

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY



December 2, 2025

Ralph Davis, Board Chair
Nashville Public Education Foundation
615 Main St #124
Nashville, TN 37206

Dear Mr. Davis:

Please find attached the monitoring report of Nashville Public Education Foundation relating to the contract it had with the Metropolitan Government of Nashville and Davidson County for the fiscal year ending June 30, 2024.

The Office of Financial Accountability is charged with the responsibility of monitoring grant funds, including Direct Appropriations, from Metropolitan Nashville Government to any nonprofit organization. Staff from the Office of Financial Accountability initiated the review on May 29, 2025.

We appreciate the assistance provided by your agency during the course of the review. If you have any questions, please call me at 615-880-1725.

Sincerely,

Jane Dozier

Jane Dozier, CIA, CFE
Director, Office of Financial Accountability

cc: Diarese George, President & CEO, Nashville Public Education Foundation
Regina Riley, Vice President – Operations, Nashville Public Education Foundation
Colleen Gilligan, Director – Strategic Initiatives, Nashville Public Education Foundation
Jenneen Reed, Director, Department of Finance
Lauren Riley, Metropolitan Auditor, Office of Internal Audit
Kimery Grant, Office of Financial Accountability
Brittany Bryant, Office of Financial Accountability
Metro Finance Leadership Team



Metropolitan Government of Nashville and Davidson County

NASHVILLE PUBLIC EDUCATION FOUNDATION

◆ Monitoring Report ◆

Conducted by



Office of Financial Accountability

December 2, 2025

MONITORING REPORT

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INTRODUCTION

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

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

Contract	Type	Amount	Contract Term	
L-5959	Direct Appropriation	\$100,000	July 1, 2023	June 30, 2024

Agency Background

NPEF has been rallying the community behind our public schools since 2002, working to ensure that every child in Nashville thrives in our schools every day. For over two decades, NPEF has worked to improve public schools first through fundraising and more recently by increasing understanding of critical topics and support for research-based solutions and increasing research-based strategies for supporting student success in our public schools. Evolving as an organization to meet the changing needs of a growing and diversifying community, NPEF has seen its mission expand to eliminate systemic barriers that prevent too many students from thriving in school.

OBJECTIVES, SCOPE AND METHODOLOGY

The objectives of our review were:

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

The scope of our review was limited to the contract term July 1, 2023, through June 30, 2024.

The monitoring review procedures included meeting with agency management and staff, reviewing board minutes and obtaining written representations from management. In addition, we examined certain financial records and supporting documentation necessary to ensure compliance with contractual requirements set forth in contract L-5959. Specific procedures included:

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

RESULTS OF REVIEW

SUMMARY OF RESULTS

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

RESULTS OF REVIEW

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

1. Sufficient Resources and Capacity to Administer Grant Funds

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

2. Allowable and Eligible Costs and Services

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

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

Based on our test work, some costs during the period were not allowable and eligible. Please see Finding #1 in the Findings and Recommendations section.

3. Program and Performance Objectives

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

1. NPEF will host an equity forum with at least 100 participants to educate stakeholders on inequities faced by our students and identify pathways to decrease those inequities. The forum, to be developed in collaboration with

RESULTS OF REVIEW

Metro Nashville Public Schools, will explore what we know about inequities present in our schools today, how we got here, and what we can do going forward so all students have access to opportunities and supports that help them thrive in school. The goal will be to walk away with a common understanding of inequities and a clear path for removing them.

2. NPEF will launch "Why I Stay," a communications campaign that helps to recruit and retain teachers in Metro Nashville Public Schools by exploring the reasons behind teachers' decisions to stay or leave. The goal of the campaign is to elevate teachers' voices in what is needed to retain great teachers and to identify best practices in teacher retention. Additionally, the campaign will reinforce a positive narrative about the great work happening in our public schools every day and the amazing educators behind it all.

Based on our review of program documentation and discussions with staff, the program performance objectives were met, and the agency was in compliance with contractual program objectives.

4. Reliability of Financial and Programmatic Reporting

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

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

5. Civil Rights Requirements

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

FINDINGS AND RECOMMENDATIONS

1. Agency Incurred Questioned Costs

Finding

NPEF invoiced and received reimbursement from Metro, in the amount of \$98,622.98, for grant expenditures during the grant period of July 1, 2023, to June 30, 2024. Out of the total reimbursement received, \$816.16 has been deemed unallowable, due to a lack of documentation required to support the expenditure.

During the grant period, NPEF invoiced Metro a total of \$18,600.00 for occupancy expenditures incurred. However, during our review of supporting documentation, which included reviewing lease statements and proof of payment, only a total of \$17,999.60 in expenditures could be validated. The difference of \$600.40 was overbilled to Metro.

In addition, we identified unallowed personnel costs totaling \$215.76 related to an individual who received a pay raise that went into effect on August 18, 2023. However, NPEF allocated the individual's salary as going into effect for the entire grant period, beginning on July 1, 2023. This miscalculation resulted in an overpayment from Metro to NPEF totaling \$215.76.

NPEF invoiced and received a reimbursement of \$816.16 for expenditures that were deemed unallowable. The breakdown includes \$600.40 for lease payments that could not be validated and \$215.76 for a pay raise that was miscalculated.

Recommendation

NPEF should reimburse Metro \$816.16 for grant expenditures that have been deemed unallowable and take necessary steps to ensure that reported grant expenditures are accurate and sufficiently documented prior to the submission of a reimbursement request and final expenditure report.

Corrective Action Plan Required

Please submit a corrective action plan indicating the actions the agency intends to take to correct the findings identified in this report. The corrective action plan should be addressed to Office of Grants and Accountability and submitted within 14 days

FINDINGS AND RECOMMENDATIONS

from the report date, via email, to Vaughn Wilson at Vaughn.Wilson@nashville.gov. In addition, a copy of the corrective action will also need to be submitted to the Office of Financial Accountability, via email, to Jane Dozier at Jane.Dozier@nashville.gov.