engage families as they endeavor to support their children's/youth's development. Historically, NAZA has provided targeted support to youth workers serving middle school students. The evaluation report indicated that the community is looking for NAZA to expand its support to all age groups across the K-12 system. MNPS has also expressed this desire. This aspiration was also referenced in the "Blueprint for Early Childhood Success" report, which was recently released by the Nashville Literacy Collaborative.

The proposed project will focus on training, coaching, and equipping adults to provide safe, supportive, and engaging environments for children and youth, and will take place in the context of the following local demographic data:

- According to the Annie E. Casey Foundation's KIDS COUNT data book, in 2016, the population of youth/children aged 18 or under residing in Davidson County was 147,605, or approximately 21.6 percent of the total county's population. Of those aged 18 or under, 31,873, or 22.2 percent were classified as living in poverty.<sup>6</sup>
- According to Metro Nashville Public Schools, over 86,000 students are enrolled in MNPS schools and 38,911, or 44.9 percent are considered economically disadvantaged. Demographically, 41.9 percent are black or African American, 28.7 percent are white, 24.8 percent are Hispanic/Latino, 4.3 percent are Asian, and .14 percent are Native Hawaiian or Pacific Islander.<sup>7</sup>

<sup>5</sup> <https://www.ojjdp.gov/ojstatbb/offenders/qa03301.asp>

<sup>6</sup> <http://datacenter.kidscount.org/data#TN/2/0/char/0>

<sup>7</sup> <https://data.nashville.gov/Education/Metro-Nashville-Public-Schools-Enrollment-and-Demo/i7b8-4fv6>

## **PURPOSE**

NAZA's theory of change for this project aligns with that described by Dr. Jack P. Shankoff of Harvard University's Center on the Developing Child--in an effort to "improve youth outcomes," our project will focus on "building adult capabilities."<sup>8</sup> Dr. Shankoff describes how he and other researchers asked "What could we be doing to strengthen the capacity of everyone who interacts with children?" Out of this question, the researchers decided "We need to focus on the development of the adults who are important in the kids' lives..for whom "we need to do active skill-building with..by coaching, by training, and by practice." This approach aligns with NAZA's work to date and will inform the direction of this project.

**Goal 1:** To strengthen Nashville's capacity to provide safe and supportive environments for youth both in and out of school.

**Goal 2:** To strengthen the youth-serving community's capacity to offer high-quality, engaging out-of-school time learning opportunities to children and youth that will enhance children's/youth's 21st century skills, social emotional (SEL) learning, and motivation and preparedness for success in future education and career opportunities.

**Objective 1:** Improve community adults' (e.g. out-of-school-time educators, families, and school staff) readiness to support positive child/youth development and cultivate safe environments in the lives of children/youth in school settings, afterschool settings, or at home through training, coaching, evaluation or tools.

**Objective 2:** Strengthen youth-serving professionals' skills in designing, delivering, and evaluating high-quality, engaging out-of-school-time activities that attract youth (especially middle school youth), thereby reducing youths' risk of becoming victims of crime and participating in risky behaviors after school and during the summer.

## **ACTIVITIES**

**Objective 1:** Improve community adults' (e.g. out-of-school-time educators, families, and school staff) readiness to support positive child/youth development and cultivate safe environments in the lives of children/youth in school settings, afterschool settings, or at home through training, coaching, evaluation or tools.

**Activity 1.1:** In years 1-2, work with Vanderbilt University's Peabody College to conduct a needs assessment and map out assets that will be utilized in year 2 to yield a detailed map of what is needed in terms of specific trainings and coaching supports from the perspective of youth, their families, and youth-serving agencies and individuals.

**Activity 1.2:** In years 1-2, map out expertise and resources available for training community adults on Adverse Childhood Experiences (ACEs) prevention and awareness, youth violence and neglect prevention, and other areas of interest defined by the needs assessment. NAZA will seek to partner with content expert organizations such as the Tennessee Commission on Children and Youth, Oasis Center, All Children Excel (ACE) Nashville, and others and serve as a convener.

**Activity 1.3:** In year 1, train community adults on best practices in Positive Youth Development through the Introduction to Positive Youth Development training and other trainings focused on child/youth development. In year 2, develop 1) an online version of the Introduction to Positive Youth Development training, based on Nashville's Five Principles of Positive Youth Development, which will be universally accessible and free-of-charge; and 2) an advanced level of the Positive Youth Development training for those who have completed the introductory training, Introduction to Positive Youth Development. In years 2-

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<sup>8</sup> [https://www.youtube.com/watch?v=urU-a\\_FsS5Y](https://www.youtube.com/watch?v=urU-a_FsS5Y)

3, formalize and offer a training track focused on best practices in Adverse Childhood Experiences (ACEs) prevention and awareness, child and youth violence and neglect prevention, and Positive Youth Development.

**Activity 1.4:** In year 2, develop a system for coaching youth-serving professionals on best practices in positive child/youth development and how to cultivate safe environments in the lives of children/youth in various settings. In year 3, begin implementing the coaching supports.

**Activity 1.5:** In years 1-3, enhance youth-serving organizations' and individuals' access to data collection tools and nationally recognized tools which can be used to evaluate the impact of the interventions.

**Activity 1.6:** In year 3, plan and host a local conference on Positive Youth Development to include an estimated 200 participants.

**Objective 2:** Strengthen youth-serving professionals' skills in designing, delivering, and evaluating high-quality, engaging out-of-school-time activities that attract youth (especially middle school youth), thereby reducing youth's risk of becoming victims of crime and participating in risky behaviors after school and during the summer.

**Activity 2.1:** In year 2, develop a youth outcome framework that will be utilized to help youth-serving professionals design and facilitate learning experiences that build youth's 21st century and SEL skills.

**Activity 2.2:** In years 1-2, engage in a peer learning exercise with one or more of the cities that has successfully defined youth-level outcomes.

**Activity 2.3:** In year 2, develop a toolkit that will help youth-serving professionals/organizations design, deliver, and evaluate programming.

**Activity 2.4:** In year 2, develop a system for coaching youth-serving professionals on how to design, deliver, and evaluate activities that build or strengthens youth's 21st century and SEL skills. In year 3, begin implementing the coaching supports.

**Activity 2.5:** In years 2-3, formalize and offer a training track focused on strategies to engage and retain youth in high-quality out-of-school-time activities (i.e. helping programs to design, deliver, and evaluate programming using best practice tools such as the American Institutes for Research's Beyond the Bell Toolkit).

**Activity 2.6:** In years 2-3, enhance youth-serving organizations' and individuals' access to tools that will help them design, deliver, and evaluate programming.

### IMPLEMENTATION TIMELINE FOR ACCOMPLISHING KEY GRANT ACTIVITIES

Activity/ Output	Position of Person Completing	Due Date for Completion
NAZA works with Vanderbilt University's Peabody College to conduct a needs assessment and map out assets/ Needs assessment and asset mapping completed	NAZA Coordinator, NAZA Program Development and Quality Manager, Researchers from Vanderbilt University's Peabody College, Community Members, NAZA Leadership Team	June 30, 2020
NAZA trains community adults on best practices in youth development/ 150 community adult attendees are trained	NAZA Program Development and Quality Manager, Project Manager, Trainer(s)	June 30, 2019
NAZA works with trainer(s) to create an online version of the Introduction to Positive Youth Development training/ Online Intro to PYD training developed	NAZA Coordinator, NAZA Program Development and Quality Manager, Trainer(s), NAZA Leadership Team	June 30, 2020
NAZA works with trainer(s) to	NAZA Coordinator, NAZA	June 30, 2020

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create an Advanced Positive Youth Development training/ Advanced PYD training developed	Program Development and Quality Manager, Trainer(s), NAZA Leadership Team	
NAZA develops a youth outcome framework after engaging in peer learning with other city(ies)/ Framework developed	NAZA Coordinator, NAZA Program Development and Quality Manager, NAZA Leadership Team, Peer Cities	June 30, 2020
NAZA develops a toolkit to help youth-serving professionals/organizations design, deliver, and evaluate programming/Toolkit assembled	NAZA Program Development and Quality Manager, NAZA Leadership Team, Project Manager	June 30, 2020
NAZA enhances youth-serving organizations' and individuals' access to data collection tools and nationally recognized tools/ 65 youth-serving professionals/organizations access needed tools in year 1 and 85 youth-serving professionals/organizations access needed tools in year 2 and 3	NAZA Program Development and Quality Manager, NAZA Data Specialist, Project Manager, NAZA Leadership Team, External Assessors	June 30, 2019 for year 1 / June 30, 2020 for year 2/ June 30, 2021 for year 3
NAZA develops a system for coaching youth-serving professionals on best practices in positive child/youth development/ System is developed	NAZA Coordinator, NAZA Program Development and Quality Manager, NAZA Leadership Team	June 30, 2020
NAZA develops a system for coaching youth-serving professionals on how to design, deliver, and evaluate activities that build or strengthens youth's 21st century and SEL skills/System is developed	NAZA Coordinator, NAZA Program Development and Quality Manager, NAZA Leadership Team	June 30, 2020
NAZA formalizes and offers a training track focused on best practices in Adverse Childhood Experiences (ACEs) prevention and awareness, child and youth violence and neglect prevention, and Positive Youth Development/500 community adults attend or access trainings available through the formalized training track in years 2 and 3	NAZA Coordinator, NAZA Program Development and Quality Manager, Project Manager, Trainer(s), NAZA Leadership Team	June 30, 2020 for year 2/ June 30, 2021 for year 3
NAZA formalizes and offers a training track focused on how to design, deliver, and evaluate activities that build or strengthen youths' 21st century and SEL skills/200 youth-serving	NAZA Coordinator, NAZA Program Development and Quality Manager, Project Manager, Trainer(s), NAZA Leadership Team	June 30, 2021

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professionals attend trainings available through the formalized training track in year 3		
NAZA enhances youth-serving organizations' and individuals' access to tools that will help them design, deliver, and evaluate programming/Toolkits disseminated to 200 youth-serving professionals/program sites in year 3	NAZA Program Development and Quality Manager, NAZA Leadership Team, Project Manager	June 30, 2021
NAZA offers new system of coaching supports in positive child/youth development/Coaching provided to 50 youth-serving professionals/program sites	NAZA Program Development and Quality Manager, Project Manager, Coaches	June 30, 2021
NAZA offers new system of coaching supports on how to design and deliver activities that build or strengthens youth's 21st century and SEL skills/Coaching provided to 50 youth-serving professionals/program sites	NAZA Program Development and Quality Manager, Project Manager, Coaches	June 30, 2021
Plan and host a local conference on Positive Youth Development/200 attend the conference	NAZA Coordinator, NAZA Program Development and Quality Manager, Project Manager, Trainer(s), NAZA Team	June 30, 2021

**INPUTS**

NAZA's dual mandate to increase youth's access to expanded learning opportunities and build youth-serving organizations capacity to design, deliver, and evaluate high-quality learning experiences for youth will allow it to input a number of critical resources that will support the project from other sources.

NAZA receives \$2.8 million in Metro funds annually to cover student access to free afterschool and summer programs. Last year, 2200 students accessed afterschool and summer learning opportunities funded by NAZA. The program providers are selected on a competitive basis every year; providers commit to comply with NAZA's standards for high-quality programming as defined in annual contracts.

Of the above mentioned amount, an estimated \$2.1 million will be invested in student programming annually over the next three years, which will be directly linked to this project. Many of the youth-serving professionals who will receive training, coaching, or resources through this grant are employed at organizations that NAZA either funds or supports. NAZA will measure the quality of its affiliated programs, youth attendance and retention in programs, as well as youth workers' perceived knowledge or skill change in youth development.

The following will be direct inputs into this project:

Staff time- NAZA Coordinator (10%); NAZA Program Development and Quality Manager (30%); NAZA Data Specialist (20%); NAZA Projects Manager (5%). This will translate into a \$43,000 annual investment from

the Metro Government of Nashville and Davidson County for the purpose of overseeing this project. In years 2 and 3, at least one full-time position will be dedicated to coaching youth-serving agencies in positive youth development that will not be charged to this grant. That will be an additional estimated \$64,000 annual input into the project funded by Metro Government.

In addition NAZA will invest in the following to ensure the success of this project, that will not be charged to the grant: phone, internet, office supplies (including technology), office areas, library production services, and NAZA's website (as a platform for online training).

NAZA has purchased 100 copies of the American Institutes for Research's (AIR) Beyond the Bell toolkit, at a total cost of \$12,000 (from Metro budget) that will be used to train youth-serving professionals/organizations on best practices in afterschool and summer throughout this project.

NAZA also raises private funds that support the quality of programs, training, coaching and other supports to program providers. The costs requested under the grant for trainings and quality coaching as well as data management will be co-paid by Metro funds at an estimated \$15,000 and by the Dan and Margaret Maddox Charitable Fund and the Joe C. Davis Foundation at an estimated \$20,000 annually.

The position of the Project Manager will be responsible for the following:

- Daily management of the grant;
- Communication with the State;
- Arranging trainings;
- Scheduling coaching visits;
- Sub-contracting and payments; and
- State required reporting.

The position will require:

- A Bachelor's degree (Master's preferred) in education, social work, community development, or program administration.
- Prior experience managing medium-sized grants (experience with state grants is preferable).
- Excellent time management skills.
- Project and budget management skills.
- Excellent communications skills.
- The ability to work independently with minimal supervision.

Other inputs will include:

- In-kind time of community members who participate in the needs assessment;
- Trainers and training/conference space, registration website, supplies, equipment, curricula, and participants;
- External evaluators/coaches;
- Evaluation tools and data collection systems;
- In-kind time of staff who work in other cities with whom NAZA will engage in peer learning; and
- Tools and housing mechanism for toolkit.

## **DATA COLLECTION PROCEDURE**

NAZA's design is grounded in the body of research that demonstrates a positive correlation between the quality of afterschool programs and the benefits of these programs to young people. Before NAZA's launch, afterschool programs scattered around Nashville were of uneven quality; very few used data to guide student recruitment or program design. In 2009, NAZA convened a youth-serving community task force to define shared principles of youth development and NAZA began partnering with the David P. Weikart Center for Youth Program Quality to implement a network-wide continuous quality improvement process

and measure the network's adherence to Nashville's Five Principles of Positive Youth Development, as described below:

- 1) **Promote a Sense of Physical, Social and Emotional Safety.** Youth must feel as though the adults in this setting will protect them from any harm. They also must feel they are valued and accepted by the group.
- 2) **Encourage Relationship Building** Young people need many *supportive*, long-term relationships to help them navigate their adolescence. They need guidance from caring adults as well as emotional and practical support from their peers.
- 3) **Foster Meaningful Youth Participation.** Youth must have an active role, voice and choice in shaping their experiences. They must have the opportunity to practice and develop leadership skills, and they must know their contributions are valuable.
- 4) **Provide Opportunities for Building Purpose.** Young people must live purposefully and contribute in meaningful ways. Creating opportunities for youth to become involved in the community and for community members to interact with youth is a powerful way to foster a sense of purpose and develop positive values.
- 5) **Engage Youth in Learning Experiences that Build Healthy and Valuable Life Skills.** Young people need opportunities for experiential learning and practice that will help them build skills needed to succeed in every area of life.

Throughout this project, NAZA will continue implementing the Weikart Center's Youth Program Quality Intervention (YPQI), a nationally-recognized quality improvement model, at afterschool sites that are affiliated with the network. The YPQI involves an ongoing process of assessment, planning, and improvement that is designed to strengthen the quality of instructional practices in programs, ultimately in an effort to increase students' engagement with program content and opportunities for skill-building. All NAZA affiliated afterschool program sites will be assessed each fall by external evaluators who will utilize the research-validated Youth Program Quality Assessment (YPQA) tool to assess program quality. The program staff will also be trained on how to utilize the YPQA tool and complete a self-assessment of their site's program quality during this same timeframe. The YPQA tool assesses five domains (safe environment, supportive environment, interaction, engagement, literacy) that are aligned with trainings which NAZA provides to improve the readiness of the adults to support positive child/youth development and cultivate safe environments in the lives of children/youth.

Both the external and self-assessments will involve an assessor visiting a program site, recording their observations, assessing the program quality using the YPQA tool, and then entering the scores into an online system. After the external assessment scores are entered, the external assessor will meet with the program staff to review the scores of both the external and self-assessments for the site. Higher assessment scores are associated with higher levels of youth engagement, defined as interest, challenge, and belonging. High scores reflect opportunities for youth to practice emerging social and emotional skills (e.g., agency, communication, empathy, problem-solving) that support success in adolescence and early adulthood. The external assessors' scores paired with the self-assessment scores will also be used to determine the program staff's professional development needs and coach and guide the program staff toward improvement in the areas that received the lower scores. The external and self-assessment process will be repeated in the spring which will allow the program's leadership to see whether there were gains across the five domains and in the program's instructional quality score.

Program quality self-assessment and external assessment data for NAZA affiliated sites will be stored in Weikart Center's Scores Reporter, an online portal accessible to all NAZA affiliated organizations. The data will be analyzed by Weikart Center experts and a final program quality and assessment report will be produced by them as well. The Project Manager and NAZA's Program Development and Quality Manager will also have the capacity to produce reports utilizing the Scores Reporter and thus can submit this data in the required grant reports.

Through this project, trainings will be offered to staff of NAZA affiliated sites and the broader youth-serving community. Each trainer will disseminate evaluation surveys after each training that include some questions that ask the participant to consider whether they gained knowledge or skills as a result of the training. In year 1, the data related to training attendance will be stored on the Databank, software that NAZA uses to track meeting and training attendance, as well as on an Excel spreadsheet. The Project Manager will enter the post-training survey data into an Excel sheet and analyze the data set; NAZA's Program Development and Quality Manager will review the data and submit it in the required grant reports. In years 2 and 3, NAZA will seek to switch to a unified attendance management system for both adults and youth and may explore other options for capturing post-training survey data. Regardless of the mechanism, training attendance (including the conference held in year 3) and associated post-training survey data will be submitted in required grant reports.

Over the course of this project, coaching and tools will be made available to both staff of NAZA affiliated sites and the broader youth-serving community. Survey data related to the impact of coaching and toolkit access will be collected and stored online, through SurveyMonkey Pro, and analyzed by the Project Manager. NAZA's Program Development and Quality Manager will review the data and submit it in the required grant reports.

NAZA highly values young people's rights to meaningful participation and expression of their opinion in matters related to their education, development, safety, etc. Therefore, each December NAZA affiliated sites will administer the Youth Asset Survey (YMCA Purple Kit) to measure young people's experiences around the five youth development principle domains mentioned above. That data is collected and stored online, through SurveyMonkey Pro, and on an Excel spreadsheet and will be analyzed by a third party researcher (usually through Vanderbilt). This data is also inserted into the annual program quality assessment report produced by the Weikart Center. In year 3, after defining the youth level outcome framework, the team may seek to use another tool that is designed to measure skills defined in the outcome framework.

At the end of the school year, the Weikart Center will also administer a staff survey to capture the experience of the frontline staff with trainings, classroom practices, resources, and evaluation processes. This tool will also help to collect information about the effectiveness of coaching services and define the future need. The information from the survey will be included in the annual program quality assessment report produced by the Weikart Center. Staff survey data will be stored and analyzed by the Weikart Center.

All the information collected, whether program quality assessments, training evaluations, student survey data, or data on the impact of coaching and tools, will be reviewed by NAZA's leadership team and utilized to strategically plan for continuous improvement. High-level project findings will also be shared with NAZA's leadership council, which is co-chaired by the Mayor and the director of the Nashville Public Library, and comprised of leaders in the public, private, and nonprofit sector.

For internal purposes, data related to student attendance will be stored on UpMetrics, checked and cleared by NAZA's Data Specialist, and matched and bridged to MNPS' data warehouse. Eventually, NAZA will seek to utilize this data to define students' social, behavioral, and academic needs and any changes in those needs between the beginning and end of the school year.

### **COLLABORATION ACTIVITIES (REQUIRED)**

At the system level, NAZA was established as a partnership between Metro Nashville Public Schools and the Mayor's Office; the partnership was expanded in 2014 when NAZA became a part of the Nashville Public Library.

At the program level, NAZA is a partnership between Metro government and over 20 youth-serving organizations in Davidson County. The collective efforts of the partnership between MNPS, the Mayor's

Office, Nashville Public Library, and youth-serving organizations has resulted in 9,000 students having engaged in NAZA-funded afterschool and summer programs since 2009.

NAZA also partners with Vanderbilt University's Peabody College on research and consulting.

In the proposed project, NAZA will convene content expert organizations such as Oasis Center, MNPS, Tennessee Commission on Children and Youth, and Peabody College to enhance its in-house expertise and develop a streamlined entity through which youth-serving organizations and individuals can easily access free-of-charge training, coaching, and tools.

NAZA will seek to continue its partnership with the district focused on aligning professional development offerings. NAZA plans to continue offering trainings that are led by district trainers on an in-kind basis and making trainings available to school staff at no cost to the district. This will enable NAZA and the district to leverage resources and avoid any duplication of offerings.

NAZA will continue partnering with Vanderbilt University by subcontracting Peabody College to conduct a community assessment of needs in youth development training, coaching services, and tools. Please see the enclosed letter which reflects Peabody College's intent to partner with NAZA on this project through an eventual sub-contractual agreement.

NAZA has some experience in offering partners trainings on ACEs awareness. ACEs and violence and neglect prevention will be new areas for NAZA and will be an integral part of NAZA's efforts to promote a culture of positive child/youth development. Therefore, NAZA will seek to partner with the Tennessee Commission on Children and Youth and either have TCCY deliver ACEs and violence and neglect prevention trainings or NAZA will seek TCCY's guidance on which organization(s) NAZA could partner with to deliver these trainings and strengthen the NAZA leadership team's capacity to coach partners in these areas.

### **INTENDED OUTPUTS (Products)**

**Objective 1:** Improve community adults' (e.g. out-of-school-time educators, families, and school staff) readiness to support positive child/youth development and cultivate safe environments in the lives of children/youth in school settings, afterschool settings, or at home through training, coaching, evaluation or tools.

#### **Objective 1 Outputs:**

- Year 1
  - Introduction to Positive Youth Development in-person training and other trainings focused on child/youth development offered to 150 community adult attendees.
  - Evaluation and attendance tools and data (through Weikart Center's Scores Reporter system, the Youth Asset Survey, and UpMetrics attendance management and reporting system) are made available to 65 youth-serving professionals/organizations.
  
- Years 2
  - Needs assessment and asset mapping completed, which will inform the specific trainings and coaching supports offered to community adults.
  - Online version of the Introduction to Positive Youth Development training developed.
  - Advanced level of Positive Youth Development training developed for those who have completed the introductory training, Introduction to Positive Youth Development.
  - System developed for coaching youth-serving professionals on best practices in positive child/youth development and how to cultivate safe environments in the lives of children/youth in various settings.

- Years 2-3
  - 500 community adults attend or access trainings available through a formalized training track that focuses on best practices in Adverse Childhood Experiences (ACEs) prevention and awareness, child and youth violence and neglect prevention, and Positive Youth Development.
  - Evaluation and attendance tools and data (through Weikart Center's Scores Reporter system, the Youth Asset Survey, and UpMetrics attendance management and reporting system) are made available to 85 youth-serving professionals/organizations.
- Year 3
  - Coaching provided to 50 youth-serving professionals/program sites on best practices in positive child/youth development and how to cultivate safe environments in the lives of children/youth in various settings.
  - An estimated 200 participants attend a local conference on Positive Youth Development that will be hosted by NAZA.

**Objective 2:** Strengthen youth-serving professionals' skills in designing, delivering, and evaluating high-quality, engaging out-of-school-time activities that attract youth (especially middle school youth), thereby reducing youth's risk of becoming victims of crime and participating in risky behaviors after school and during the summer.

**Objective 2 Outputs:**

- Year 2:
  - Youth outcome framework developed that will be utilized to help youth-serving professionals design and facilitate learning experiences that build youth's 21st century and SEL skills.
  - Toolkit assembled that will help youth-serving professionals/organizations design, deliver, and evaluate programming.
  - System developed for coaching youth-serving professionals on how to design, deliver, and evaluate activities that build or strengthens youth's 21st century and SEL skills.
- Year 3:
  - 200 youth-serving professionals attend trainings available through a formalized training track that focuses on how to design, deliver, and evaluate activities that build or strengthen youths' 21st century and SEL skills (i.e. helping programs to design, deliver, and evaluate programming using best practice tools such as the American Institutes for Research's Beyond the Bell Toolkit).
  - Toolkits focused on helping youth-serving professionals/organizations design, deliver, and evaluate programming disseminated to 200 youth-serving professionals/program sites.
  - Coaching provided to 50 youth-serving professionals/program sites on how to design and deliver activities that build or strengthens youth's 21st century and SEL skills.

**INTENDED OUTCOMES (Results)**

**Objective 1:** Improve community adults' (e.g. out-of-school-time educators, families, and school staff) readiness to support positive child/youth development and cultivate safe environments in the lives of children/youth in school settings, afterschool settings, or at home through training, coaching, evaluation or tools.

**Objective 1 Outcomes:**

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- In year 1, 75% (or 112) of 150 community adults will increase their knowledge of best practices in positive child/youth development as a result of an in-person Positive Youth Development training or other trainings focused on child/youth development. Community adults may attend multiple trainings and thus this number may reflect duplicated individuals.
- In years 1, 75% (or 450) of 600 students surveyed (who participate in NAZA supported programs) will report that they experience caring relationships with adults and peers, feel empowered (report that they are safe, valued, and have opportunities to contribute), and have increased their sense of positive identity.
- In years 1-3, the program quality of NAZA-funded program sites will be assessed via pre-and post-assessments, and the sites will score an aggregate of 3.5/5 in instructional quality on the post-assessments of the Weikart Center's Youth Program Quality Assessment tool.
- In year 2 and 3, 75% (or 375) of 500 community adults will increase their knowledge of best practices in positive child/youth development as a result of attending or accessing a training that is available through a formalized training track that focuses on best practices in Adverse Childhood Experiences (ACEs) prevention and awareness, child and youth violence and neglect prevention, and Positive Youth Development.
- In year 3, 75% (or 37) of 50 youth-serving professionals/program sites that receive coaching on best practices in positive child/youth development and how to cultivate safe environments in the lives of children/youth in various settings, will report that they have improved their practice as a result of the coaching.
- In year 3, 75% (or 150) of 200 community adults that attend NAZA's conference on Positive Youth Development will increase their knowledge of best practices in positive child/youth development.

**Objective 2:** Strengthen youth-serving professionals' skills in designing, delivering, and evaluating high-quality, engaging out-of-school-time activities that attract youth (especially middle school youth), thereby reducing youth's risk of becoming victims of crime and participating in risky behaviors after school and during the summer.

**Objective 2 Outcomes:**

- In year 3, 75% (or 150) of 200 youth-serving professionals will strengthen their skills in designing, delivering, or evaluating engaging activities (that build or strengthen youth's 21st century and SEL skills) as a result of either attending a training that is available through a formalized training track that focuses on how to design, deliver, and evaluate activities that build or strengthen youths' 21st century and SEL skills or utilizing the associated toolkit.
- In year 3, 75% (or 450) of 600 youth (estimated number of respondents to the survey) will report that have learned or improved 21st century skills.
- In year 3, 75% (or 37) of 50 youth-serving professionals/program sites that receive coaching on how to design, deliver, or evaluate activities that build or strengthen youth's 21st century and SEL skills will report that they have improved their practice as a result of the coaching.

**PROJECT SUMMARY (Mandatory)**

The Nashville After Zone Alliance (NAZA) is requesting a Juvenile Assistance Grant to execute a project, entitled "Ensuring Children's Rights to Safety and Support" in response to the Prevention and Intervention for At Risk Youth grant solicitation. The proposed project will focus on training, coaching, and equipping adults to provide safe, supportive, and engaging environments for children and youth. The goals of the project are to 1) Strengthen Nashville's capacity to provide safe and supportive environments for youth both in and out of school; and 2) Strengthen the youth-serving community's capacity to offer high-quality, engaging out-of-school time learning opportunities to children and youth that will enhance children's/youth's 21st century skills, social emotional learning, and motivation and preparedness for success in future

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education and career opportunities. The primary strategies to achieve these goals include: 1) Providing community adults, for example, out-of-school-time educators, families, and school staff, with training, coaching, evaluation services, and tools in an effort to improve community adults' readiness to support positive child/youth development and cultivate safe environments in the lives of children/youth in school settings, afterschool settings, and at home; and 2) Providing youth-serving professionals and organizations with training, coaching, and tools in an effort to strengthen their skills in designing, delivering, and evaluating high-quality, engaging out-of-school-time activities that attract youth (especially middle school youth), thereby reducing youth's risk of becoming victims of crime and participating in risky behaviors after school and during the summer. NAZA will also continue to fund and coordinate its evidence-based expanded learning system in an effort to improve students' access to high-quality afterschool and summer learning experiences. Major deliverables will include: 1) A free, universally accessible online Positive Youth Development training; 2) An Advanced Positive Youth Development training, 3) A needs assessment that will inform which specific trainings and coaching supports will be offered to community adults; 4) Two new training tracks focused on positive youth development and designing, delivering, and evaluating high-quality out-of-school time activities; 5) Coaching and evaluation services for youth-serving professionals and organizations; 6) A youth outcomes framework; 7) A toolkit and data collection tools to help youth-serving professionals/organizations design, deliver, and evaluate programming; 8) A conference on Positive Youth Development; and 9) Afterschool and summer programming for thousands of students that will be funded by NAZA through Metro Government funding. As a partnership of MNPS, the Mayor's Office, the Nashville Public Library, and over 20-youth serving organizations, NAZA will leverage resources across this partnership for the purpose of strengthening the project. NAZA also seeks to work with Vanderbilt University's Peabody College to conduct the needs assessment. Through this project, NAZA will convene content expert organizations to enhance its in-house expertise and develop a streamlined entity through which youth-serving organizations and individuals can easily access free-of-charge training, coaching, and tools.

**UPON COMPLETION OF THIS SCOPE OF SERVICE/NARRATIVE SAVE A COPY AND SUBMIT IT ALONG WITH YOUR BUDGET FORM TO OCJP VIA THE E-MAIL NOTED IN SOLICITATION.**

GRANT BUDGET				
AGENCY NAME: Metro Government of Nashville and Davidson County				
FUND SOURCE: Justice Assistance Grant Program				
SOLICITATION NUMBER: CFDA 16.738				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following Applicable Period: BEGIN: 02/01/2019 END: 06/30/2019				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup>	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes <sup>2</sup>	\$28,650.00	\$0.00	\$28,650.00
4, 15	Professional Fee, Grant & Award <sup>2</sup>	\$61,000.00	\$0.00	\$61,000.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications <sup>2</sup>	\$1,754.00	\$0.00	\$1,754.00
11, 12	Travel, Conferences & Meetings <sup>2</sup>	\$2,500.00	\$0.00	\$2,500.00
13	Interest <sup>2</sup>	N/A	N/A	N/A
14	Insurance <sup>2</sup>	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals <sup>2</sup>	\$0.00	\$0.00	\$0.00
17	Depreciation <sup>2</sup>	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel <sup>2</sup>	\$0.00	\$0.00	\$0.00
20	Capital Purchase <sup>2</sup>	\$0.00	\$0.00	\$0.00
22	Indirect Cost <sup>2</sup>	\$4,695.00	\$0.00	\$4,695.00
24	In-Kind Expense <sup>2</sup>	\$0.00	\$0.00	\$0.00
n/a	Grantee Match Requirement (for any amount of the required Grantee Match that is <u>not</u> specifically delineated by budget line-items above)	\$0.00	\$0.00	\$0.00
25	<b>GRAND TOTAL</b>	<b>\$98,599.00</b>	<b>\$0.00</b>	<b>\$98,599.00</b>

<sup>1</sup> Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: <http://www.tn.gov/assets/entities/finance/ocjp/attachments/Appendix J Policy 03 Report.xls>)

<sup>2</sup> Applicable detail follows this page if line-item is funded.

**GRANT BUDGET LINE-ITEM DETAIL:**

AGENCY NAME: Metro Government of Nashville and Davidson County

FUND SOURCE: Justice Assistance Grant Program

SOLICITATION NUMBER: CFDA 16.738

<b>SALARIES, BENEFITS &amp; TAXES</b>	<b>AMOUNT</b>
Position 1: Project Manager, salary and benefits est. 75% (prorated 6 months)	\$28,650.00
<b>TOTAL</b>	<b>\$28,650.00</b>

<b>PROFESSIONAL FEE, GRANT &amp; AWARD</b>	<b>AMOUNT</b>
Community needs assessment, subcontract with Vanderbilt University (55% of cost - subcontract and budget will be submitted for approval prior to implementation)	\$44,000.00
Development of online Positive Youth Development training (60% of costs allocated in year 1, remaining in year 2). Subcontract and budget will be submitted for approval prior to implementation).	\$9,000.00
UpMetrics online application system and data reporting for 1500 students =\$4000; UpMetrics Data collection platform for 1500 students (\$4000 Match)	\$8,000.00
<b>TOTAL</b>	<b>\$61,000.00</b>

<b>SUPPLIES (includes "Sensitive Minor Equipment"), TELEPHONE, POSTAGE &amp; SHIPPING, OCCUPANCY, EQUIPMENT RENTAL &amp; MAINTENANCE, PRINTING &amp; PUBLICATION</b>	<b>AMOUNT</b>
Supplies: Supplies needed for trainings (markers, chart papers, handouts, etc.,)	\$454.00
Sensitive Minor Equipment: laptop for the project manager	\$1,300.00
<b>TOTAL</b>	<b>\$1,754.00</b>

<b>TRAVEL, CONFERENCES &amp; MEETINGS</b>	<b>AMOUNT</b>
Local Travel: Travel includes milage for Project Manager. Rate will be the prevailing state rate or our local rate, whichever is less (prorated 6 months)	\$700.00
Training and Conferences Attended by Agency Staff: A visit to Boston Afterschool and Beyond for peer learning; Ready by 21 convening in March 2019	\$1,800.00
<b>TOTAL</b>	<b>\$2,500.00</b>

<b>INDIRECT COST</b>	<b>AMOUNT</b>
Description of Indirect Costs: The Nashville Public Library's Indirect Cost Plan is a single rate cost plan which is not broken out by department or project (prorated 6 months)	\$4,695.00
<b>TOTAL</b>	<b>\$4,695.00</b>

GRANT BUDGET				
AGENCY NAME: Metro Government of Nashville and Davidson County				
FUND SOURCE: Justice Assistance Grant Program				
SOLICITATION NUMBER: CFDA 16.738				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following Applicable Period: BEGIN: 07/01/2019 END: 06/30/2020				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup>	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes <sup>2</sup>	\$57,300.00	\$0.00	\$57,300.00
4, 15	Professional Fee, Grant & Award <sup>2</sup>	\$21,375.00	\$0.00	\$21,375.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications <sup>2</sup>	\$800.00	\$0.00	\$800.00
11, 12	Travel, Conferences & Meetings <sup>2</sup>	\$10,100.00	\$0.00	\$10,100.00
13	Interest <sup>2</sup>	N/A	N/A	N/A
14	Insurance <sup>2</sup>	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals <sup>2</sup>	\$0.00	\$0.00	\$0.00
17	Depreciation <sup>2</sup>	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel <sup>2</sup>	\$0.00	\$0.00	\$0.00
20	Capital Purchase <sup>2</sup>	\$0.00	\$0.00	\$0.00
22	Indirect Cost <sup>2</sup>	\$10,370.00	\$0.00	\$10,370.00
24	In-Kind Expense <sup>2</sup>	\$0.00	\$0.00	\$0.00
n/a	Grantee Match Requirement (for any amount of the required Grantee Match that is <u>not</u> specifically delineated by budget line-items above)	\$0.00	\$0.00	\$0.00
25	<b>GRAND TOTAL</b>	<b>\$99,945.00</b>	<b>\$0.00</b>	<b>\$99,945.00</b>

<sup>1</sup> Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*. (posted on the Internet at: <http://www.tn.gov/assets/entities/finance/ocip/attachments/Appendix J Policy 03 Report.xls>)

<sup>2</sup> Applicable detail follows this page if line-item is funded.

**GRANT BUDGET LINE-ITEM DETAIL:**

AGENCY NAME: Metro Government of Nashville and Davidson County

FUND SOURCE: Justice Assistance Grant Program

SOLICITATION NUMBER: CFDA 16.738

SALARIES, BENEFITS & TAXES	AMOUNT
Position 1: Project Manager salary and benefits, est. 75%	\$57,300.00
<b>TOTAL</b>	<b>\$57,300.00</b>

PROFESSIONAL FEE, GRANT & AWARD	AMOUNT
Online Positive Youth Development training finalized and launched along with the Advanced level training on Positive Youth Development launched (60% of costs allocated in year 1, remaining in year 2).	\$8,000.00
Consulting fee for youth outcome framework (5 days x \$300 per day)	\$1,500.00
Data collection and management services: Access to evaluation and data tracking tools (Weikart Center Scores Reporter system for program quality evaluation. Scores Reporter- 65 Site accounts \$65/site/year=\$3575 for Scores Reporter;	\$4,225.00
UpMetrics online application system and data reporting for 1700 students=\$7650; UpMetrics Data collection platform for 2000 students	\$7,650.00
<b>TOTAL</b>	<b>\$21,375.00</b>

SUPPLIES (includes "Sensitive Minor Equipment"), TELEPHONE, POSTAGE & SHIPPING, OCCUPANCY, EQUIPMENT RENTAL & MAINTENANCE, PRINTING & PUBLICATION	AMOUNT
Supplies: Supplies needed for trainings (markers, chart papers, handouts, etc.)	\$800.00
<b>TOTAL</b>	<b>\$800.00</b>

TRAVEL, CONFERENCES & MEETINGS	AMOUNT
Local Travel: Travel includes mileage for Project Manager. Rate will be the prevailing state rate or our local rate, whichever is less	\$1,500.00
Training and Conferences Attended by Agency Staff: Participate in national conferences and system building meetings for afterschool systems (2 team members x \$1300 estimated each x 2 trips)	\$5,200.00
Training and Conferences Attended by Agency Staff: Visits to one or two cities to explore and learn about their youth outcome framework(s) and best practices in OST programming (2 team members x \$1100 estimated each)	\$2,200.00
Training and Conferences Implemented by Agency: Peer team visit from one of the mentor city intermediaries for consulting purposes	\$1,200.00
<b>TOTAL</b>	<b>\$10,100.00</b>

INDIRECT COST	AMOUNT
Description of Indirect Costs: The Nashville Public Library's Indirect Cost Plan is a single rate cost plan which is not broken out by department or project	\$10,370.00
<b>TOTAL</b>	<b>\$10,370.00</b>

GRANT BUDGET				
AGENCY NAME: Metro Government of Nashville and Davidson County				
FUND SOURCE: Justice Assistance Grant Program				
SOLICITATION NUMBER: CFDA 16.738				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN: 07/01/2020 END: 06/30/2021				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup>	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes <sup>2</sup>	\$57,300.00	\$0.00	\$57,300.00
4, 15	Professional Fee, Grant & Award <sup>2</sup>	\$21,825.00	\$0.00	\$21,825.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications <sup>2</sup>	\$0.00	\$0.00	\$0.00
11, 12	Travel, Conferences & Meetings <sup>2</sup>	\$10,500.00	\$0.00	\$10,500.00
13	Interest <sup>2</sup>	N/A	N/A	N/A
14	Insurance <sup>2</sup>	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals <sup>2</sup>	\$0.00	\$0.00	\$0.00
17	Depreciation <sup>2</sup>	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel <sup>2</sup>	\$0.00	\$0.00	\$0.00
20	Capital Purchase <sup>2</sup>	\$0.00	\$0.00	\$0.00
22	Indirect Cost <sup>2</sup>	\$10,370.00	\$0.00	\$10,370.00
24	In-Kind Expense <sup>2</sup>	\$0.00	\$0.00	\$0.00
n/a	Grantee Match Requirement (for any amount of the required Grantee Match that is <u>not</u> specifically delineated by budget line-items above)	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$99,995.00	\$0.00	\$99,995.00

<sup>1</sup> Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*. (posted on the Internet at: <http://www.tn.gov/assets/entities/finance/ocjp/attachments/Appendix J Policy 03 Report.xls>)

<sup>2</sup> Applicable detail follows this page if line-item is funded.

**GRANT BUDGET LINE-ITEM DETAIL:**

AGENCY NAME: Metro Government of Nashville and Davidson County  
 FUND SOURCE: Justice Assistance Grant Program  
 SOLICITATION NUMBER: CFDA 16.738

SALARIES, BENEFITS & TAXES	AMOUNT
Position 1: Project Manager, salary and benefits est. 75%	\$57,300.00
<b>TOTAL</b>	<b>\$57,300.00</b>

PROFESSIONAL FEE, GRANT & AWARD	AMOUNT
Training costs estimated at \$10,000 for approximately 20 days of training provided by trainers with the average cost of \$500 per training day. Trainer selection will be determined based on the needs assessment. Coaching/evaluation services estimated at \$3750 or approximately 250 hours at \$15 per hour for external coach/evaluator consultants, to assist providers with implementing the framework, collect data and build programming targeted at outcomes that we all defined together.	\$13,750.00
Data collection and management services: Access to evaluation and data tracking tools (Weikart Center Scores Reporter system for program quality evaluation. Scores Reporter- 65 Site accounts \$55/site/year=\$3575 for Scores Reporter;	\$3,575.00
UpMetrics online application and check in system for 2000 students=\$4500 (data collection and reporting feature is provided as in-kind and through other funding stream); UpMetrics Data collection platform for 2000 students	\$4,500.00
<b>TOTAL</b>	<b>\$21,825.00</b>

TRAVEL, CONFERENCES & MEETINGS	AMOUNT
Local Travel: Travel includes mileage for Project Manager. Rate will be the prevailing state rate or our local rate, whichever is less	\$1,100.00
Training and Conferences Attended by Agency Staff: Visits to one or two cities to explore and learn about best practices in OST programming (2 team members x \$1200 estimated each)	\$2,400.00
Training and Conferences Implemented by Agency: Local conference on promoting positive youth development including successes and challenges with estimated 200 participants; costs to cover facilitation, logistical planning, program planning, supplies, etc. with an estimated cost of \$35 per participant	\$7,000.00
<b>TOTAL</b>	<b>\$10,500.00</b>

INDIRECT COST	AMOUNT
Description of Indirect Costs: The Nashville Public Library's Indirect Cost Plan is a single rate cost plan which is not broken out by department or project	\$10,370.00
<b>TOTAL</b>	<b>\$10,370.00</b>

**ATTACHMENT B****Federal Award Identification Worksheet**

Subrecipient's name (must match registered name in DUNS)	Metropolitan Government of Nashville and Davidson County
Subrecipient's DUNS number	078217668
Federal Award Identification Number (FAIN)	2017-MU-BX-0119
Federal award date	6/26/2018
CFDA number and name	16.738;
Grant contract's begin date	2/01/2019
Grant contract's end date	6/30/2021
Amount of federal funds obligated by this grant contract	\$298,539.00
Total amount of federal funds obligated to the subrecipient	\$298,539.00
Total amount of the federal award to the pass-through entity (Grantor State Agency)	\$4,790,791.00
Name of federal awarding agency	Bureau of Justice Assistance
Name and contact information for the federal awarding official	Yolaine Faustin (202) 353-1720
Is the federal award for research and development?	No
Indirect cost rate for the federal award (See 2 C.F.R. §200.331 for information on type of indirect cost rate)	10.0% ICR

ATTACHMENT C

Parent Child Information

Send completed documents as a PDF file to [cpo.auditnotice@tn.gov](mailto:cpo.auditnotice@tn.gov). *The Grantee should submit only one, completed "Parent Child Information" document to the State during the Grantee's fiscal year if the Grantee indicates it is subject to an audit on the "Notice of Audit Report" document.*

"Parent" means an entity whose IRS filing contains the information of at least one other entity.

"Child" means an entity whose information is contained in another entity's IRS filing.

Grantee's Edison Vendor ID number: 4

Is Metropolitan Government of Nashville and Davidson County a parent? Yes  No

If yes, provide the name and Edison Vendor ID number, if applicable, of any child entities.

Is Metropolitan Government of Nashville and Davidson County a child? Yes  No

If yes, complete the fields below.

Parent entity's name: \_\_\_\_\_

Parent entity's tax identification number: \_\_\_\_\_

Note: If the parent entity's tax identification number is a social security number, this form must be submitted via US mail to:

Central Procurement Office, Grants Program Manager  
3<sup>rd</sup> Floor, WRS Tennessee Tower  
312 Rosa L Parks Avenue  
Nashville, TN 37243

Parent entity's contact information

Name of primary contact person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Parent entity's Edison Vendor ID number, if applicable: \_\_\_\_\_