



TOWN OF ASHLAND CITY

Regularly Scheduled Workshop Meeting

October 06, 2026, 6:00 PM

Agenda

Mayor: Gerald Greer

Council Members: Tim Adkins, Nicole Binkley, Rick Johnson, Chris Kerrigan, Michael Smith, Kevin Thompson

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES

- [1.](#) Approval of September 01, 2026, Regularly Scheduled Workshop Minutes

PUBLIC FORUM

2. Procedure for Speaking Before the Board

- * Speakers must complete the information form and submit it to the transcriber prior to the public forum. Be prepared to speak when your name is called.
- * Each speaker will be allowed 4 minutes.
- * Speakers may comment on issues scheduled for consideration at the meeting or other appropriate concerns pertinent to the operation of the town.
- * Each speaker should state the following:
 - his/her name
 - whether they are an Ashland City resident and/or property owner
- * No person shall be allowed to make obscene, derogatory, or slanderous remarks while addressing the Council/Board. Persons doing so will be asked to stop speaking and will forfeit the remainder of their time.
- * All remarks shall be directed to the Council/Board as a body only.
- * No person shall be allowed to disrupt or interfere with the procedures.
- * Remarks shall end when the speaker's allotted time has expired. No time shall be shared with other speakers.
- * Questions from the council/board members may be asked for clarification as well as council/board members may have brief comments; however, no person shall be permitted to enter any discussion or debate either directly with or through any member of the Council/Board or anyone present at the meeting.
- * No one shall make open comments during the meeting.

REPORTS

3. Attorney: Jennifer Noe
4. Chief of Staff/Codes Director: Allen Nicholson
5. City Recorder
6. Court Department: Cynthia Hollingsworth
7. Finance Department: Will Duffel
8. Fire Department: Chief Walker
9. Human Resources Department: Violet Black
10. Parks Advisory Board Report: Michael Smith
11. Parks Department: Anthony Clark
12. Police Department: Chief Ray
13. Public Works Department: Clint Biggers
14. Technology Department: Justin Wheeler
15. Thrive 55+ Department: Tammany Carter

UNFINISHED BUSINESS

- [16.](#) Ordinance 654: Amending the Municipal Code Title 12, Chapter 1, Section 12-104 - 2nd Reading
- [17.](#) Ordinance 655: Budget Amendment #2 FY27 - 2nd Reading
- [18.](#) Ordinance 656: Amending Title 13 of the Municipal Code - 2nd Reading

[19.](#) Ordinance 657: Amending Title 7, Chapter 5 of the Municipal Code - 2nd Reading

NEW BUSINESS

20. City Recorder Job Closing

[21.](#) RJ Corman Amendment Agreement

[22.](#) Healthy Places Grant Contract

[23.](#) THSO Grant Contract

[24.](#) Resolution 2026-48: Sick Leave

[25.](#) Resolution 2026-49: Flex Time

[26.](#) Resolution 2026-50: National Fitness Campaign

[27.](#) Resolution 2026-51: Accepting Grant Award for TN OAD

[28.](#) Resolution 2026-52: Accepting Grant Award for AFG

[29.](#) Ord 658: Budget Amendment #3 FY27 - 1st Reading

OTHER

ADJOURNMENT

Those with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting, should contact the ADA Coordinator at 615-792-6455, M-F 8:00 AM – 4:00 PM. The town will make reasonable accommodations for those persons.



TOWN OF ASHLAND CITY
Regularly Scheduled Workshop Meeting
September 01, 2026, 6:00 PM
Minutes

CALL TO ORDER

Mayor Greer called the meeting to order at 6:00 p.m.

ROLL CALL

PRESENT

Mayor Gerald Greer
Councilman Tim Adkins
Councilman Chris Kerrigan
Councilman Michael Smith
Councilman Kevin Thompson
Councilman Tony Young

ABSENT

Councilwoman Nicole Binkley

APPROVAL OF AGENDA

Mayor Greer removed the department head reports and item #16. Item #29 is for Phase 1. A motion was made by Councilman Thompson, Seconded by Councilman Smith, to approve the agenda with changes. All approved by voice vote. **Motion passes.**

APPROVAL OF MINUTES

1. Approval of August 04, 2026, Regularly Scheduled Workshop Minutes

A motion was made by Councilman Thompson, Seconded by Councilman Young, to approve the minutes as written. All approved by voice vote. **Motion passes.**

PUBLIC FORUM

2. None.

REPORTS

- 3-16. None.

UNFINISHED BUSINESS

17. Parks Board Discussion

Ms. Noe stated this has become Resolution 2026-46 and it is to add the Parks Board to zoom meetings.

18. Ordinance 653: Budget Amendment #1 FY27- 1st Reading

Mr. Duffel stated this is amending the budget for a donation to the police department and to cover the change orders for the work at John's Park.

NEW BUSINESS

19. Dennis LaMotte: Switcheroo

Mr. LaMotte gave a presentation to the Council for the switcheroo.

20. The Clarksville Arts Commission Grant

Mr. Clark stated this is a contract for the arts festival.

21. Karda Agreement for PD

Chief Ray stated this is a contract for the cameras and RMS system.

22. Mid-Cumberland Agreement

Ms. Carter stated that this is a contract for the members to be picked up and ride to the center.

23. CEC Settlement Agreement

Mr. Biggers stated there are leaks at the sewer plant and CEC has agreed to pay us to settle.

24. Leak Repair at Sewer Plant

Mr. Biggers stated that this is the company that CEC got a quote from for the repair of the leaks at the sewer plant.

25. TACN Contract

Mr. Nicholson stated this is a contract to go along with Motorola to tie into the radio system.

26. Waste Water Line Easement Agreement

Ms. Noe stated this is the line we share with AO Smith.

27. Consulting Agreement

Mr. Duffel stated this is for Margie Jerrell to complete property taxes this year.

28. Water and Ice Purification System Agreement for FD

Chief Noe stated this is an ice and water purifier for the station.

29. Request Additional Funding for Bicentennial Trail Phase 2

Mr. Nicholson stated this is for additional funding of phase 1.

30. Resolution 2026-45: Updating the Paytable and City Recorder Job Description

Mr. Nicholson stated this is updating the City Recorder job description to hire for the position.

31. Resolution 2026-46: Amending Live Stream Meetings

Ms. Noe stated this is to add the Parks Board to zoom meetings.

32. Resolution 2026-47: Public Chapter 140

Ms. Noe stated that this is actually an Ordinance now and there is not a Resolution 2026-47.

33. Ordinance 654: Amending the Municipal Code Title 12, Chapter 1, Section 12-104

Ms. Noe stated this is for Public Chapter 140 which is a state law that requires us to justify our development fees.

34. Ordinance 655: Budget Amendment #2 FY27

Mr. Duffel stated this is a budget amendment for reappropriating the 2026 road paving to 2027 and the additional funds for the Bicentennial Trail.

35. Ordinance 656: Amending Title 13 of the Municipal Code

Ms. Noe stated this is for repeat codes offenders.

36. Ordinance 657: Amending Title 7, Chapter 5 of the Municipal Code

Chief Noe stated this is to update the burn permit Ordinance.

SURPLUS PROPERTY NOMINATIONS

37. Fire Surplus Items

Chief Walker stated this is for five (5) items they want to put up for surplus.

EXPENDITURE REQUESTS

38. Award Paving Bid

Mr. Biggers stated this is the bids they received for paving and TVP came in the lowest.

39. Award Bicentennial Trail Bid

Mr. Nicholson stated they received two (2) bids and Adams came in the lowest.

OTHER

None.

ADJOURNMENT

A motion was made by Councilman Thompson, Seconded by Councilman Smith, to adjourn the meeting. All approved by voice vote and the meeting adjourned at 7:24 p.m. **Motion passes.**

MAYOR GERALD GREER

ALICIA MARTIN, CMFO

ORDINANCE # 654

AN ORDINANCE TO AMEND ORDINANCE 488: AMENDING TITLE 12, CHAPTER 1, SECTION 12-104 OF THE MUNICIPAL CODE OF ASHLAND CITY, TENNESSEE

WHEREAS, the Mayor and Council of Ashland City, Tennessee has given due consideration to changing the building permit fees for the Town of Ashland City; and

WHEREAS, Public Chapter 140 was signed into law on April 03, 2025, amending Titles 5, 6, and 7 of the Tennessee Code imposing new requirements related to development fees; and

WHEREAS, the purpose of this new law is to ensure transparency, accountability and consistency in how Tennessee's counties, cities and metropolitan governments assess and document development-related fees.

NOW THEREFORE BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE TOWN OF ASHLAND CITY, TENNESSEE, that the justification of fees is attached hereto as Exhibit A and Title 12, Chapter 1, Section 12-104 shall be amended as follows:

12-104. Modifications

- (1) The ~~amount of the building permit~~ fee for all residential (i.e., ~~detached~~ one- and two-family dwellings ~~and townhomes not over three (3) stories in height above grade plane~~) ~~new construction/ additions is seventy cents per square foot (\$0.70 per sq. ft. determined by the International Code Council Valuation Table~~, subject to a fifty dollar (\$50.00) minimum fee. If the residence is lost due to fire building fees will be waived; however, a permit is required for inspection purposes.
- (2) That the schedule of building permit fees for non-residential construction is determined by the ~~most current~~ International Code Council Valuation Table, subject to a fifty dollar (\$50.00) minimum fee.
- (3) The fees for ~~residential~~ building permits that are issued for remodeling existing structures are ~~forty cents (\$0.40)~~ ~~fifty cents (\$0.50)~~ per square foot subject to a fifty dollar (\$50.00) minimum fee. If the residence is lost due to fire building fees will be waived; however, a permit is required for inspection purposes.
- (4) The fee for accessory structures is ~~seventy-five dollars (\$75.00)~~ one hundred fifty dollars (\$150.00).
- (5) The fee for blasting and grading is ~~fifty dollars (\$50.00)~~ five hundred dollars

- (5) (\$500.00) for ~~up to one acre to ten acres~~ of land, and ~~one hundred dollars (\$100.00)~~ one thousand dollars (\$1000.00) for ~~over one to ten acres~~ of land. ~~and if the tract is under one acre no permit is required.~~
- (6) The fee for a driveway is ~~twenty-five dollars (\$25.00)~~ fifty dollars (\$50.00).
- (7) The fee for a deck is ~~fifty dollars (\$50.00)~~ seventy cents per square foot (\$0.70 per sq. ft.).
- (8) The fee for a fence ~~over seven (7) foot is twenty-five dollars (\$25.00)~~ one hundred fifty dollars (\$150.00).
- (9) The fee for a sign is ~~fifty dollars (\$50.00)~~ one hundred dollars (\$100.00).
- (10) The fee for a swimming pool is ~~twenty-five dollars (\$25.00)~~ one hundred dollars (\$100.00).
- (11) The fee for replacement/repair of sprinkler/fire alarm system is ~~seventy-five dollars (\$75.00)~~ two hundred fifty dollars (\$250.00).
- (12) The fee for demolition shall be one hundred dollars (\$100.00). ~~for any demolition with a cost of \$0 to \$100,000 and one hundred dollars (\$100.00) for any demolition with a cost over \$100,000.00.~~
- (13) The fee for moving a structure is one thousand dollars (\$1000.00)
- (14) The fee for a temporary sign/banner is fifty dollars (\$50.00)
- (15) The fee for fireworks is three thousand dollars (\$3000.00)
- (16) The fee for a residential reinspection is fifty dollars (\$50.00)
- (17) The fee for a commercial reinspection is fifty dollars (\$50.00)
- (18) The fee for a residential plan review is fifty percent of the permit fee or passthrough (50% of Permit or passthrough)
- (19) The fee for a commercial plan review is fifty percent of the permit fee or passthrough (50% of permit or passthrough)
- (20) The fee for a home occupation is one hundred dollars (\$100.00)
- (21) The fee for temporary use is one hundred fifty dollars (\$150.00)
- (22) The fee for a reissue of certificate of occupancy is twenty-five dollars (\$25.00)
- (23) The fee for a change of occupancy is one hundred dollars (\$100.00) or two hundred fifty dollars if found without a permit (\$250.00)
- (24) The fee for a commercial remodel is seventy cents per square foot (\$0.70 per sq. ft.).
- (25) The fee for a mechanical change out is seventy-five dollars (\$75.00)
- (26) The fee for a plumbing change out is seventy-five dollars (\$75.00)
- (27) The fee for a short-term rental is one hundred dollars annually (\$100.00/yr)
- (28) The fee for a site plan is one thousand dollars (\$1000.00)

- (29) The fee for a plat approval is five hundred dollars (\$500.00)
- (30) The fee for a rezone request is one thousand dollars (\$1000.00)
- (31) The fee for a variance request is one hundred fifty dollars (\$150.00) or after violation, seven hundred fifty dollars (\$750.00)
- (32) The fee for a minor subdivision is four hundred dollars (\$400.00)
- (33) The fee for a major subdivision is one thousand dollars (\$1000.00)
- (34) The fee for a plat amendment is two hundred dollars (\$200.00)
- (35) The fee for City Planner services not included in application is five hundred dollars (\$500.00)
- (36) The fee for engineering services are passthroughs
- (37) The fee for advertising for Planning Commission or Board of Zoning and Appeals are seventy-five dollars (\$75.00)
- (38) The fee for public hearing signage is twenty-five dollars (\$25.00)

BE IT FURTHER ORDAINED that this ordinance shall take effect twenty (20) days after its passage, the public welfare requiring it.

1st Reading _____

Public Hearing _____

2nd Reading _____

Mayor

Alicia Martin, CMFO

EXHIBIT A

Category	Fee Item	Current / Old Fee	Proposed / New Fee	PC 140 Applicability	Primary Town Cost Drivers	Fee Justification / Cost Basis Narrative	Documentation Notes / Follow-Up	Source
Building Permits	Commercial new/addition construction	Table	Latest edition ICC valuation/Updated every three months through ICC	Yes - document cost basis	Building Commissioner/Building & Codes Director review, permit intake, permit software entry, commercial plan review coordination, inspection scheduling, multiple inspections, certificate/closureout administration, and possible consultation with planner, engineer, fire department, and public works.	Using the latest ICC valuation table provides an objective, industry-recognized basis that scales with project size and complexity. Commercial new construction and additions require review of construction documents, code compliance, permitting administration, inspection scheduling, field inspections, follow-up corrections, and final closureout. The fee is intended to recover a portion of the Town's staff time and outside professional review costs that directly relate to the proposed development.	Handwritten note indicates move from table to latest ICC valuation.	Page 2
Building Permits	Commercial remodel	\$0.65 per sq. ft.	\$0.70 per sq. ft.	Yes - document cost basis	Building & Codes review, permit entry, plan review as needed, trade inspection coordination, field inspections, reinspection administration, and final closureout.	Commercial remodels require Town staff to verify code compliance, occupancy impacts, life-safety considerations, and inspection requirements. A per-square-foot fee reasonably relates the amount charged to the size of the work and the staff time required to administer, review, inspect, and close out the permit.	Ready for staff review. Add actual average hours, staff rates, and any outside professional invoices if available.	Page 2
Building Permits	Residential new/addition construction	\$0.65 per sq. ft.	\$0.70 per sq. ft.	Yes - document cost basis	Building & Codes review, permit intake, permit software entry, plan review, inspection scheduling, required residential inspections, reinspection administration, and final completion documentation.	Residential new construction and additions require multiple stages of review and inspection to protect public safety and verify compliance with adopted codes. A per-square-foot fee scales with the size of the project and helps offset the Town's administrative, plan review, inspection, and recordkeeping costs.	Handwritten note also mentions contractor renewals.	Page 2
Building Permits	Residential remodel	\$0.40 per sq. ft.	\$0.50 per sq. ft.	Yes - document cost basis	Building & Codes review, permit entry, code review as needed, trade inspection coordination, field inspections, and permit closureout.	Residential remodel permits require staff review, permit processing, inspection scheduling, field inspections, and documentation. The proposed per-square-foot fee creates a proportional cost basis because larger remodels generally require more review and inspection time than smaller projects.	Ready for staff review. Add actual average hours, staff rates, and any outside professional invoices if available.	Page 2
Building Permits	Accessory structure	\$75	\$150	Below \$250, but documented for transparency	Permit intake, zoning/building code review, setback/location verification, permit entry, inspection scheduling, field inspection, and recordkeeping.	Accessory structures require staff to confirm zoning placement, setbacks, anchoring, construction type, and applicable inspection requirements. The flat fee offsets the common administrative and inspection costs associated with these smaller development-related permits.	Ready for staff review. Add actual average hours, staff rates, and any outside professional invoices if available.	Page 2
Building Permits	Driveway	\$25	\$50	Below \$250, but documented for transparency	Permit intake, coordination with Public Works as needed, review of location and drainage impacts, field verification, inspection, and recordkeeping.	Driveway permits require review of access location, potential drainage impacts, right-of-way considerations, and field verification. The fee offsets the Town's administrative review, staff coordination, and inspection time tied to the proposed improvement.	New fee was not clearly listed; note says get with PW.	Page 2
Building Permits	Deck	\$50	\$0.70 per sq. ft.	Yes - document cost basis	Permit intake, building code review, setback review, structural/framing inspection, final inspection, and closureout.	Deck permits require review of the proposed structure, setbacks, framing, attachment, guards, stairs, and final inspection. A square-foot basis reasonably relates the fee to the size and complexity of the deck while recovering a portion of the Town's review and inspection cost.	Proposed fee appears to change to square-foot basis. Captured in residential or commercial building permit application.	Page 2
Building Permits	Fence over 7 ft.	\$25	\$150	Below \$250, but documented for transparency	Permit intake, zoning and code review, location/height verification, inspection as needed, and recordkeeping.	Fences above typical height thresholds require additional review for zoning compliance, safety, placement, and potential impact on adjoining properties or rights-of-way. The fee offsets staff review, permitting, inspection, and related records management.	Ready for staff review. Add actual average hours, staff rates, and any outside professional invoices if available.	Page 2
Building Permits	Pool	\$25	\$100	Below \$250, but documented for transparency	Permit intake, zoning review, barrier/safety review, electrical bonding/grounding coordination, inspection scheduling, field inspections, and closureout.	Pool permits require staff review of setbacks, barriers, electrical safety, drainage/location issues, and inspections. The fee is tied to the staff time needed to administer and inspect the improvement for public safety and code compliance.	Ready for staff review. Add actual average hours, staff rates, and any outside professional invoices if available.	Page 2
Building Permits	Sign	\$50	\$100	Below \$250, but documented for transparency	Permit intake, zoning/sign ordinance review, size/location verification, permit entry, inspection as needed, and recordkeeping.	Sign permits require review for sign ordinance compliance, size, placement, setbacks, visibility, and safety. The fee offsets staff time for application processing, code review, inspection, and maintaining permit records.	Ready for staff review. Add actual average hours, staff rates, and any outside professional invoices if available.	Page 2
Building Permits	Blasting / grading	\$50 or \$100	\$500 or \$1,000	Yes - document cost basis	Application intake, zoning/municipal code review, site disturbance review, public safety coordination, possible engineer/public works/fire review, field inspection, and documentation.	Blasting and grading activities can create higher risk and more staff involvement due to land disturbance, drainage, public safety, road impacts, emergency response coordination, and compliance review. The fee range is intended to recover the additional administrative, technical, coordination, and inspection costs associated with these higher-impact activities.	Handwritten note says review zoning and municipal code.	Page 2
Building Permits	Moving structure	\$500	\$1,000	Yes - document cost basis	Application intake, route/site review, coordination with Public Works and public safety, building/code review, inspections, and closureout documentation.	Moving a structure requires review of the structure, destination site, route impacts, safety concerns, utility or right-of-way coordination, inspections, and staff documentation. The fee reflects the higher administrative and interdepartmental coordination required for this type of permit.	Ready for staff review. Add actual average hours, staff rates, and any outside professional invoices if available.	Page 2
Building Permits	Replacement/repair of fire sprinkler/alarm system	\$75	\$250	Below \$250, but documented for transparency	Permit intake, fire/life-safety review, coordination with Fire Department or Inspector, inspection scheduling, field inspection, and records update.	Fire sprinkler and alarm work requires review and inspection to confirm that life-safety systems remain compliant and operational. The fee offsets staff processing, fire/code review, inspection coordination, and closureout documentation.	Ready for staff review. Add actual average hours, staff rates, and any outside professional invoices if available.	Page 2
Building Permits	Demolition	\$50	\$100	Below \$250, but documented for transparency	Permit intake, utility disconnect verification, asbestos/abatement documentation as applicable, site safety review, erosion/debris considerations, field verification, and closureout.	Demolition permits require staff to verify safety, utility disconnection, debris handling, site condition, and final cleanup. The fee is intended to recover a portion of the administrative review, field inspection, and recordkeeping costs.	Ready for staff review. Add actual average hours, staff rates, and any outside professional invoices if available.	Page 2
Building Permits	Temporary sign/banner	New	\$50	Below \$250, but documented for transparency	Permit intake, temporary display review, location/duration verification, code compliance review, inspection as needed, and recordkeeping.	Temporary sign and banner permits require staff to verify allowable location, duration, placement, visibility, and compliance with sign regulations. The fee offsets the basic administrative and enforcement-related review costs.	Appears handwritten on permit fee sheet; proposed amount not clearly separated.	Page 2

Fire Permits	Fire plan review	New	50% of permit cost or passthrough	Yes - document cost basis	Fire/life-safety plan review, Building & Codes coordination, possible outside third-party review, inspection coordination, and permit documentation.	Fire plan review fees are tied directly to review of life-safety elements and may be calculated as a percentage of the permit cost or passed through when specialized outside review is required. This structure helps ensure the Town recovers costs directly connected to plan review rather than shifting those costs to the general taxpayer.	Ready for staff review. Add actual average hours, staff rates, and any outside professional invoices if available.	Page 1
Fire Permits	Fire reinspection fee	New	\$50	Below \$250, but documented for transparency	Failed inspection documentation, reinspection scheduling, travel/site visit, follow-up inspection, and update of permit records.	A reinspection fee is justified when additional inspections are required because work is incomplete, inaccessible, or noncompliant. The fee offsets the extra staff time and administrative cost caused by the need to return to the site.	Ready for staff review. Add actual average hours, staff rates, and any outside professional invoices if available.	Page 1
Fire Permits	Fireworks fee	Passed	\$3,000	Yes - document cost basis	Application intake, fire/public safety review, site plan review, coordination with fire, police, codes, and emergency services, inspection, event monitoring planning, and documentation.	Fireworks displays require significant public safety review and coordination, including site layout, separation distances, emergency access, fire protection, crowd/public safety planning, and interdepartmental coordination. The fee is intended to recover the Town's administrative, review, inspection, and public safety coordination costs for a higher-risk activity.	Ready for staff review. Add actual average hours, staff rates, and any outside professional invoices if available.	Page 1
Reinspection Fees	Residential reinspection	New	\$50	Below \$250, but documented for transparency	Failed inspection documentation, reinspection scheduling, site visit, reinspection, and permit record update.	The fee is intended to offset additional staff time when a residential inspection must be repeated due to work not being ready, incomplete, inaccessible, or not compliant at the time of inspection.	Ready for staff review. Add actual average hours, staff rates, and any outside professional invoices if available.	Page 1
Reinspection Fees	Commercial reinspection	New	\$50	Below \$250, but documented for transparency	Failed inspection documentation, reinspection scheduling, site visit, reinspection, and permit record update.	The fee is intended to offset additional staff time when a commercial inspection must be repeated due to work not being ready, incomplete, inaccessible, or not compliant at the time of inspection.	Ready for staff review. Add actual average hours, staff rates, and any outside professional invoices if available.	Page 1
Plan Review Fees	Residential plan review	New	50% of permit fee	Yes - document cost basis	Plan intake, completeness review, code review, corrections communication, revised plan review as needed, and permit documentation.	Residential plan review requires staff time before a permit is issued to verify code compliance, identify corrections, and document approvals. A percentage of the permit fee scales with the size and complexity of the project and reasonably relates to the Town's review costs.	Ready for staff review. Add actual average hours, staff rates, and any outside professional invoices if available.	Page 1
Plan Review Fees	Commercial plan review	New	50% of permit fee or passthrough	Yes - document cost basis	Plan intake, completeness review, commercial code review, fire/life-safety coordination, planner/engineer or third-party review as needed, correction letters, and revised reviews.	Commercial plan review can require significant staff and professional review time. A percentage of the permit fee or passthrough approach reasonably ties the fee to project size and actual outside review costs when those costs are incurred by the Town.	Ready for staff review. Add actual average hours, staff rates, and any outside professional invoices if available.	Page 1
Plan Review Fees	Home occupation	New	\$100	Below \$250, but documented for transparency	Application intake, zoning review, compatibility review, staff report or determination, records update, and inspection as needed.	Home occupation reviews require staff to verify that the proposed business activity complies with zoning standards and does not create improper impacts on the surrounding residential area. The fee offsets administrative processing, zoning review, and recordkeeping.	Ready for staff review. Add actual average hours, staff rates, and any outside professional invoices if available.	Page 1
Plan Review Fees	Temporary use	\$50	\$150	Below \$250, but documented for transparency	Application intake, zoning review, site/use review, public safety and traffic considerations as needed, approval documentation, and inspection/enforcement follow-up.	Temporary use permits require staff review of proposed location, duration, safety, access, parking, and compliance with local regulations. The fee offsets staff review, coordination, inspection, and documentation costs.	Ready for staff review. Add actual average hours, staff rates, and any outside professional invoices if available.	Page 1
Plan Review Fees	Reissue certificate of occupancy	New	\$25	Below \$250, but documented for transparency	Request intake, records research, verification of prior approvals, preparation/reissue of certificate, and file update.	Reissuing a certificate of occupancy requires staff time to research existing records, confirm status, prepare the document, and update Town files. The fee offsets those administrative costs.	Ready for staff review. Add actual average hours, staff rates, and any outside professional invoices if available.	Page 1
Plan Review Fees	Change of occupancy	New	\$100 or \$250 if found without change of occupancy	Below \$250, but documented for transparency	Application intake, code and occupancy review, possible inspection, fire/life-safety review, documentation of approved use, and certificate processing.	A change of occupancy requires review to verify that the new use is allowed and that the building meets applicable safety and code requirements for the proposed occupancy. The higher after-the-fact amount is intended to offset additional staff time when work or occupancy occurs before required approval.	Ready for staff review. Add actual average hours, staff rates, and any outside professional invoices if available.	Page 1
Residential/Commercial Change Outs	Mechanical change out	New	\$75	Below \$250, but documented for transparency	Permit intake, contractor/license verification as applicable, equipment replacement review, inspection scheduling, field inspection, and closeout.	Mechanical change out permits require staff processing and inspection to verify proper installation and code compliance. The flat fee is intended to offset the typical administrative and inspection cost for this limited-scope work.	Ready for staff review. Add actual average hours, staff rates, and any outside professional invoices if available.	Page 1
Residential/Commercial Change Outs	Plumbing change out	New	\$75	Below \$250, but documented for transparency	Permit intake, contractor/license verification as applicable, scope review, inspection scheduling, field inspection, and closeout.	Plumbing change out permits require staff processing and inspection to verify proper installation and code compliance. The flat fee is intended to offset the typical administrative and inspection cost for this limited-scope work.	Handwritten amount should be verified before final adoption.	Page 1
Short-Term Rentals	STR / short-term rental	New	\$100 annually	Below \$250, but documented for transparency	Application intake, zoning review, life-safety review, owner/contact documentation, annual recordkeeping, inspection as needed, and renewal administration.	Short-term rental registration requires staff review of zoning eligibility, owner/contact information, life-safety concerns, annual tracking, and recordkeeping. The annual fee helps offset recurring administrative review and compliance monitoring costs.	Ready for staff review. Add actual average hours, staff rates, and any outside professional invoices if available.	Page 1
Planning Commission and BZA	Site plan	\$100	\$500	Yes - document cost basis	Application intake, completeness review, staff review, planner/engineer coordination, staff comments, Planning Commission packet preparation, public meeting administration, and records management.	Site plans require review by Town staff and often by the planner and engineer, along with agenda preparation, meeting support, and follow-up documentation. The fee helps offset the staff and professional costs incurred by the Town during the development review process.	Ready for staff review. Add actual average hours, staff rates, and any outside professional invoices if available.	Page 2

Planning Commission and BZA	Plat approval	\$100	\$500	Yes - document cost basis	Application intake, completeness review, Town staff review, planner/engineer coordination, Planning Commission packet preparation, meeting support, and recording/closeout coordination.	Plat approval requires staff and professional review to verify compliance with subdivision and zoning requirements, prepare the item for Planning Commission consideration, and maintain official records. The fee reflects the Town's direct review and administrative costs.	Ready for staff review. Add actual average hours, staff rates, and any outside professional invoices if available.	Page 2
Planning Commission and BZA	Rezone request	\$100	\$500	Yes - document cost basis	Application intake, staff review, planner review, ordinance preparation, public notice/advertisement, Planning Commission and governing body agenda support, public hearing support, and records update.	Rezoning requests require staff review, planner involvement, legal/ordinance preparation, public notice, meeting packet preparation, public hearing support, and multiple meeting steps. The fee is intended to recover a portion of the Town's administrative, professional, advertising, and legislative support costs.	Ready for staff review. Add actual average hours, staff rates, and any outside professional invoices if available.	Page 2
Planning Commission and BZA	Variance	\$50	\$150 after construction \$750	Yes - document cost basis	Application intake, zoning review, BZA packet preparation, public notice as required, meeting support, records management, and possible after-the-fact enforcement review.	Variance requests require staff review, Board of Zoning Appeals preparation, public notice, meeting support, and documentation. The higher after-construction amount reflects additional enforcement, review, and corrective administrative work when construction occurs before approval.	Special after-construction amount should be verified.	Page 2
Planning Commission and BZA	Subdivision minor, 2 lots	\$150	\$400	Yes - document cost basis	Application intake, completeness review, staff review, planner/engineer coordination, Planning Commission packet preparation, meeting support, and final record coordination.	Minor subdivisions require review for compliance with subdivision regulations, lot layout, access, utilities, and related requirements. The fee offsets staff and professional review, meeting preparation, and records management costs.	Ready for staff review. Add actual average hours, staff rates, and any outside professional invoices if available.	Page 2
Planning Commission and BZA	Subdivision major	\$250	\$1,000	Yes - document cost basis	Application intake, completeness review, staff review, engineer/planner coordination, infrastructure review, multiple comment cycles as needed, Planning Commission packet preparation, meeting support, and final record coordination.	Major subdivisions create greater review demands due to the number of lots, infrastructure considerations, drainage, utilities, streets, phasing, and potential multiple review rounds. The fee is intended to recover a portion of the Town's increased staff, planner, engineer, meeting, and documentation costs.	Handwritten note says use White House, but no final fee is listed.	Page 2
Planning Commission and BZA	Plat amendment	\$150	\$200	Below \$250, but documented for transparency	Application intake, review of proposed amendment, staff/planner review as needed, Planning Commission packet preparation, meeting support, and record update.	Plat amendments require review to verify that the proposed changes comply with applicable requirements and do not create unintended impacts. The fee is intended to recover staff review, meeting preparation, and recordkeeping costs.	Ready for staff review. Add actual average hours, staff rates, and any outside professional invoices if available.	Page 2
Planning Commission and BZA	City planner services (not included in application)	New	\$500	Yes - document cost basis	Planner review time, staff coordination, written comments, meetings, technical consultation, and documentation outside the base application fee.	When planner services are required beyond what is included in a standard application fee, the charge helps recover the Town's direct professional planning costs. This approach reasonably ties the fee to specialized review costs incurred because of the applicant's development request.	Ready for staff review. Add actual average hours, staff rates, and any outside professional invoices if available.	Page 2
Planning Commission and BZA	Engineer Services	Not listed	Passthrough	Yes - document cost basis	City engineer review, technical comments, meetings, revised plan review, field coordination, and documentation billed as incurred.	Engineering services are passed through when technical review is required for a development application. A passthrough structure directly relates the fee to actual costs incurred by the Town for engineering review rather than setting a flat amount that may over- or under-recover costs.	Ready for staff review. Add actual average hours, staff rates, and any outside professional invoices if available.	Page 2
Planning Commission and BZA	Advertisement for Planning Commission/BZA	Not listed	\$75	Below \$250, but documented for transparency	Preparation and placement of required public notice, newspaper or publication charge, staff coordination, proof of publication, and file documentation.	Public notice and advertisement costs are direct costs tied to development applications requiring Planning Commission or BZA action. The fee offsets the Town's publication expense and staff time to prepare, place, and document the notice.	Ready for staff review. Add actual average hours, staff rates, and any outside professional invoices if available.	Page 2
Planning Commission and BZA	Public hearing signage fee	Not listed	\$25	Below \$250, but documented for transparency	Preparation, placement, removal/verification of public hearing signage, staff coordination, and record documentation.	Public hearing signage supports public notice and transparency for development-related applications. The fee offsets the Town's cost for sign materials, placement coordination, verification, and related documentation.	Ready for staff review. Add actual average hours, staff rates, and any outside professional invoices if available.	Page 2

Town of Ashland City Development Fee Justification Summary

Purpose	This workbook documents the justification and cost basis for the development-related fees listed in the Ashland City fee comparison sheet. It is designed as a working document for staff review, Council packet support, and Public Chapter 140 documentation.
Legal Basis	Tennessee Public Chapter 140 requires municipal departments, agencies, or officials assessing development-related fees over \$250 to maintain documentation describing the justification and cost basis for the fee. Documentation is a public record and subject to annual audit by the Comptroller.
Methodology	Each fee is supported by the typical Town cost drivers involved in that permit or application type, including application intake, permit software entry, plan review, zoning/code review, inspections, reinspection, staff reports, public notice, meeting packet preparation, Planning Commission/BZA support, outside planner/engineer review, and records management.
Important Staff Review	Several items were marked for follow-up in the source comparison sheet, including driveway, subdivision major, plumbing change out, blasting/grading, variance after construction, and temporary sign/banner. Those items remain flagged in this workbook.
Recommended Final Step	Before final adoption, insert actual Ashland City staff hourly rates, estimated average time by task, outside planner/engineer rates, and advertisement costs where available. This will strengthen the cost basis and make the file more audit-ready.

Source / Reference	How it was used	URL or file reference
Ashland City fee comparison sheet	Provided the fee categories, current/old fees, proposed/new fees, notes, and review flags.	Ashland_City_Fee_Comparison_Council_.xlsx
Existing fee justification example	Used as a structure/model for documenting staff time, inspections, plan review, advertising, planner/engineer review, and public meeting costs.	Fee Justification Town of Ashland City .xlsx
Tennessee Public Chapter No. 140	Used for applicability and documentation requirements for municipal development fees over \$250.	https://publications.tnsosfiles.com/acts/114/pub/pc0140.pdf
University of Tennessee Institute for Public Service policy guide	Used for best-practice framing, including broad fee review, reasonable cost basis, staff roles, rates, outside professional costs, advertising, finance coordination, and public availability.	https://www.ips.tennessee.edu/sites/default/files/2026-02/policy-guide-public-chapter-140-center-for-local-planning-accessible.pdf
MTAS zoning permit reference	Used to confirm municipal revenue category and Public Chapter 140 documentation/audit summary for fees over \$250.	https://www.mtas.tennessee.edu/reference/zoning-permits

Priority	Item	Issue / Question	Suggested Follow-Up	Status	Source
High	Driveway	Proposed fee not clearly listed.	Confirm with Public Works before finalizing.	Open	Page 2
High	Subdivision major	Handwritten note says use White House, but no final fee is listed.	Confirm benchmark amount or replacement schedule.	Open	Page 2
Medium	Plumbing change out	Handwritten amount should be verified.	Confirm whether proposed fee is \$75.	Open	Page 1
Medium	Blasting / grading	Proposed range appears to be \$500 or \$1,000.	Cross-check zoning and municipal code references.	Open	Page 2
Medium	Variance after construction	Special after-construction amount appears to be \$750.	Confirm final language for ordinance/resolution.	Open	Page 2
Medium	Temporary sign/banner	Current versus proposed fee is unclear.	Confirm whether \$50 is current or proposed.	Open	Page 2

Ordinance No. 655
An Ordinance of the
Town of Ashland City, Tennessee
Amending the Fiscal Year 2027 Budget

- WHEREAS** the governing body adopted the fiscal year 2027 budget by Ordinance Number 649 on 9th Day of June, 2026; and
- WHEREAS** the budget was submitted to the Tennessee Comptroller’s Division of Local Government Finance for approval; and
- WHEREAS** pursuant to the Tenn. Code Ann. § 9-1-116, availability of programs and services to people in this state shall be limited to the extent that funds are appropriated by the general assembly or the appropriate governing body of a political subdivision; and
- WHEREAS** the governing body needs to amend the budget to allow for increased or decreased revenues and/or expenditures; and

SECTION 1. Now, therefore, be it resolved by the governing body that it hereby adopts the following changes to the fiscal year 2027 budget.

Fund Name: Street Aid Fund					
Line Item	Account #	Account Name	Original Budget	Budget Amendment	Amended Budget
1E	121-43100-264	Highways and Streets	\$300,000.00	\$200,510.00	\$500,510.00
2					
3					
4					
Total Expenditures:			\$300,000.00	\$200,510.00	\$500,510.00

Fund Name: General Fund					
Line Item	Account #	Account Name	Original Budget	Budget Amendment	Amended Budget
1E	110-44700-707	Cumberland River Bicentennial Trail	\$2,427,300.00	\$272,700.00	\$2,700,000.00
2					
3					
4					
Total Expenditures:			\$2,427,300.00	\$272,700.00	\$2,700,000.00

SECTION 2. Now, therefore, be it resolved that this ordinance shall become effective 20 days after its final passage, the public welfare requiring it.

Signed _____

Printed Name _____, Mayor

Attested

Signed _____

Printed Name _____, City Recorder

Date of First Reading: _____

Date of Second Reading: _____

ORDINANCE # 656

AN ORDINANCE OF THE TOWN OF ASHLAND CITY, TENNESSEE, AMENDING TITLE 13, PROPERTY MAINTENANCE REGULATIONS, BY ADDING CHAPTER 5, “REPEAT PROPERTY MAINTENANCE VIOLATIONS,” TO ESTABLISH ENHANCED ENFORCEMENT PROCEDURES FOR REPEAT PROPERTY MAINTENANCE OFFENDERS.

WHEREAS, the Board of Mayor and Council finds that repeated violations of the Property Maintenance Regulations create a nuisance, negatively impact surrounding property values, consume municipal resources, and adversely affect the health, safety, and welfare of the citizens of Ashland City; and

WHEREAS, the Board of Mayor and Council desires to establish additional enforcement procedures for properties demonstrating a history of repeated non-compliance with the Property Maintenance Regulations;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND COUNCIL OF THE TOWN OF ASHLAND CITY, TENNESSEE, AS FOLLOWS:

SECTION 1. Title 13, Property Maintenance Regulations, is hereby amended by adding a new Chapter 5 entitled “Repeat Property Maintenance Violations,” to read as follows:

CHAPTER 5 REPEAT PROPERTY MAINTENANCE VIOLATIONS

13-501. Purpose. The purpose of this chapter is to protect the public health, safety, and welfare by providing enhanced enforcement procedures for properties that repeatedly violate the property maintenance regulations of the Town of Ashland City.

13-502. Repeat violations.

- (a)** Any property owner who receives two (2) or more notices of violation for the same property within a twelve (12) month period shall be classified as a repeat offender for the purposes of enforcement under this chapter.
- (b)** Upon classification as a repeat offender, the following provisions shall apply:
 - 1.** The compliance period for any subsequent violation may be reduced to seventy-two (72) hours, excluding weekends and legal holidays.
 - 2.** The daily civil penalty for continued non-compliance shall not exceed \$50.00 per day per violation.
 - 3.** The city may immediately pursue abatement, lien filing, and cost recovery without further extension or additional notice beyond the initial compliance period.
- (c)** Notice of repeat offender status shall be included in the violation notice and mailed or posted in accordance with 13-402. Repeat offender classification shall apply for a period of one calendar year from the date of the most recent confirmed violation.

SECTION 2. SEVERABILITY. Should any section, subsection, sentence, clause, phrase, or provision of this ordinance be declared invalid or unconstitutional by a court of competent jurisdiction, such declaration shall not affect the validity of the ordinance as a whole or any part thereof other than the part declared invalid.

SECTION 3. REPEALER. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

SECTION 4. EFFECTIVE DATE. This ordinance shall take effect twenty (20) days from and after its final passage, the public welfare requiring it.

First Reading _____

Public Hearing _____

Second Reading _____

Attest:

Mayor Gerald Greer

Alicia Martin, CMFO

ORDINANCE NO 657

AN ORDINANCE TO AMEND TITLE 7, CHAPTER 5 OF THE ASHLAND CITY MUNICIPAL CODE REGARDING OUTDOOR BURNING

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF ASHLAND CITY, TENNESSEE, that Title 7, Chapter 5 of the Ashland City Municipal Code is hereby deleted in its entirety and replaced with the following:

CHAPTER 5

OUTDOOR BURNING

7-501. General requirements.

No person shall conduct outdoor burning within the corporate limits of the Town of Ashland City except as permitted by this chapter.

Except as otherwise provided in this chapter, a burn permit shall be obtained from the Ashland City Fire Department prior to conducting outdoor burning.

7-502. Open burning requiring a permit.

A permit shall be required for open burning conducted for:

1. Land clearing;
2. Disposal of vegetation, brush, trees, limbs, leaves, or similar natural vegetation when such burning is otherwise permitted by law;
3. Bonfires;
4. Prescribed or controlled burning; and
5. Other outdoor burning determined by the Fire Chief, Fire Marshal, or designee to require a permit because of its size, location, duration, or potential hazard.

Only materials permitted by applicable federal, state, and local law may be burned. Garbage, rubbish, tires, plastics, petroleum products, painted or treated wood, construction debris, household waste, and other prohibited materials shall not be burned.

7-503. Permit exemptions.

A burn permit shall not be required for:

1. Cooking fires used for the preparation of food; or

2. Ceremonial fires conducted for civic, religious, patriotic, cultural, or similar ceremonial purposes.

Such fires shall be conducted safely and shall not create a hazardous condition or public nuisance.

7-504. Safety requirements.

All outdoor fires shall be attended until extinguished.

A suitable means of extinguishing the fire shall be readily available, and reasonable precautions shall be taken to prevent the fire from spreading beyond its intended area.

7-505. Fire Department authority.

The Fire Chief, Fire Marshal, or designee may deny, suspend, or revoke a burn permit and may order any outdoor fire extinguished when the fire violates this chapter, creates a hazardous condition or public nuisance, or when conditions make continued burning unsafe.

7-506. Violations.

Any person violating the provisions of this chapter shall be subject to the penalties provided by the Ashland City Municipal Code and applicable law.

SECTION 2. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 3. This ordinance shall take effect upon final passage, the public welfare requiring it.

OMNIBUS AMENDMENT TO RIGHT OF WAY AGREEMENTS

This Omnibus Amendment is entered into and made effective this 1st day of September, 2026 by and between R. J. CORMAN RAILROAD COMPANY/NASHVILLE AND WESTERN RAILROAD LINE, (“Licensor”), and THE TOWN OF ASHLAND CITY, (“Licensee”).

RECITALS:

WHEREAS, Licensor and Licensee are parties to those certain agreements affecting Licensor’s right of way, as more fully detailed on Exhibit A, attached hereto (the “Agreements”);

WHEREAS, Licensor and Licensee entered into the Agreements as the result of a flood mitigation project initiated by Licensee involving construction of a berm and other associated infrastructure, including wastewater management, potable water transmission, and fiber optic transmission benefiting Licensee and the broader community of The Town of Ashland City; and

WHEREAS, Licensor and Licensee mutually desire to amend the Agreements as set out below;

WITNESSETH:

1. Section 2 LICENSE FEE, TERM shall be amended as follows for all Agreements:

(a) Section 2.1 shall be amended to reflect that the License Fees paid for the Agreements up to the date of September 1, 2026 plus one additional payment of Twenty-five Thousand Dollars (\$25,000.00) to be paid by December 31, 2026 shall constitute a one-time license fee. This license shall remain in effect unless terminated subject to Section 18.

(b) Section 2.2 shall be deleted and replaced in its entirety as follows:

Notwithstanding the foregoing, should Licensor undertake to reactivate and/or reconstruct the rail line in the locations of the Crossings, Licensor reserves the right to reinstitute an annual fee.

2. In all other respects, the terms of the original Agreements remain in effect. No changes or deviation from the Agreements may be made except in conformity with one or more Amendment(s) executed prior to all such changes or deviations.

3. This Omnibus Amendment is hereby made a part of the Agreements and supersedes any contrary provisions contained therein; and the terms of this Omnibus Amendment shall be controlling.

Signatures appear on the following page.

IN WITNESS WHEREOF, we have executed this Omnibus Amendment to the Agreements on the day and year first shown above.

LICENSOR:

R. J. CORMAN RAILROAD COMPANY/
NASHVILLE & WESTERN RAILROAD
LINE

LICENSEE:

THE TOWN OF ASHLAND CITY

BY: _____

BY: _____

PRINT: _____

PRINT: _____

TITLE: _____

TITLE: _____

EXHIBIT A
Table of Agreements

Agreement Name	Agreement Number	Effective Date	Location	Installation Type
Fiberoptic Wireline/Cable Crossing License Agreement	RJNW2021016	December 2, 2021	Approx. 14,160 and 10,260 feet NW of MP 18	Fiber-optic wire or cable
Fiberoptic Wireline/Cable Crossing License Agreement	RJNW2021018	December 2, 2021	Approx. 14,160 feet NW of MP 18	Fiber-optic wire or cable
Pipeline Crossing License Agreement	RJNW2021019	December 2, 2021	Approx. 14,160 and 10,260 feet NW of MP 18	Wastewater pipeline
Pipeline Crossing License Agreement	RJNW2021020	December 2, 2021	Approx. 14,160 feet NW of MP 18	Wastewater pipeline
Pipeline Crossing License Agreement	RJNW2021021	December 2, 2021	Approx. 14,160 feet NW of MP 18	Potable water pipeline
Pipeline Crossing License Agreement	RJNW2021022	December 2, 2021	Approx. 14,160 feet NW of MP 18	Potable water pipeline



GOVERNMENTAL GRANT CONTRACT

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

Begin Date August 1, 2026	End Date June 30, 2028	Agency Tracking # 34320- 36127	Edison ID		
Grantee Legal Entity Name Town of Ashland City			Edison Vendor ID 0000001534		
Subrecipient or Recipient ☒ Subrecipient ☐ Recipient		Assistance Listing Number 93.798 Grantee's fiscal year end June 30			
Service Caption (one line only) Healthy Active Rural Tennessee (HART)					
Funding —					
FY	State	Federal	Interdepartmental	Other	TOTAL Grant Contract Amount
2027		\$90,000			\$90,000
2028		\$48,300			\$48,300
TOTAL:		\$138,300			\$138,300
Grantee Selection Process Summary					
☒ Competitive Selection		Request for Application (RFA) #34320-18526 was completed.			
☐ Non-competitive Selection					
Budget Officer Confirmation: 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	
Speed Chart (optional) HL00019438		Account Code (optional) 71302000			

**GRANT CONTRACT
BETWEEN THE STATE OF TENNESSEE,
DEPARTMENT OF HEALTH
AND
TOWN OF ASHLAND CITY**

This grant contract ("Grant Contract"), by and between the State of Tennessee, Department of Health, hereinafter referred to as the "State" or the "Grantor State Agency" and Grantee Town of Ashland City, hereinafter referred to as the "Grantee," is for the provision of Healthy Active Rural Tennessee (HART), as further defined in the "SCOPE OF SERVICES AND DELIVERABLES."

Grantee Edison Vendor ID # 0000001534

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. Service Definitions.
- a. Built Environment: "The physical makeup of where we live, learn, work, and play. It involves homes, schools, businesses, streets and sidewalks, open spaces, and transportation options. The built environment can influence overall community health and individual behaviors such as physical activity and healthy eating," as defined by the U.S. Centers for Disease Control and Prevention.
 - b. Health Disparities: "Preventable differences in the burden of disease, injury, violence, or opportunities," as defined by the U.S. Centers for Disease Control and Prevention.
 - c. Health in All Policies: "A change in systems that determine how decisions are made and implemented by local, state, and federal governments to ensure that policy decisions have a neutral or beneficial impact on health determinants," as defined by the National Association of County and City Health Officials.
- A.2. Service Goal. Address rural health disparities by supporting local governments, not-for-profit organizations, and community-based organizations in convening, assessment, planning, demonstration, and placemaking to create built environments that promote physical activity, active transportation to everyday destinations, access to healthy foods, social connectivity, and community resilience.
- A.3. Service Recipients. People who live, visit, work, play, worship, and learn in Tennessee's rural communities located in Tennessee counties other than Shelby, Madison, Davidson, Hamilton, Knox and Sullivan.
- A.4. Service Description. The Grantee shall provide services, with measurable outcomes, as specified in its approved application, which is part of its proposal attached hereto as Attachment 1. The Grantee shall:
- a. Work with and for local communities to complete convening, assessment, planning, demonstration, or placemaking activities that can increase physical activity, access to healthy foods, social connectivity, or community resilience in an identified rural focus community;
 - b. Establish and support internal and external mechanisms for collaboration and shared decision-making while utilizing tailored messaging to engage the focus community throughout grant activities;

- c. Promote health in all policies through built environment initiatives;
- d. Identify and address barriers to health in the focus community that limit access to publicly accessible, health-promoting infrastructure such as parks, greenways, walking tracks, grocery stores with fresh fruits and vegetables, medical facilities, sidewalks, and bikeways;
- e. Identify and leverage opportunities to incorporate healthier design into planning of programs and infrastructure;
- f. Build community and cross-sector relationships to ensure longevity and sustainment of grant initiatives.

A.5. Service Reporting. The Grantee must submit and/or participate in the following:

- a. An initial Grantee training call;
- b. Regular check-in calls as scheduled by a State grant manager;
- c. Evaluation activities throughout the contract term as specified in the grantee's State-reviewed evaluation plan;
- d. A quarterly written progress report that updates the State on progress of the project as detailed in D.17. An online template to meet this requirement will be provided by the State. The grantee shall include an updated Work and Evaluation Plan and pictures as necessary in these reports. Quarterly reports shall be due within 30 days at the conclusion of each three-month quarter.
- e. Monthly invoices as detailed in section C.5.
- f. Disbursement Reconciliation and Close Out Report as detailed in section C.7.
- g. A final report with an evaluation. This shall be due within 60 days after the end of the grant contract term. The provided template will also include the requirements of D.18.
- h. Site visits. The Grantee will allow and participate in site visits from the State as requested.
- i. Final versions of work products at various stages of product implementation as requested by the State. This could include:
 - i. Agendas and minutes from stakeholder meetings;
 - ii. Community questionnaires/surveys;
 - iii. Needs assessment (walking audits, greenspace analysis, etc.);
 - iv. Requests for bids and executed agreements with service providers; and
 - v. Preliminary and final designs, plans, building specifications, and healthy impact assessments.

A.6. Rural Health Transformation Requirements.

- a. The Scope of Services is consistent with allowable uses of funds under the Centers for Medicare and Medicaid Services (CMS) Rural Health Transformation (RHT) Program Notice of Funding Opportunity (NOFO), including behavioral health access and workforce support.

- b. Administrative costs charged under this award shall not exceed ten percent (10%) of total award costs.
 - c. RHT funds may not be used as match or cost share for any other federal program.
 - d. No funds awarded under this agreement shall be used for new construction, building expansion, purchasing or significant retrofitting of buildings, cosmetic upgrades, or any other cost that materially increases the value of capital assets or extends useful life as a direct cost.
 - e. Funds provided under this Agreement shall supplement and not supplant existing state or federal funding.
- A.7. Eligibility Verification. To the extent that grant funds are expended to provide an individual with a “state or local public benefit” or “federal public benefit” as defined under Tenn. Code Ann. § 4-58-102, the Grantee is responsible for eligibility verification for each potential beneficiary/recipient. See generally: Tenn. Code Ann. § 4-58-101 et seq.; 8. U.S.C. § 1601 et seq.; see particularly §§ 1611, 1621, 1641.
- A.8. 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 1) incorporated to elaborate supplementary scope of services specifications.
- A.9. Incorporation of Federal Award Identification Worksheet. The federal award identification worksheet, which appears as Attachment 2, is incorporated in this Grant Contract.
- A.10. In the event that the Grantee is subject to an audit in accordance with Section D.19. hereunder, the Grantee shall log in to their account on the Edison Supplier Portal to complete the Information for Audit Purposes (IAP) and End of Fiscal Year (EOFY) eForms.
- A.11. No funds awarded under this Grant Contract shall be used for lobbying federal, state, or local officials.

B. TERM OF CONTRACT:

This Grant Contract shall be effective on August 1, 2026 (“Effective Date”) and extend for a period of twenty-three (23) months after the Effective Date (“Term”). The State shall have no obligation to the Grantee for fulfillment of the Scope outside the Term.

C. PAYMENT TERMS AND CONDITIONS:

- C.1. Maximum Liability. In no event shall the maximum liability of the State under this Grant Contract exceed One Hundred Thirty-Eight Thousand Three-Hundred Dollars (\$138,300) (“Maximum Liability”). The Grant Budget, attached and incorporated as Attachment 3 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 (Attachment 4) 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:

By email: shannon.velasquez@tn.gov

By regular mail:

Shannon Velasquez, Built Environment Coordinator
 Department of Health
 Andrew Johnson Tower, 5th Floor
 710 James Robertson Pkwy.
 Nashville, TN 37243

- 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 Health, Office of Primary Prevention.
 - (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.
- (4) An invoice under this Grant Contract shall be presented to the State within thirty (30) days after the end of the calendar month in which the subject costs were incurred or services were rendered by the Grantee. An invoice submitted more than thirty (30) days after such date will NOT be paid. The State will not deem such Grantee costs to be allowable and reimbursable by the State unless, at the sole discretion of the State, the failure to submit a timely invoice is warranted. The Grantee shall submit a special, written request for reimbursement with any such untimely invoice. The request must detail the reason the invoice is untimely as well as the Grantee's plan for submitting future invoices as required, and it must be signed by a Grantee agent that would be authorized to sign this Grant Contract.

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 a grant disbursement reconciliation report within thirty (30) days following the end of the quarter and a final invoice and final grant disbursement reconciliation report within forty-five (45) days of the Grant Contract end date, in form and substance acceptable to the State (Attachment 5).

- a. If total disbursements by the State pursuant to this Grant Contract exceed the amounts permitted by the section C, payment terms and conditions of this Grant Contract, the Grantee shall refund the difference to the State. The Grantee shall submit the 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 by this Grant Contract 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 Term 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 Central Procurement Office Policy Statement 2013-007 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:

John Vick, PHD, Director
Tennessee Department of Health, Office of Primary Prevention
Andrew Johnson Tower, 5th Floor
710 James Robertson Parkway
Nashville, TN 37243
john.vick@tn.gov
Telephone # 615.253.4665

The Grantee:

Anthony Clark, Parks Director
Town of Ashland City
405 N Main St
Ashland City, TN 37015
aclark@ashlandcitytn.gov
Telephone # 615-792-4211

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 or suspend this Grant Contract upon written notice to the Grantee. The State's right to terminate or suspend 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 or suspension date but shall not be entitled to compensation for any services performed subsequent to termination date or during a period of suspension. 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 hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the 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 nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

D.11. HIPAA Compliance. As applicable, 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. 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 Attachment 6 to the Grant Contract.
- D.19. Audit Report. The Grantee shall be audited in accordance with applicable Tennessee law.

At least ninety (90) days before the end of its fiscal year, the Grantee shall complete the Information for Audit Purposes ("IAP") form online (accessible through the Edison Supplier portal) to notify the State whether or not Grantee is subject to an audit. The Grantee should submit only one, completed form online during the Grantee's fiscal year. Immediately after the fiscal year has

ended, the Grantee shall fill out the End of Fiscal Year ("EOFY") (accessible through the Edison Supplier portal).

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, or contracted services, such procurement shall be made on a competitive basis, including the use of competitive bidding procedures, where practical. The Grantee shall maintain documentation for the basis of each procurement for which reimbursement is paid pursuant to this Grant Contract. In each instance where it is determined that use of a competitive procurement method is not practical, supporting documentation shall include a written justification for the decision and for use of a non-competitive procurement. If the Grantee is a subrecipient, the Grantee shall comply with 2 C.F.R. §§ 200.317—200.327 when procuring property and services under a federal award.

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

For purposes of this Grant Contract, 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 ten thousand dollars (\$10,000.00).

- 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. No Acquisition of Equipment or Motor Vehicles. This Grant Contract does not involve the acquisition and disposition of equipment or motor vehicles acquired with funds provided under this Grant Contract.
- 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
- D.29. Governing Law. This Grant Contract shall be governed by and construed in accordance with the laws of the State of Tennessee, without regard to its conflict or choice of law rules. 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 9-8-408.
- 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 Tenn. Code Ann. §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.
- D.34. 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, or presently fall under any of the prohibitions of sections a-d.

- D.35. Confidentiality of Records. Strict standards of confidentiality of records and information shall be maintained in accordance with the requirements of this Grant Contract and applicable state and federal law. All material, information, and data regardless of form, medium or method of communication, that the Grantee will have access to, acquire, or is provided to the Grantee by the State or acquired by the Grantee on behalf of the State shall be regarded as "Confidential Information." The State grants the Grantee a limited license to use the Confidential Information but only to perform its obligations under the Grant Contract. 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 under state or federal law or otherwise authorized in writing by the State. Grantee shall take all necessary steps to safeguard the confidentiality of such Confidential Information in conformance with the requirements of this Grant Contract and with applicable state and federal law.

As long as the Grantee maintains State Confidential Information, the obligations set forth in this Section shall survive the termination of this Grant Contract.

- D.36. State Sponsored Insurance Plan Enrollment. The Grantee warrants that it will not enroll or permit its employees, officials, or employees of contractors to enroll or participate in a state sponsored

health insurance plan through their employment, official, or contractual relationship with Grantee unless Grantee first demonstrates to the satisfaction of the Department of Finance and Administration that it and any contract entity satisfies the definition of a governmental or quasigovernmental entity as defined by federal law applicable to ERISA.

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. Federal Funding Accountability and Transparency Act (FFATA). This Grant 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 requirements, including but not limited to those set forth herein, of FFATA 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 C.F.R. § 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 § C.F.R. 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 is amended to extend the 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 becomes effective.
 - d. The Grantee will obtain a Unique Entity Identifier (SAM) and maintain its number for the term of this Grant. More information about obtaining a Unique Entity Identifier Number can be found at: <https://www.gsa.gov>

The Grantee's failure to comply with the above requirements is a material breach of this Grant 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. 3. Healthy Eating Requirements. Grant recipients who purchase or serve snacks or meals in conjunction with their performance under this Grant Contract shall provide only healthy foods. No high sugar beverage shall be served at any time. Fruits and vegetables shall be given preference in menu selections.
- E. 4. Assistance Listing Number. When applicable, the Grantee shall inform its licensed independent public accountant of the federal regulations that require compliance with the performance of an audit. This information shall consist of the following Assistance Listing Numbers: 93.798
- E. 5. Title VI Compliance. Grantee shall comply with requirements of Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d-1, pursuant to the guidelines established by the Tennessee Department of Human Resources' Title VI Compliance Office, by completing all of the following items:
 - a. Provide name and contact information of Grantee's Title VI Coordinator to State.
 - b. Ensure Policies and Procedures Manual contains a Title VI section with information on: (a) Filing a complaint; (b) Investigations; (c) Report of findings; (d) Hearings and appeals; (e) Description of Title VI Training Program; (f) Limited English Proficiency (LEP) procedure; and (g) Retaliation.
 - c. Train all staff (regular, contract, volunteer) on Title VI upon employment and annually thereafter. Training documentation shall be made available upon request of State, and include: 1) dates and duration of each training; 2) list of staff completing training on each date.
 - d. Annually complete and submit a Title VI self-survey as supplied by State.
 - e. Implement a process and provide documentation to ensure service recipients are informed of Title VI and how to file a discrimination complaint.

Additional Title VI resources may be found at: <https://www.tn.gov/health/titlesix.html>.

IN WITNESS WHEREOF,

TOWN OF ASHLAND CITY:

GRANTEE SIGNATURE

DATE

PRINTED NAME AND TITLE OF GRANTEE SIGNATORY (above)

DEPARTMENT OF HEALTH:

DR. JOHN R. DUNN, INTERIM COMMISSIONER

DATE

The Town of Ashland City

Awarded

PROJECT

Active Ashland City's Health,
Heart and Sole

REQUESTED AMOUNT

\$138,300.00

AWARD AMOUNT

\$138,300.00

PROJECT START

8/1/2026

APPLICATION

109

1. ORGANIZATIONAL & GRANT EXPERIENCE

Describe your organization's experience managing federal or state grant funds.

Supported by the Director of Parks and Recreation and by planning consultants with Smith Seckman Reid, the Mayor and his assistant staff work with the Mayor, Finance Director, and Department heads with preparation and implementation of the annual budget for all funds available to each department, and is responsible for oversight of departmental budget development. This also includes coordination of long-range budget planning efforts and preparation of capital improvement plan budgets for the Town, determining work procedures and schedules to expedite workflow, studies and standardizes procedures to improve efficiency and effectiveness of operations. The Town is bonded as required by the Town Council, and has the task of monitoring all available grant opportunities and administering and coordinating all state and federal grants received by the Town, with assistance from the consulting firm. All together, the Town of Ashland City has the capable administrators, consultants, and staff to meet the qualifications and has the ability to manage the project successfully and sustaining the public improvements. In more recent years, the Town received \$1.07 million in grant funding in 2020 from the Tennessee Department of Transportation's (TDOT) Transportation Alternative Program (TAP) grant for trail upgrades and safer connection to downtown and Riverbluff Park. In 2022, the Town received \$650,560 in grant funding from TDOT for an extension of the Walking Trail. The Town received \$948,860 in 2022 for TDOT's Multimodal Access grant for Phase 1 of the SR-12/Main Street sidewalk and crosswalk improvements initiative.

2. FINANCIAL MANAGEMENT

Do you maintain separate accounts or cost centers for grant funds?

Yes

If yes, please explain how they are structured.

The Town of Ashland City utilizes fund accounting and maintains distinct ledger accounts and line-item budgets to track specific grant funds. This ensures compliance with State of Tennessee audit and financial requirements. Financial controls by fund segregation which the Town utilizes a combination of governmental funds (such as the General Fund) and proprietary/enterprise funds to keep distinct revenue and expenses separated. The Town restricts accounting by Special revenue and capital grant funds maintained as independent fiscal and accounting entities with self-balancing sets of accounts to prevent commingling of money. The Town also has ordinance tracking where grant allocations, such as disaster recovery and state and federal grants are individually tracked and amended via specific Town resolutions.

Have you had any audit findings in the past 3 years?

Yes

If yes, briefly explain.

In 2023, an audit recommended that the Town continue to make improvements in its accounting processes, implement additional accounting procedures and assure personnel are in place or receive the appropriate level of training that will facilitate the production of accurate financial information on the appropriate bases of accounting for financial reporting. This could be supplemented by an outside accounting firm to perform procedures related to the accounting function of the Town, plus the Town developing a well-structured accounting policies and procedures manual that defines proper procedures and documentation for the various accounting processes, reconciliations, and reviews to benefit the Town. In 2025, the Town hired an auditing firm to examine the financial records to determine the town's current financial state and help plan for the 2025-2026 budget. As of the present, the auditing firm is continuing to work with the Town to gain an accurate picture of where the Town stands financially. The Mayor and his administrative team has worked with department heads to closely examine every current and proposed expenditure to prevent budget inconsistencies and avoid deficits to make the right financial decisions moving forward. Adopting the Town's annual budget on or before June 30th each year according to a report from the Tennessee Comptroller's Office. The Town has since made allocation of funding to hire a finance director and to hire a town administrator.

3. CASH MANAGEMENT

How do you ensure funds are used only for immediate cash needs?

The Town ensures funds are used strictly for intended purposes through a combination of strict purchasing controls, fund accounting compliance, and regular audits. Methods include fund accounting compliance as mandated by the state in a financial report which restricts specific revenue streams solely to their legally designated uses; strict requisition processes per the Town's adopted Purchasing Procedure before any order is made; a bid/purchase order policy which requires that order forms be reviewed and approved by the Department head, the Mayor, or Town Recorder, depending on the appropriation; and Council formal approval.

4. INTERNAL CONTROLS

Do you have written policies for: Financial controls, Allowable cost determination?

The Town establishes its written policies for financial controls, procurements, and cost determinations through Title 5 of the Ashland City Municipal Code. Purchase requisition forms are required and procedures adhered to for each major purchase of materials, supplies, equipment and services made by local departments to the Town purchasing agent and ultimately approved by Town Council. The Town complies with the Municipal Purchasing Law of 1983 which governs how equipment, services and materials are formally procured. This purchasing procedure helps secure competitive pricing and formal Council approval. For state and federal funded

the Town follows the TN Department of Finance and Administration's Allowable Costs principles, per Federal Uniform Administrative Requirements and audit principles for federal awards. Any invoice or cost determined to be unallowable during audits is subject to cost reduction or repayment.

ITEM # 22.

Administration handles the roles of Purchasing Agent and Finance Officer Purchasing Procedures. The Town operates under formal budget ordinances and undergoes annual independent audits conducted in accordance with generally accepted accounting principles.

Describe your process for reviewing and approving expenditures.

The Town reviews and approves expenditures by Town Council, which an annual operating budget is adopted by Ordinance. The Council must approve all expenses by a majority vote before payment is made. This process is managed alongside the Town's annual operating budget and local legislative review. The Council reviews claims and invoices to ensure compliance before authorizing payments. The Town also has a Budget Committee that's composed of appointed Councilmembers and an elected chair from the committee members to review proposed budgets, any budget amendments, and monitoring of financial pacing. Any amendments to the adopted budget that requires shifting of funds to other programs requires formal action by the Council. The Town's Purchasing Procedures process requires a requisition form letting the purchasing agent know in detail what the using department needs, signed by the department head, that details the nature of the purchase, requested price information by multiple quotes if available, initiation of a bid request, and for requesting Town Council approval on major expenditures. All procurements go through an official purchasing agent or finance officer and require proper budget appropriation, vendor correspondence, and formal sealed bid limits as outlined in the Ashland City Purchasing Procedures.

5. ALLOWABLE COSTS & DUPLICATION

How do you ensure costs are allowable, allocable, and reasonable?

The Town ensures costs are allowable, allocable, and reasonable by strictly adhering to municipal purchasing laws, state grant guidelines, and standard public fund accountability regulations. The Town achieves cost compliance by adhering to the State's Municipal Purchasing Law and the Town's Purchasing Procedures process which require a requisition form letting the purchasing agent know in detail what the using department needs that details the nature of the purchase, requested price information by multiple quotes if available, initiation of a bid request, and for requesting Town Council approval on major expenditures. The Town publicly advertises sealed bids for any supplies, materials, or services expected to cost \$2,500 or more. Awards are consistently granted to the lowest responsible bidder. For state and federal grants, the Town aligns directly with uniform guidelines ensuring costs are necessary, consistently treated and logically assigned to the benefitting program. The Town leverages pre-negotiated cooperative agreements to access competitive bid pricing without duplicating services. The Town utilizes a formal process for professional auditing services, a licensed CPA, on an annual basis to ensure all local government spending complies with statutes and standard accounting practices.

Are you receiving other funding for similar activities? If yes, how do you prevent duplication?

Applications for other grant funding applications have been made for similar activities during the FY26, however none have been awarded. While there are some similarities in scope and focus on Johns Park, each application has been relatively unique.

6. BUDGET & SPENDING PRACTICE

How do you ensure funds are spent within required timeframes?

The Town ensures funds are spent within required timeframes and budgets by operating under the Municipal Budget Law of 1982, per TCA 6-56-209, which requires that no public money shall be expended except pursuant to appropriations approved by law, including authorization procedures to transfer money from one appropriation to another within the same fund. Appropriations are strictly expired at the end of each fiscal year, June 30th. The Town enforces this by adherence to their locally-adopted policies for purchasing and expenditures. If spending needs to be adjusted, moved, or extended, the Council must pass a formal budget amendment. For larger state and federal projects, the Town must follow non-competitive grant manuals to ensure compliance with specific timeframes and accounting mandates. Any procurement requires a purchase order approved by the Department head prior to expenditure.

7. DOCUMENTATION & REPORTING

What documentation do you maintain to support expenditures?

The Town's Purchasing Procedures process requires a requisition form letting the purchasing agent know in detail what the using department needs, signed by the department head, that details the nature of the purchase, requested price information by multiple quotes if available, initiation of a bid request, and for requesting Town Council approval on major expenditures. Requisitions shall be prepared far enough in advance so competitive prices and vendor has enough time to make the delivery. Requisition forms have 3 copies, one for the department head, one for the finance officer to ensure the proper account has been charged and local funding is available or budgeted, and one for the purchasing department. Purchase order forms must be approved by the Department Head, Mayor or Town Recorder depending on the appropriation of funds.

8. PROCUREMENT & SUBAWARDS

Do you have a written procurement policy?

Yes

9. PROJECT READINESS

How do you prevent unauthorized spending before approval?

All procurements go through an official purchasing agent or finance officer and require proper budget appropriation, vendor correspondence, and formal sealed bid limits as outlined in the Ashland City Purchasing Procedures. A description of all projects or purchases require the expenditure of local funds of \$5,000 or more singly or in the aggregate during any fiscal year to be prepared by the purchasing agent and submitted to the Town Council for authorization to call for bids or proposals. After the determination that adequate funds are budgeted and available for a purchase, the Council may authorize the finance officer to advertise for bids for proposals. The award of purchases, leases, or lease-purchases of \$2,500 or more shall be made by the Council to the lowest responsible bidder. Purchases amounting to \$5,000 or more that do not require public notice advertisement and sealed bids or proposals may be allowed only under circumstances: sole source of supply or proprietary products as determined after complete search by using department and the purchasing agent, with Council approval; emergency expenditures with subsequent Council approval; purchases from instrumentalities created by two or more cooperating governments; purchases from non-profit corporations providing goods and services; real property purchases or leases; equipment purchases or leases from any government level; professional service contracts as provided in TCA 29-2-407; Tort Liability Insurance per TCA 12-4-407; purchases directed in conjunction with the TN Dept of General Services, or other government units authorized by Municipal Purchasing Law of 1983; purchases of perishable commodities.

Describe your experience managing projects of similar size and scope.

Over the past 8-10 years, the Town has invested in long-range planning efforts and engaged the community in workshops and stakeholder meetings to identify deficiencies and opportunities and recommended improvements to create a vision for a more vibrant, healthier, and safer community. Anthony Clark, the Town's Parks Department Director, has worked with the Parks department for 12 1/2 years, which has involved with all levels of parks and recreation duties and responsibilities, including the management of parks and recreation-related projects of similar size and scope to identify park-related deficiencies and pursue improvements. As Director, he has been leading the department for several years and actively directing the Town's major programming for parks and recreation since 2023.

PROJECT OVERVIEW

Project Phase

Which Phase(s) will your project be in?

A: Convening, Assessment, and Planning, B: Demonstration, Placemaking, and Enhancements to Existing Health-Promoting Infrastructure

Objective Need

Please provide a central address or cross section of the area the plan covers **or** for where the phase B project will be.

J.W. Johns Jr. Park is located at 106 N Vine Street, Ashland City, Tennessee. Focus area encompasses the entirety of Johns Park's acreage plus approximately 2 city blocks off-site, from N Main Street and southwestward down Jefferson Street to the intersection with N Vine Street, then eastward on N Vine Street to the intersection with Mulberry Street, and then northeastward up Mulberry Street to N Main Street.

Active Living Workshop

Was your proposed project identified at an Active Living Workshop your organization/community completed with a State of Tennessee Healthy Healthy Development Coordinator?

Yes

If you answered "Yes" to the question above, then please attach **both** the Active Living Workshop Certificate of Completion (signed by the Healthy Development Coordinator that facilitated the event) **and** the pages of your Action Plan from the workshop where it references your project. Please combine as a single PDF.

ALW certificate_Action Plan pages.pdf [Download](#)

Project Abstract and Problem Statement

Briefly describe the project and how it was identified as a community need. Identify the rural focus population and describe their health needs (including social determinants and identified health disparities). Explain how the proposed project will meet the focus population's health needs and address health disparities.

According to past health needs assessments, as well as the Persistent Poverty and Historically Disadvantaged area by census tracts status, this area of Ashland City has lesser access to physical activity opportunities compared to the state average overall. This project lies entirely within a highlighted census tract on the Social Vulnerability Index (SVI) map showing the target population will directly benefit from these improvements by advancing health equity. This grant will aid with more opportunities to increase physical activity and continue decreasing youth obesity. The Town has identified improvements which will aid the local citizens who frequent and utilize Johns Park and the immediate area for recreational activities. The Town intends to provide upgrades with focus on the senior population in this historically disadvantaged area and those needing ADA accessibility. The funding can create practical improvements in the local infrastructure to connect the populations with Johns Parks within a short timeframe, focusing on improving equity and livability for the senior residents living in the corporate limits and in the near vicinity. Improving public places is key to the Town's local leadership and Parks staff, so this funding is vital to the enhancement of not only J.W. Johns Jr. Park but also walking paths and public spaces leading to the park from Main Street which courses through Downtown as well as aid with connection to the John C Preacher Poole Recreation Area, Riverbluff Park, and the Bicentennial Trail adjacent to Johns Park by foot or bike. These improvements will support safer and more secure built environment that include installation of benches, lighting, and trash receptacles, crosswalks and wayfinding signage that will establish a more defined sense of place and enable a more positive experience for the users. These improvements will also enhance better mobility and safety for those with mobility issues as well as families needing safer, healthier, and more secure and accessible walking paths. Per Ashland City's Community Mobility Plan, the Renaissance Ashland City Master Plan, and Cheatham County's ADA Transition Plan, a downtown pedestrian sidewalk system will address issues concerning barriers and lack of access options in the Downtown area and nearby public spaces like John's Park. The anticipated result will be a more positive perception as a safe and reliable means of alternative transportation in the community. If the perception of a safe and reliable pedestrian system is available, then it is anticipated that a more positive impact and increase in usage by locals and visitors should positively affect the quality of life in Ashland City. ADA-accessible ramping and crossings can be further enhanced with proper lighting, wayfinding signage, and related means. ADA-accessible improvements area advocated by the County's ADA Transition Plan for public facilities located in Town. The Town intends to continue pedestrian accessibility to the nearby sidewalk systems and multiple parks in subsequent phases. Other benefits with proper lighting, benching, and related needs will contribute to lessening crime and the potential for crime, improvement in business and tourism activity, and increasing property values and community pride.

Project Narrative

Provide a project narrative detailing project milestones and how the work the will achieve the goal and objective of the HART program (increasing access to health-promoting built environments in rural Tennessee). Explain how you will ensure this project is community led, including how you will collaborate with partners and engage the focus community. Detail results of any prior community engagement related to this project and how you intend to engage the focus population throughout the process.

Community Engagement Fall 2021: the Town hosted a series of community meetings to seek input on a comprehensive parks master plan. Parks are one of the Town's greatest assets, so a vision was created. Residents supported the need for a variety of recreational opportunities as the Town continues to grow which included additional park amenities such as walkable activities. Attendees were pleased to help with creating the Town's vision for park improvements and needs. In August 2023, the Town gathered further input from the community by conducting an online survey. The survey was posted on the Town's website and shared on its Facebook page, which serves as a great resource to seek input from residents and other community stakeholders. The Town received 103 responses. More than 90% said they would use the Town's parks often if convenient access. When asked what the most important opportunity was to have close to their home, 50% said a place to play or take kids to play. Additionally, those surveyed indicated that having additional park amenities would make their children more physically active in an average week (91%) and themselves more physically active in an average week (88%). An Active Living Workshop was held in May 2026 where stakeholders provided valuable input focused on park and priority improvement needs as part of the overall strategy for designing a much healthier built environment for the Town. Education about the design directly affects public health, physical activity, and chronic disease rates, a Walk Audit of the immediate area of Johns Park to identify ex

assets and barriers, identifying strengths and opportunities for environmental design improvements, and creating an action plan were results of the workshop. Feasibility and Potential for Success The Town's project team leaders have defined milestones and realistic goals to complete the project within the time constraints of the grant contract. The Work and Evaluation Plan summarizes desired outcomes, metrics, and methods to be implemented throughout process within this two-year process. Community Resilience The Work Plan for the Town involves a variety of partnerships, beginning at the top with Project Leads, Local elected representatives (Town Council), Partners, and Volunteers. The Project Leads ensure that the project progress remains on track to completion and that all participants in the project remain engaged. The Town Council's support through local funding and leadership support is vital for the success and sustainability of the project. Trees and shrubbery along the walking trail inside Johns Park will contribute to providing a much-needed boost in environmental greenspacing needs, supplementing the proposed garden and orchard proposed for the Park. This will be funded through other programs. The Partnerships, which include Thrive 55+ Senior Citizens Center, the Friends of the Cumberland River Bicentennial Trail, and the Diamond Youth Baseball League are instrumental in that they have been vocal supporters from the beginning. They respectively bring advocacy and help with collaboration of projects and often spread the word about what outcomes the improvements will make for the community at large.

Exhibit 1: Work and Evaluation Plan

Thoroughly complete all sections (all four pages) of the Work and Evaluation plan template provided with this RFA as Exhibit 1. Attach your completed Work and Evaluation Plan here.

Ashland City_EX1_HART_34320-18526FinalPosting_.pdf [Download](#)

Project Management and Sustainment

Provide a narrative describing the applicant's qualifications and ability to manage the project successfully. Include plans for stability and maintenance in the future.

Our Parks and Recreation Department brings over 20 years of experience in executing complex recreational initiatives for the Town of Ashland City. Led by capable, hard-working professional staff, our department utilizes proven project management frameworks to manage stakeholder expectations and mitigate risks and challenges. We consistently align timelines, scope, and budgets to deliver measurable health and infrastructure outcomes. To ensure stability and long-term sustainment beyond the funding period, we will embed our initiatives into existing municipal policies and leverage local, established partnership networks, including valuable volunteer assistance from various local civic and philanthropic organizations. By integrating comprehensive staff training and standardized maintenance protocols, we intend to establish a robust operational baseline. Furthermore, our strategy includes diversifying funding streams through community collaboration and in-kind resource sharing to guarantee enduring project continuity.

PROJECT BUDGET

Budget Narrative

Provide a written budget narrative describing anticipated expenses, additional grant funding, revenue, and other sources. Include in-kind services and donations and matching funds if applicable. (Note, matching funds are not required but are encouraged). Describe how you acquired estimates for the budget. If this grant is only funding part of the project, include how the rest of the grant project will be funded to completion. If applicable, give a brief history of other State funds that have contributed to the project.

Phase A: Pre-construction plans for the proposed path (both on-site and off-site on select pathway from Main Street to Bicentennial Trail connection) and its amenities Phase A plans include design of ADA-compliant walking path leading from N Main Street to Park with two paths which will include curb and gutter. Plans for Tree planting along both walking paths proposed and for walking path on-site through Park to connect with Bicentennial Trail, and community garden/orchard in the Park per stakeholder recommendations in the ALW. These plans will be a continuation of the construction plans underway for Johns Park's ADA compliant pads and current drainage plans The linear mileage encompassing the proposed off-site walking path is approximately 0.45 miles, and another 0.22 miles for internal walking path in Johns Park for a total 0.7 mile walking path. Design plans include ADA-accessible ramping, drainage/flood hazard concerns/flood hazard, topographical challenges, PROWAG &TDOT design specifications, and trees/landscaping, & gardening designs. \$90,000 total for pre-construction planning and engineering requested Phase B: Demonstration of safe and dependable ADA-accessible pedestrian crossings for proposed walking path (both on-site and off-site) plus amenities: Phase B will include wayfinding signage to Park and Bicentennial Trail connection, solar-powered LED lighting, benches, trash bins, crosswalk striping from off-site to park pathway, detectable warning surface for ramping at crossings, and traffic warning pedestrian crossing signs \$48,300 total for amenities and improvements requested Town intends to apply for funding and/or purchase of Tree species and shrubs through the TN Dept of Agriculture Division of Forestry to enhance the Outdoor Activity experience when using the walking path from Main Street and through Johns Park to the Bicentennial Trail connection. In-kind contributions (Thrive 55+ Friends of Seniors organization, Diamond Youth Baseball League, Friends of the Cumberland River Bicentennial Trail may provide in-kind contributions of volunteer labor)

Attachment 3: Grant Budget

Upload your completed budget using Attachment 3.

ATT3_Ashland City HART_34320-18426FinalPosting.xlsx [Download](#)

ADDITIONAL ATTACHMENTS

Competitive Requirements

Upload your signed Competitive Requirements form here:

Competitive Requirements 031522_AClark_06192026.pdf [Download](#)

Additional Attachments

Additional attachments may be submitted to enhance the other sections of this application. The attachments should complement the narrative and demonstrate a clear vision for the project. Additional Attachments are limited to 10 pages, submitted as a single PDF. These attachments can include:

- Pictures;
- Maps;
- Convening meeting minutes;
- Community survey results; and
- Letters of Support

able page(s) of Community Plan that Activity is in.

A. INELIGIBLE USES OF FUNDS

Please review the list below carefully. The organization acknowledges that the following activities and expenditures are NOT allowable under this funding opportunity and will not be included in any proposed budget or project activities.

1. Pre-award costs
2. Meeting matching requirements for any other federal funds or local entities.
3. Services, equipment, or supports that are the legal responsibility of another party under federal, State, or tribal law, such as vocational rehabilitation or education services.
4. Services, equipment, or supports that are the legal responsibility of another party under any civil rights law, such as modifying a workplace or providing accommodations that are obligations under law.
5. New construction or building expansion, purchasing or significant retrofitting of buildings, cosmetic upgrades, or any cost that materially increases the value or useful life of a facility as a direct cost. Note: Minor renovations/alterations clearly linked to program goals are allowed but subject to 20% cap.
6. Independent research and development costs, including their proportionate share of indirect costs.
7. Fundraising or Lobbying — paying the salary or expenses of any grant recipient or agent to influence legislation, appropriations, regulation, administrative action, or executive order before
8. Congress, any State government, State legislature, or local legislative body.
9. Purchase of covered telecommunications and video surveillance equipment (2 CFR 200.216), or financial assistance to households for broadband installation or monthly internet service costs.
10. Replacing payment for clinical services that could be reimbursed by insurance — funds may not duplicate billable services or attempt to change payment amounts in existing fee schedules.
11. Exception: Applicants may propose direct health care service payments if they justify in the project narrative why the service is not reimbursable, how it fills a documented gap in care (e.g., uncompensated care), and/or how it transforms the care delivery model.
12. Research projects or clinical trials not directly related to program implementation including initiatives funding cosmetic or experimental procedures defined as a 'specified sex-trait modification procedure' under 45 CFR 156.400 — beyond the scope of this program.
13. Clinician salaries or wage supports for facilities that subject clinicians to non-compete contractual limitations.
14. Meals — generally unallowable. Exceptions (pre-approval required): (1) subjects and patients under study; (2) where specifically approved as part of the program activity, such as children's services programs; (3) as part of a per diem or subsistence allowance provided in conjunction with allowable travel.
15. Replacing existing staff, services, or funding streams (Supplanting).
16. Provider payments for clinical services that could be reimbursed by insurance. Exception: If you plan to fund direct health care services, you must justify why they are not already reimbursable, how the payment will fill a gap in care coverage (such as uncompensated care or services not covered by insurance), and/or how they transform the current care delivery model.
17. Unallowable incentives or payments without adequate program justification.
18. Activities not aligned with CMS/RHTP transformation goals or outside the approved project scope.

I confirm that I have read and understand all Ineligible Uses of Funds listed above.

Yes

PROJECT ACTIVITY DISCLOSURES

Please indicate whether your proposed project includes any of the following activities. All disclosures are required regardless of scope. Answering 'Yes' does not automatically disqualify a project but may trigger additional review or documentation requirements.

Supplanting — Will this project replace or duplicate any existing federal, state, or local funding?

No

If Yes, provide explanation

No response provided.

Direct medical services to patients (Direct Medical Services)?

No

Food-related activities (must be approved by CMS)?

No

Facility renovations (must be approved by CMS)?

No

Interagency agreements or data sharing with other state agencies?

No

Administrative costs across proposed budget, indirect and direct, exceeding 10%?

No

By typing your full name below, the authorized representative of the applying organization certifies that:

- All information provided in this application is true, accurate, and complete to the best of their knowledge.
- The organization understands and agrees to all eligibility requirements and ineligible uses of funds outlined in Section A.
- All project activities and expenditures will comply with the terms and conditions of this funding opportunity and applicable federal and state regulations.
- The organization will notify the Tennessee Department of Health immediately of any changes that may affect eligibility or compliance.

Anthony Clark, Parks and Recreation Director for the Town of Ashland City, Tennessee

Healthy Active Rural Tennessee (HART) Work and Evaluation Plans

There are 4 pages to this document. Please ensure you have filled out all 4 and attach it to your application.

Applicant Organization Name: Town of Ashland City

Short, Descriptive Project Title Used in Application Form: Active Ashland City's Health, Heart, and Sole

Project Team Members (you do not need to fill in every row):

Name	Organization	Role	Contact Information
Anthony Clark	Parks and Recreation	Director	aclark@ashlandcitytn.gov
Allen Nicholson	Town Administration/Building & Codes	Chief of Staff/Director	anicholson@ashlandcitytn.gov
Will Duffel	Financial	Director	wduffel@ashlandcitytn.gov
Tammany Carter	Thrive 55+ (The Senior Ctr @Ashland City)	Director	tcarter@ashlandcitytn.gov
Bryan Collins	Smith Seckman Reid (grant administration)	Transportation/Urban Planner	bcollins@ssr-inc.com
Grant Green	Smith Seckman Reid (grant administration)	Senior Transportation/Urban Planner	glgreen@ssr-inc.com

Partnerships with Community Partners Planned to Form or Strengthen Throughout Project (you do not need to fill in every row):

Organization	Organization Type (business, non-profit, government, etc)	Name of primary contact in organization for project
Thrive 55+	governmental and community organization	Tammany Carter, Director
Diamond Youth Baseball	all-volunteer, non-profit	Terry Shelton, Vice-President
Friends of the Cumberland River Bicentennial Trail	all-volunteer, non-profit	Sunshine Leeper, President/Tony Young, Vice-President

Other Sources of Funding or Resources to be used in combination with this grant (if any):

Town of Ashland City Budget amendment--Parks and Recreation funding (Council action)

HART Project Flow Chart

Start by filling out your resources in the left column. Then, work across from left to right for each resource, answering the question in the box above each column.



HART Work Plan

Please list at least 5 milestones. For each milestone you list, please fill out the achieve by date, person responsible, and criteria for completion.

	Milestone	Achieve by Date	Person Responsible	Criteria for Completion
1	Creation of garden and orchard in Johns Park	May 2027	Anthony Clark/Allen Nicholson	Weather cooperation
2	Walking path inside Johns Park to the Bicentennial Trail completion	December 2027	Anthony Clark/Allen Nicholson	Town Council budget amendment for funding
3	Planting of tree species and shrubs to enhance Johns Park's walking path	March 2028	Anthony Clark/Allen Nicholson	Availability of desired species, weather
4	Design of plans for ADA-accessible walking path in Johns Park to connect with Bicentennial Trail	January 2027	Anthony Clark/Allen Nicholson	Hired professional engineering/architectural firm to create plans
5	Installation of safe crosswalks from Johns Park to intersecting streets	December 2027	Anthony Clark/Allen Nicholson	Vendor stock available; qualified professional to construct
6	Installation of LED lighting, benches, wayfinding signage, trash receptacles (inside Johns Park)	December 2027	Anthony Clark/Allen Nicholson	Vendor stock available; qualified professionals to construct
7	Installation of LED lighting, benches, wayfinding signage, trash receptacles (off-site to N Main Street)	December 2027	Allen Nicholson	Vendor stock available; qualified professionals to construct
8	Walking paths off-site from Johns Park to N Main Street completion	December 2027/or March 2028	Allen Nicholson	Weather cooperation, permits approved, utilities located; qualified professionals to construct
9				
10				
11				
12				
13				
14				
15				

HART Evaluation Plan

All grantees must complete an evaluation of their project. Please see this [Built Environment Resource Guide](#) for help on forming your evaluation plan. Please list at least 3 desired outcomes of the project and the metric(s) and method(s) for each of those outcomes.

	Desired Outcome of Project (example: increase access to opportunities for physical activity for middle school students)	What metric(s) will you use to determine if you achieved your desired outcome? (example: number of students by age using the facility per week)	What method(s) will you use to collect this metric? (examples: survey, observation, ArcGis analysis)
1	A positive change in physical activity, convenience, and more safer access to the park system	Attendance at special events, sports events, interest in more activities	Behavioral observations
2	Local leadership confidence in approving local funding if more positive usage and demand for more recreational opportunities	Leadership positive input during budgeting	In-person meetings, recorded minutes
3	Increase of normal usage of the local parks system for a historically disadvantaged area, and increase in social interaction	Increase in users of the walking paths	Behavioral observations
4	Partnership participation should give rise to more volunteer participation	Number of existing partnerships sustained; new partnerships developed	Periodic surveying of partnerships
5	Users of parks bring awareness to the environment and natural surveillance. LED lighting to enable more usage of walking paths at night	Increase in night-time users, lower crime rates in area	Behavioral observations
6	Reduction in obesity and chronic health rates, improve mental health	State and federal health report results	Processing of reports, analysis
7	Local leadership valuing benefits of safe and reliable physical activity opportunities	Interviews for local newspapers, social media outlets	Observation
8	Advocates for healthier foods and active recreational amenities passing along knowledge to future generations	Increased health knowledge as motivation for increased participation	In-person meetings, surveys
9	Providing outlets for volunteers to continue investing time and effort to sustain local parks	Faster pace of cleanup events with more volunteers attending	Surveys
10	Sense of accomplishment that the Parks staff can have with maintaining the parks	Gratitude shared by park visitors, local users, and leadership	Behavioral observations

How will you use your evaluation results, and who will you share them with?

All partnered organizations, local leadership, and citizens will be made aware of the anticipated positive results. The results will be utilized to advocate for continued initiatives to improve other park areas in Town.

Will you be partnering with anybody to complete your evaluation?

Project Team members will partner with organizations advocating for the Johns Park improvements to periodically gauge members and various users of the park

CERTIFICATE OF COMPLETION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Town of Ashland City

in collaboration with The Tennessee Department of Health, has successfully
implemented an Active Living Workshop
on May 26, 2026,



John Vick, PhD
Director,
Office of Primary Prevention



Vinny Black
Healthy Development Coordinator

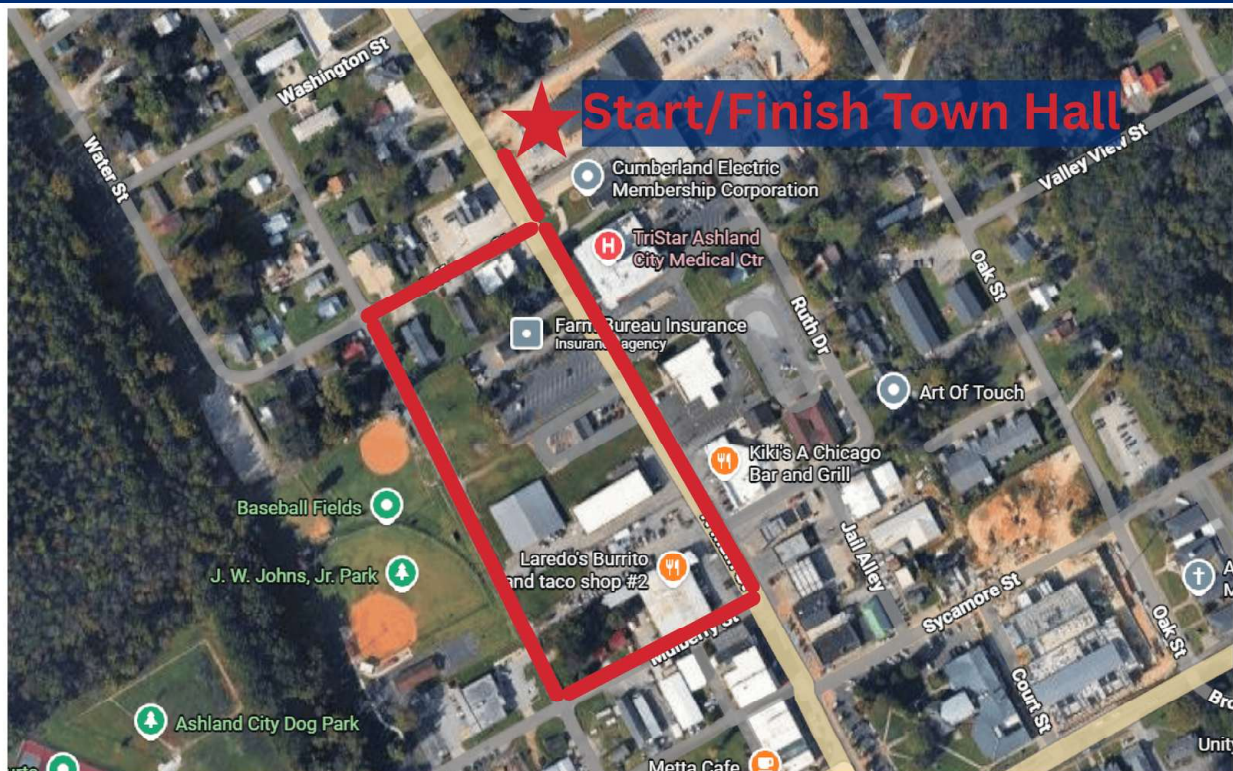


WALK AUDIT

Workshop attendees participated in a one-hour walk audit to assess nearby infrastructure conditions. Participants were given a worksheet informed by AARP to evaluate street crossings, desirability, safety, appeal, and ways to build a better block.

The walk audit route started at Town Hall on N. Main St.. The group crossed N. Main and followed Jefferson St. Then they followed N. Vine observing J.W. Johns, Jr. Park. Finally, they turned at Mulberry St. toward N. Main and followed N. Main back to Town Hall.

The route primarily highlighted issues with connectivity and safety. The group discussed challenges and opportunities related to walkability, pedestrian safety, and neighborhood appeal along the route. Improvements and updates to J.W. Johns, Jr. Park were also discussed. Additionally, gaining safe pedestrians access from Main St. to the city's parks was discussed. Next, you'll see the compilation of results from the walk audit.



RESULTS

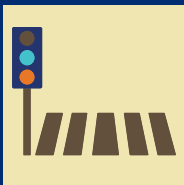
For the walk audit, the group used the AARP Walk Audit Toolkit. This toolkit asks participants to identify safety issues, accessibility concerns, street appeal, and ways to build a better block.

Street Safety and Appeal



Participants rated the safety and accessibility along the route such as lighting and ADA needs. They also rated the appeal and comfort along the routes such as trees, places to sit, and cleanliness/maintenance.

Impressions of the Location



Participants observed the conditions of traffic and pedestrian controls like signs, street lights, and asphalt markings. They rated the current conditions and the need for improvements.

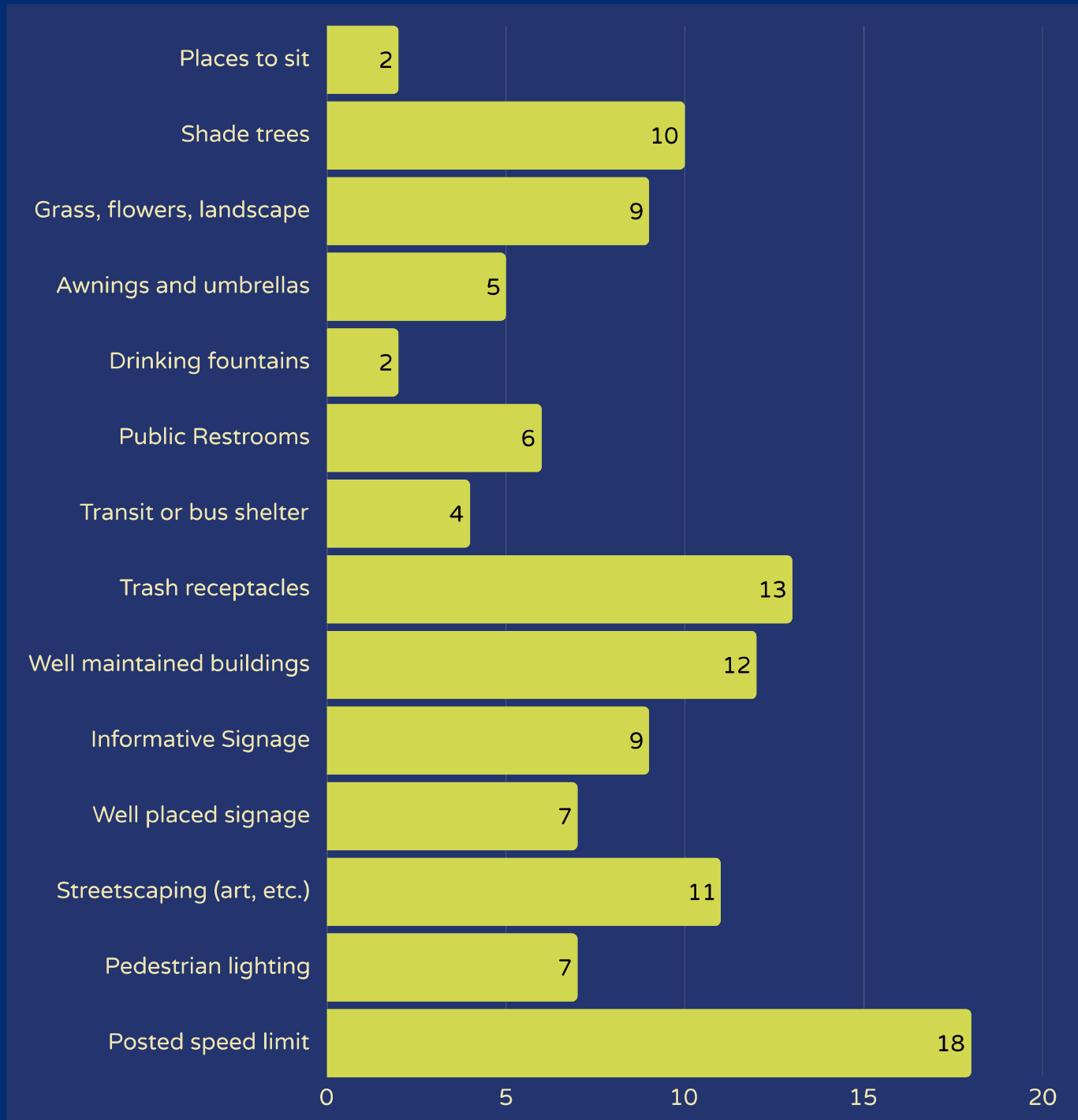
Building a Better Block



Participants were asked to check what improvements would build a better block. After completing the walk audit they listed their recommendations such as more street furniture, street art, and landscaping.

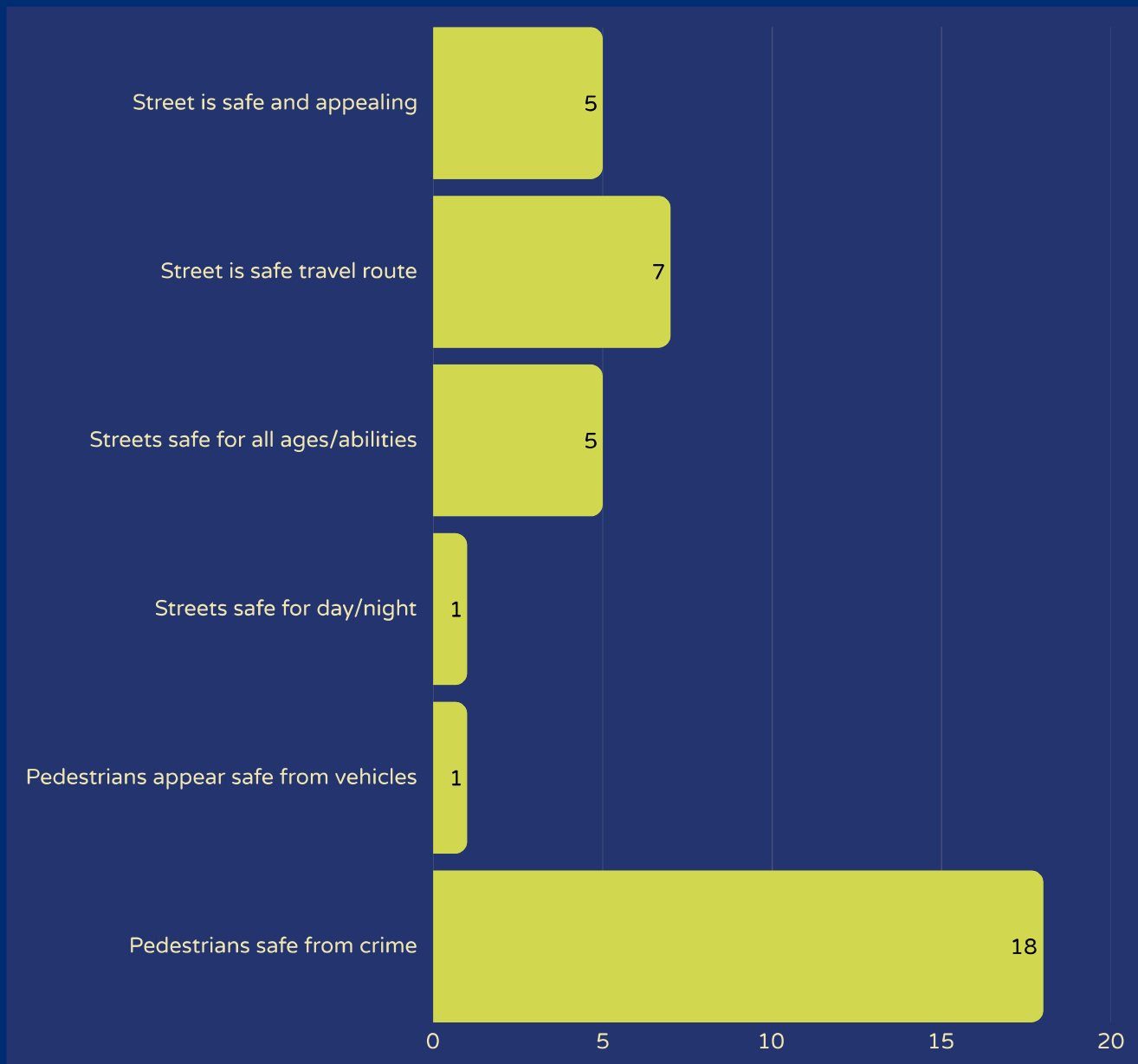
STREET SAFETY AND APPEAL

Pedestrians need to feel safe and comfortable in order to use a route. Participants observed the built environment for indications of its safety and comfort. Max possible score is 28.



IMPRESSIONS OF THE LOCATION

Participants scored the facilities designed for pedestrian safety and comfort. Max possible score is 28.



27%

When considering all street elements, the walk audit route scored 27/100.

IMPRESSIONS OF THE LOCATION

Participants had space on their sheets to comment and add more context to their observations.

“Lots of kids use Vine St. It needs things to make it more safe .”

“More sidewalks needed.”
(comment repeated by 8/14 participants)

“We have destinations but are without a safe means to walk to them.”

“Cars didn’t stop for pedestrians.”

“Crosswalks were poorly marked or didn’t exist at all.”

IMPRESSIONS OF THE LOCATION



Vine St., popular with kids, no pedestrian infrastructure



Mulberry St. connects Main St. to Park and Post Office



Pedestrian beacon near hospital on Main St. (no sidewalks)



Jefferson St. w/o pedestrian infrastructure and stormwater sheeting on roadway

BUILDING A BETTER BLOCK



Main St. w/o trees
or sidewalks



Decorative crosswalk
but doesn't connect anything



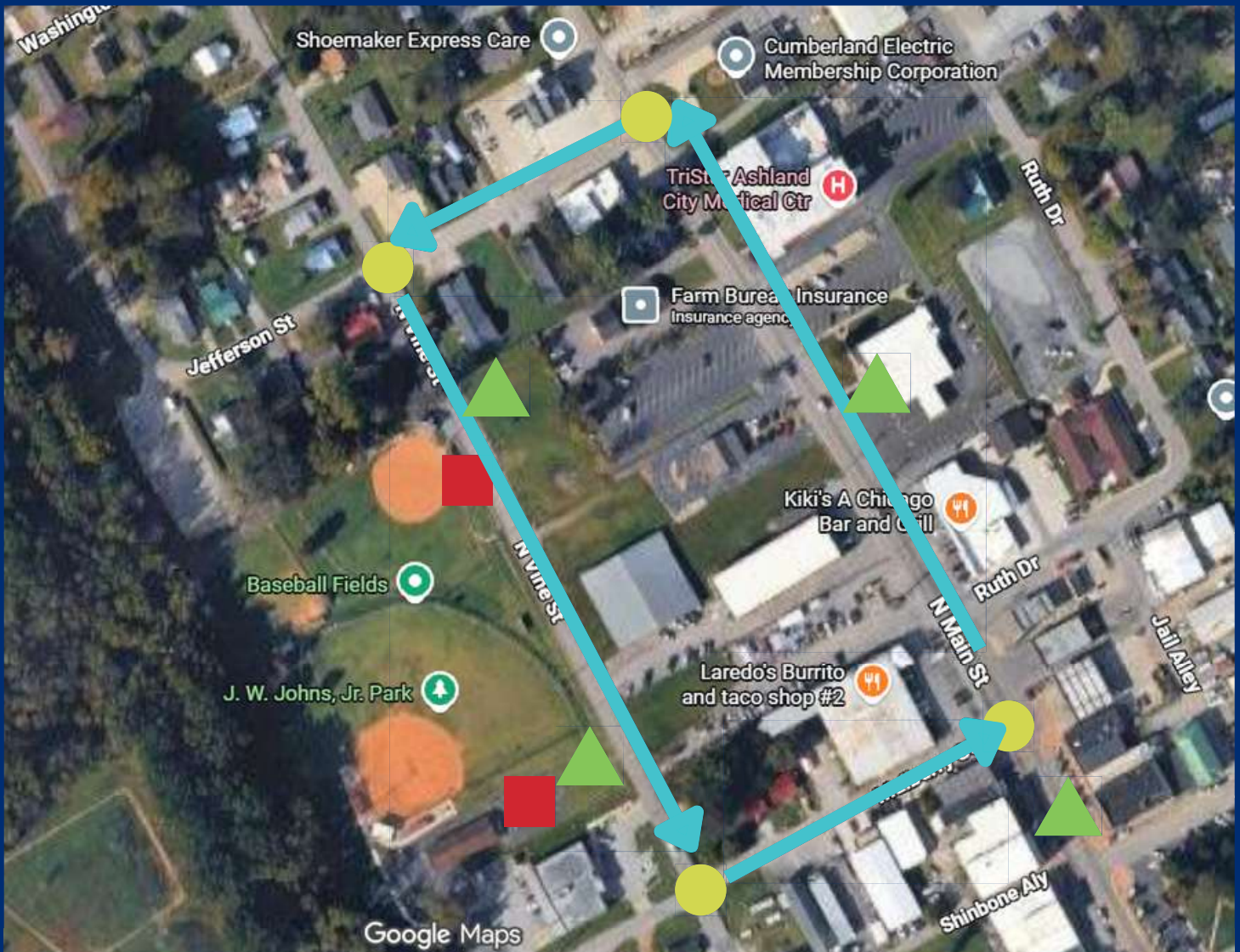
Pavillion, baseball fields,
and basketball at park



Mulberry St. looking
toward Main St.

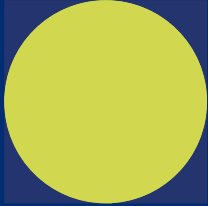
COMMUNITY MAPPING

Below are points on the map that the group commonly identified as areas of interest or needs improvement.



The next page contains descriptions of each identified area.

COMMUNITY MAPPING



Temporary Pedestrian Upgrades

- Improved crosswalks along Main St.
- Crosswalk needed at Vine and Mulberry
- Crosswalk needed at Jefferson and Vine
- Pedestrian signage and beacons at above locations
- Wayfinding signage around downtown.



New or Improved Sidewalks

- Additional sidewalk needed beginning at Shell Station going to Town Hall
- Adding sidewalks along Jefferson St.
- Adding Sidewalks along Vine St.
- Adding sidewalks along Mulberry, connecting Main to Park.



Park Improvements, Public Space

- Adding permanent restroom and handwashing facilities to park.
- Improvements to pavillion at park and basketball court.
- Adding more park seating.
- Adding shade structures to park.
- Preparing park for Bicentennial Trail connection.

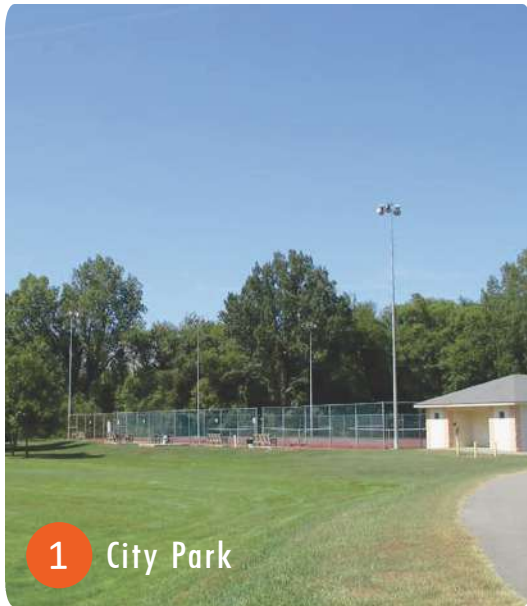


Trees and Other Street Elements

- Tree plantings and landscaping along Main St.
- Adding awning and seating outside businesses along Main St.
- Tree plantings, community garden/orchard at John's Park.
- Tree plantings and lanscaping along Vine St.
- Adding public art elements to the downtown.
- Signage directing visitors from downtown to the city parks

AREA OF STUDY

The study area mostly lies within the downtown limits of Ashland City and consists of the following primary corridors: SR 12 (Main Street) from SR 455 (Tennessee Waltz Parkway) to SR 455 (McQuarry Street), SR 455 (Tennessee Waltz Parkway / McQuarry Street) from SR 12 (N. Main Street) to SR 12 (South Main Street), and SR 49 (Cumberland Street / Frey Street) from SR 455 (Tennessee Waltz Parkway) to Oak Street. The limits encompass approximately one square mile. Locations adjacent to these corridors were also included. Those locations include Ashland City Elementary, Riverbluff Park, and J.W. Johns Jr. Park. Additionally, a connection to the Cumberland River Bicentennial Trail was also examined as it is a popular destination for bicyclists located less than a mile north of downtown Ashland City.



1 City Park



2 Main Street



3 Cumberland River
Bicentennial Trail



4 Riverbluff Park

TRIP GENERATORS

Within the study area, there are a number of attractors that draw residents, visitors, and employees to the Town of Ashland City. Continued growth within the downtown core and surrounding areas of Ashland City will contribute to the need to make infrastructure improvements for all modes of transportation. The following is a list of key trip generators within the study area:



Ashland City Elementary and Baseball Fields – Ashland City Elementary houses pre-school through fourth grade with a student population of nearly 550. Directly adjacent to the school is a park that has baseball fields for recreational leagues, a football field, picnic areas, and two playgrounds.



Riverbluff Park – This park's amenities include playgrounds, picnic tables, a boat ramp and dock, soccer fields, and an observation deck



The Braxton/Harpeth Shoals Marina – A residential community of twin high-rise buildings that include condominiums along with access to the Cumberland River through private docks.



J.W. Johns Jr. Park – Located adjacent to City Park, this park includes a playground, basketball courts, batting cages, and baseball fields.



Ashland City Medical Center – The Town's and County's primary hospital provides emergency and non-emergency services to the surrounding areas.



Cheatham County Courthouse – On the National Register of Historic Places, the courthouse contains the county courts, the sheriff's office, and the county mayor's office.



A.O. Smith Corporation – Manufacturing water heaters, A.O. Smith is the Town's largest employer and generates a number of heavy truck trips.



City Park – Located adjacent to J.W. Johns Jr. Park, this park includes a walking trail that crosses SR 455 via a tunnel, tennis courts and restrooms. A connection from this park to Riverbluff Park has also been constructed under the SR 49 bridge over the Cumberland River.



Dillion Transportation – A trucking company that transports goods and services across the country.

Additional Generators

Just outside of the project area, there are several attractors that draw individuals to the study area or cause individuals to pass through the study area to reach their destination. Those trip generators include a Walmart on SR 12 nearly two miles south of downtown, the Cheatham County Public Library located approximately one mile northeast of downtown along SR 49, the Cumberland River Bicentennial Trail (a popular trail just north of town which includes four miles that are paved and over two miles of gravel trail), The Cheatham County Fairgrounds just southeast of downtown, and the Riverview Restaurant and Marina just across the Cumberland River west of downtown. Additionally, several new developments are planned just south of downtown including a 280-unit apartment complex, a hotel, and expansion of a boat manufacturing facility and a concrete plant.

Future Growth

It is envisioned by Town leaders that Ashland City's growth could be shaped and molded from other forms of transportation. The Town has the potential to flourish via passenger water transport along the Cumberland River. Tourists from Nashville could take a boat ride to the Town to shop, dine, or recreation, and residents could theoretically travel to Nashville for work or play. Another form of transportation that would benefit the Town of Ashland City is the Nashville to Clarksville Commuter Rail (also known as the Northwest Corridor) along the Nashville & Western rail corridor. A feasibility study was completed in 2008 that examined the viability of connecting Clarksville to Nashville utilizing one of three existing rail lines. Not much progress has been made on the implementation of the Northwest Corridor; however, if the route through Ashland City is chosen, the Cumberland River Bicentennial Trail would be affected as it was constructed along this rail line. To promote growth, the Town also passed a Downtown Overlay District in February 2017 to allow denser development that promotes growth with the establishment of mixed-use buildings. This proactive step coupled with the unique possibilities of alternative transportation options afford the Town many opportunities to thrive as it grows.

PROPOSED IMPROVEMENTS

Upgrading Facilities

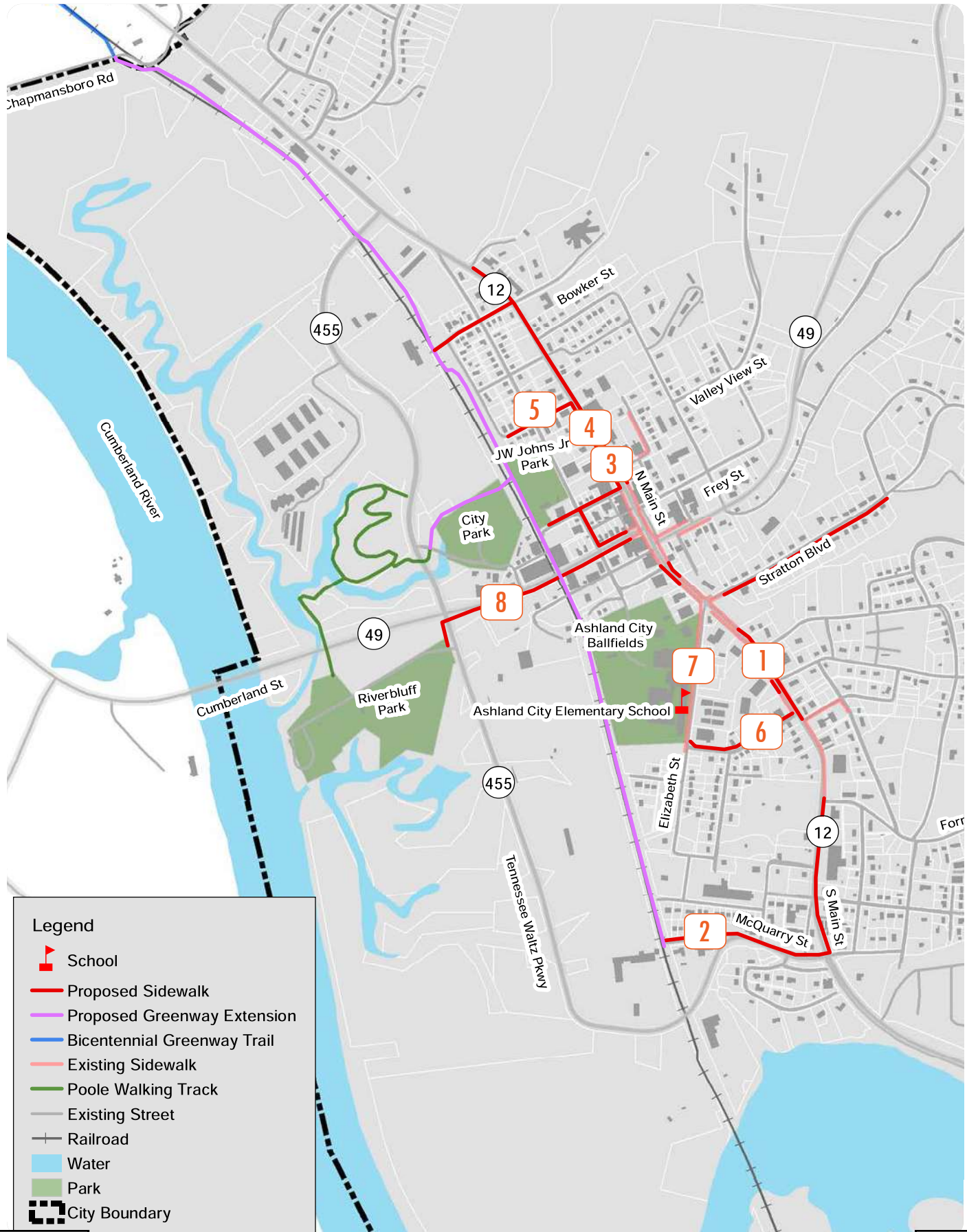
Providing safe and accessible bicycle and pedestrian facilities for residents and visitors is vital to the livability of any community. Those individuals that rely on facilities that follow the American Disabilities Act (ADA) must be taken into consideration when planning city-wide bicycle and pedestrian connections. There is a demand for ADA facilities in Ashland City that must be addressed in order to give everyone an equal opportunity to safely access public buildings and areas throughout Ashland City. In addition to the following proposed bicycle and pedestrian facilities, the City must review all existing sidewalks and shared-use paths to ensure they comply with ADA. Doing so will heighten the overall accessibility and enjoyment of public spaces that Ashland City has to offer.

The following is a list of projects that was developed to address safety concerns, traffic congestion, connectivity, and alternative modes of transportation. These recommended improvements are a result of the traffic and safety analysis, field observations of existing infrastructure, Town staff and public input, and future needs as the Town continues to grow. The proposed projects are divided into short-term and long-term implementation. Short-term are projects that can be completed within a three to five-year timeframe depending on the availability of funding, time to design, constructability, and phasing. Long-term are projects that would generally take longer to design and construct due to right-of-way issues or funding. These long-term projects would likely take at least five years to complete.

Pedestrian Facilities - Short-Term

1. South Main Street (SR 12) Sidewalks Phase I – From just south of Forrest Street to Chestnut Street, this project will construct new sidewalk and reconstruct existing sidewalk along the northbound shoulder of SR 12. This will provide a connection from downtown to the shopping center located just north of Elm Street.
2. South Main Street (SR 12) Sidewalks Phase II – New sidewalk along the northbound shoulder of SR 12 from McQuarry Street to connect with Phase I just south of Forrest Street. Additionally, with the proposed signal at McQuarry Street, this project will install a crosswalk across SR 12 and sidewalk along McQuarry Street to where McQuarry ends at the abandoned railroad. This will connect to a proposed future extension of the Cumberland River Bicentennial Trail. *(See image next page)*
3. North Main Street (SR 12) Sidewalks Phase I – New sidewalk along the northbound shoulder of SR 12 from Mulberry Street to north of Pemberton Drive.
4. North Main Street (SR 12) Sidewalks Phase II – New Sidewalk along the southbound shoulder of SR 12 from Mulberry Street to Pemberton Drive with a crosswalk across SR 12 at Pemberton Drive, Jefferson Street, and Mulberry Street.
5. Main Street Connectors – New Sidewalk along Pemberton Drive, Jefferson Street and Mulberry Streets to connect North Main Street to Riverbluff Park with pedestrian signals installed at the intersection of SR 455 and SR 49 (Cumberland Street).
6. Lowe Street Connector – New sidewalks along the westbound shoulder of Lowe Street to connect SR 12 with Elizabeth Street. This project would also include an updated crosswalk at the intersection of Lowe Street and SR 12.
7. Elizabeth Street Sidewalk Reconstruction – Replace the existing sidewalk along the southbound shoulder of Elizabeth Street from Main Street to Lowe Street.
8. Cumberland Street Sidewalk – New Sidewalk along SR 49 (Cumberland Street) from SR 12 to Tennessee Waltz Parkway.

Pedestrian Facilities



Renaissance Ashland City Master Plan

Park & Greenspace Connectors

1: Connect to School via old rail corridor



2: Connect parks across old rail corridor



3: Connect parks under Hwy 49 bridge



4: Provide tunnel connection under future bypass

5: Convert old rail corridor into greenway & park connection.

6: Connect to senior center

7: Provide connection from downtown to park

8: Consider acquiring properties to create green connection from Ashland City Elementary to Riverbluff Park along Cumberland St.

9: Create green traffic calming circle at Cumberland St greenway crossing.
Central section of greenway to have urban streetscape character (brick paving, trees, site furnishings, etc.)



Prepared for Ashland City, TN

Prepared by Lose & Associates, Inc. and E.G.&G., Inc.



Town of Ashland City

405 N. Main St.
Ashland City TN 37015
(615) 792-6455

June 12, 2026

Tennessee Department of Health
Healthy Active Built Environments (HART) Grant Program

RE: Letter of Support for the Town of Ashland City HART Grant Application

To Whom It May Concern,

On behalf of the Town of Ashland City, I am pleased to offer my strong support for our application to the Tennessee Department of Health's Healthy Active Built Environments (HART) Grant Program.

The Town of Ashland City is committed to fostering a community that prioritizes health, accessibility, and quality of life for all residents. As our community continues to grow, it is essential that we invest in infrastructure and public spaces that encourage active lifestyles, improve connectivity, and support safe and welcoming environments for individuals of all ages and abilities.

Through ongoing planning efforts and community engagement, Ashland City has identified the need to enhance walkability, strengthen pedestrian safety, and expand access to recreational and gathering spaces. These improvements are critical not only for supporting our growing population of older adults, but also for creating lasting benefits for families, children, and visitors throughout our community.

Projects supported through the HART Grant will build upon current initiatives, including enhancements to parks, trails, and pedestrian infrastructure that promote physical activity, social interaction, and overall well-being. These investments align with the Town's broader vision of creating a healthier, more connected, and more livable Ashland City.

We are proud to partner with local organizations such as Thrive 55+ and the Friends of the Center, whose work highlights the importance of accessible and inclusive spaces that support healthy aging and community engagement. The Town remains fully committed to the successful implementation, maintenance, and long-term sustainability of the proposed improvements.

We respectfully request your consideration of our application and appreciate your continued dedication to improving the health and well-being of communities across Tennessee. Should you require any additional information, please do not hesitate to contact me.

Sincerely,

Gerald C. Greer

Mayor, Town of Ashland City
(615) 792-4211
ggreer@ashlandcitytn.gov

Friends of the Center

June 12, 2026

Tennessee Department of Health
Healthy Active Rural Tennessee (HART) Grant Program

RE: Letter of Support for the Town of Ashland City HART Grant Application

To Whom It May Concern,

On behalf of the Friends of the Center, I am pleased to offer our full support for the Town of Ashland City's application for funding through the Tennessee Department of Health's Healthy Active Rural Tennessee (HART) Grant Program.

The Friends of the Center is a nonprofit organization dedicated to supporting programs, services, and initiatives that enhance the health, well-being, and quality of life of older adults in our community. As advocates for healthy aging, we recognize the critical importance of creating safe, accessible, and welcoming spaces that encourage physical activity, social engagement/ and community connection for residents of all ages.

Ashland City is home to a growing population of older adults who benefit greatly from opportunities to remain active and engaged. Improvements that enhance walkability, accessibility, safety and connectivity throughout our community will not only support seniors but will also create lasting benefits for families, children, and individuals of all ages and abilities.

Through our work alongside Thrive 55+, we see firsthand the positive impact that accessible outdoor spaces, safe pedestrian routes, and community gathering areas have on physical health, mental wellness, and social connectedness. investments made through the HART Grant will help remove barriers to activity, encourage healthy lifestyles, and foster a more inclusive environment for everyone who calls Ashland City home.

The Friends of the Center fully supports the Town's efforts to pursue this funding opportunity and stand ready to assist in promoting community engagement, encouraging participation, and supporting the successful implementation of the proposed improvements.

Thank you for your consideration of this application and for your commitment to creating healthier communities across Tennessee.

Sincerely,



Mike Moore

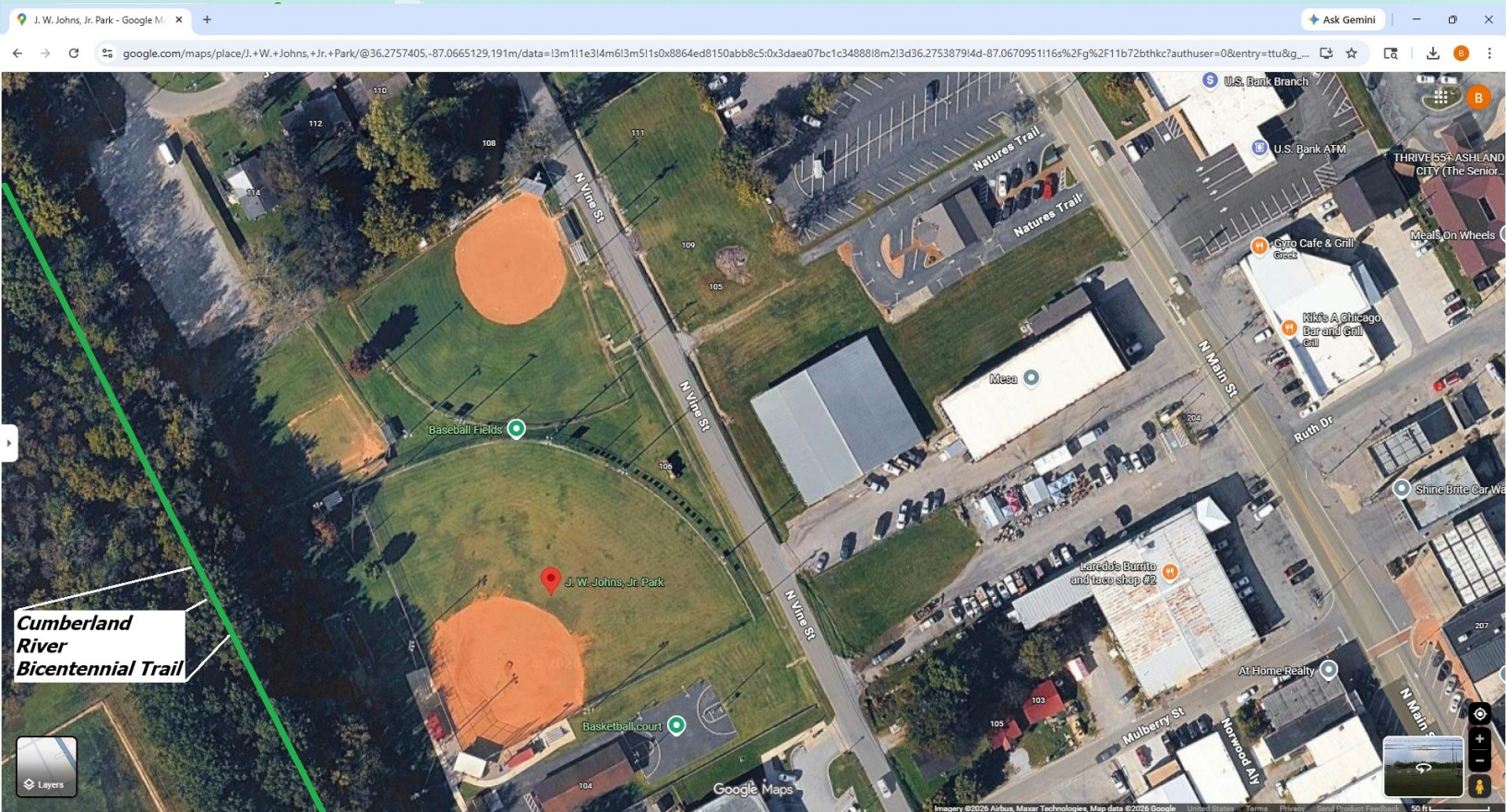
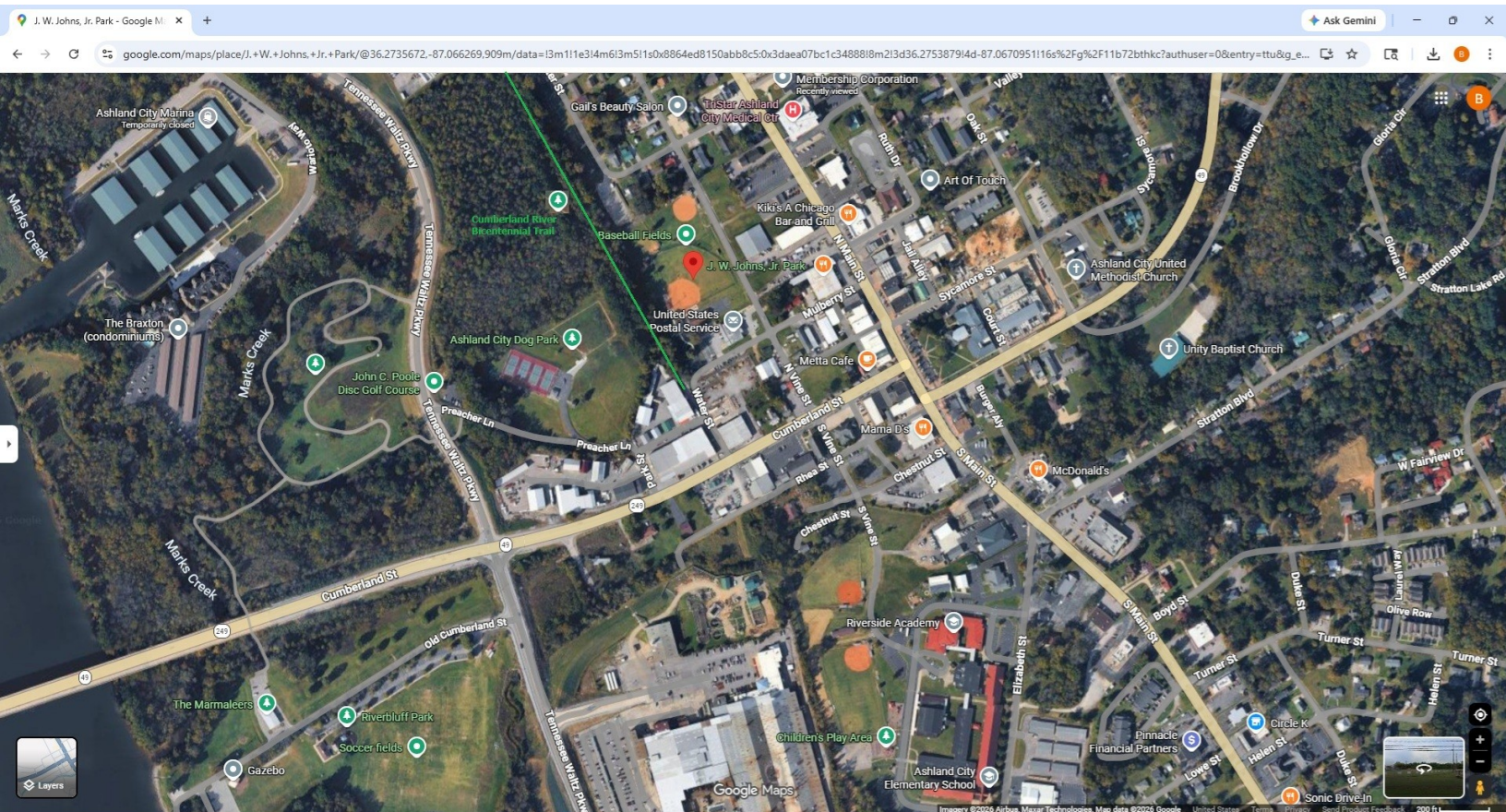
President, Friends of the Center
104 Ruth Drive
Ashland City, TN 37015
focthrive55+@gmail.com

Summary of community engagement

Previously, in the Fall of 2021, the Town of Ashland City hosted a series of community meetings to seek input on a comprehensive parks master plan. The parks are some of the Town's greatest assets, and, with the community's input, the Town was able to create a vision so the parks could reach their full potential. During the community meetings, residents overwhelmingly supported the need for a variety of recreational opportunities as the Town continues to grow. Specifically, those opportunities included additional parks, playgrounds, ballfields, community pavilions and walkable activities. The Town is currently developing a plan to create a new park complex off the Tennessee Waltz Parkway along the Cumberland River. Baseball, softball and soccer fields, a splash pad, an amphitheater and an RV park are among the amenities being considered for the property. Even with this new park, which may take years to fully complete, there remains a need to develop other park properties that will serve the Town's growing population. The Community Hub project will help meet those needs as it will give families and community members another place to gather, play and exercise.

In August 2023, the Town gathered further input from the community by conducting an online survey. The survey was posted on the Town's website and shared on its Facebook page, which serves as a great resource to seek input from residents and other community stakeholders. An article about the survey was also published in The Cheatham County Exchange newspaper. The Town received 103 responses to the survey; citizens overwhelmingly supported the Community Hub project. Specifically, more than 90 percent of those who responded said they use the Town's parks either extremely often, very often or somewhat often. When asked what amenities they would like to see at a park, those surveyed said play structures (64 percent), fitness stations/challenge courses (59 percent), sidewalks (46 percent), pavilions (44 percent) and swings (44 percent). When asked what the most important opportunity was to have close to their home, those surveyed said a place to play or take kids to play (50 percent). Additionally, those surveyed indicated that having additional park amenities would make their children more physically active in an average week (91 percent) and themselves more physically active in an average week (88 percent).

Based on the feedback received through the community meetings and surveys, the Town believes the improvements to its parks system, notably the J.W. Johns Jr. Park, would enhance its current recreational opportunities tremendously, and is reliant on this potential funding opportunity to make this a reality. We hope to promote the Tennessee Department of Health's partnership with us for helping us achieve this goal to provide this for the residents of Ashland City and Cheatham County.



Coordinates: 36.275777782878116, -87.06724018173267

<https://www.ashlandcitytn.gov/parksrec/page/jw-johns-jr-park>



Federal Award Identification Worksheet

Subrecipient's name (must match name associated with its Unique Entity Identifier (SAM))	Town of Ashland City
Subrecipient's Unique Entity Identifier (SAM)	RMZDQHWZ3CZ9
Federal Award Identification Number (FAIN)	RHTCMS332057
Federal award date	12/29/2025
Subaward Period of Performance Start and End Date	12/29/2025 – 10/30/2030
Subaward Budget Period Start and End Date	12/29/2025 – 10/30/2026
Assistance Listing number (formerly known as the CFDA number) and Assistance Listing program title.	93.798
Grant contract's begin date	8/1/2026
Grant contract's end date	06/30/2028
Amount of federal funds obligated by this grant contract	\$138,300.00
Total amount of federal funds obligated to the subrecipient	
Total amount of the federal award to the pass-through entity (Grantor State Agency)	\$206,888,882.11
Federal award project description (as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA))	The Rural Health Transformation (RHT) Program helps State governments to support rural communities across America in improving healthcare access, quality, and outcomes by transforming the healthcare delivery ecosystem.
Name of federal awarding agency	DEPARTMENT OF HEALTH AND HUMAN SERVICES, Centers for Medicare & Medicaid Services
Name and contact information for the federal awarding official	Ms. Jennifer Herndon Grants Management Specialist jennifer.herndon1@cms.hhs.gov 410-786-8598
Name of pass-through entity	Tennessee Department of Health
Name and contact information for the pass-through entity awarding official	James (JW) Randolph, Deputy Commissioner of Health Strategy and Regulation Jw.randolph@tn.gov 615.741.1739
Is the federal award for research and development?	No
Indirect cost rate for the federal award (See 2 C.F.R. §200.332 for information on type of indirect cost rate)	10%

GRANT BUDGET				
HART - Ashland City				
APPLICABLE PERIOD: The grant budget line-item amounts below shall be applicable only to expense incurred during the period beginning August 1, 2026, and ending June 30, 2028. <i>Roll-Up</i>				
	EXPENSE OBJECT LINE-ITEM CATEGORY ¹ (detail schedule(s) attached as applicable)	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
	Salaries ²	\$0.00	\$0.00	\$0.00
	Benefits & Taxes	\$0.00	\$0.00	\$0.00
	Professional Fee/ Grant & Award ²	\$90,000.00	\$0.00	\$90,000.00
	Supplies	\$0.00	\$0.00	\$0.00
	Telephone	\$0.00	\$0.00	\$0.00
	Postage & Shipping	\$0.00	\$0.00	\$0.00
	Occupancy	\$0.00	\$0.00	\$0.00
	Equipment Rental & Maintenance	\$0.00	\$0.00	\$0.00
	Printing & Publications	\$0.00	\$0.00	\$0.00
	Travel/ Conferences & Meetings ²	\$0.00	\$0.00	\$0.00
	Interest ²	\$0.00	\$0.00	\$0.00
	Insurance	\$0.00	\$0.00	\$0.00
	Specific Assistance To Individuals ²	\$0.00	\$0.00	\$0.00
	Depreciation ²	\$0.00	\$0.00	\$0.00
	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
	Capital Purchase ²	\$48,300.00	\$0.00	\$48,300.00
	Indirect Cost	\$0.00	\$0.00	\$0.00
	In-Kind Expense	\$0.00	\$0.00	\$0.00
	GRAND TOTAL	\$138,300.00	\$0.00	\$138,300.00

¹ Each expense object line-item is defined by the U.S. OMB's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E Cost Principles (posted on the Internet at: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E>) and CPO Policy 2013-007 (posted online at <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-.html>).

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET				
HART - Ashland City				
APPLICABLE PERIOD: The grant budget line-item amounts below shall be applicable only to expense incurred during the period beginning August 1, 2026, and ending June 30, 2027. Year 1				
	EXPENSE OBJECT LINE-ITEM CATEGORY ¹ (detail schedule(s) attached as applicable)	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
	Salaries ²	\$0.00	\$0.00	\$0.00
	Benefits & Taxes	\$0.00	\$0.00	\$0.00
	Professional Fee/ Grant & Award ²	\$90,000.00	\$0.00	\$90,000.00
	Supplies	\$0.00	\$0.00	\$0.00
	Telephone	\$0.00	\$0.00	\$0.00
	Postage & Shipping	\$0.00	\$0.00	\$0.00
	Occupancy	\$0.00	\$0.00	\$0.00
	Equipment Rental & Maintenance	\$0.00	\$0.00	\$0.00
	Printing & Publications	\$0.00	\$0.00	\$0.00
	Travel/ Conferences & Meetings ²	\$0.00	\$0.00	\$0.00
	Interest ²	\$0.00	\$0.00	\$0.00
	Insurance	\$0.00	\$0.00	\$0.00
	Specific Assistance To Individuals ²	\$0.00	\$0.00	\$0.00
	Depreciation ²	\$0.00	\$0.00	\$0.00
	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
	Capital Purchase ²	\$0.00	\$0.00	\$0.00
	Indirect Cost (% of Method)	\$0.00	\$0.00	\$0.00
	In-Kind Expense	\$0.00	\$0.00	\$0.00
	GRAND TOTAL	\$90,000.00	\$0.00	\$90,000.00

¹ Each expense object line-item is defined by the U.S. OMB's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E Cost Principles (posted on the Internet at: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E>) and CPO Policy 2013-007 (posted online at <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-library-.html>).

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET LINE-ITEM DETAIL:

Year 1						
SALARIES	Monthly Salary	# of Months	% of Effort	Longevity (if applicable)		AMOUNT
	\$ -	X	X	+	\$ -	\$0.00
	\$ -	X	X	+	\$ -	\$0.00
	\$ -	X	X	+	\$ -	\$0.00
	\$ -	X	X	+	\$ -	\$0.00
	\$ -	X	X	+	\$ -	\$0.00
TOTAL ROUNDED						\$0.00
PROFESSIONAL FEE/GRANT & AWARD						AMOUNT
Architectural/Design fees						\$20,000.00
Soil and Geotechnical Testing						\$5,000.00
Engineering Plans/design fees						\$40,000.00
Surveying						\$5,000.00
Subcontractor Bids						\$7,500.00
Pre-Construction Contingencies						\$9,000.00
Environmental Assessments						\$2,500.00
Utility Locates						\$1,000.00
TOTAL ROUNDED						\$90,000.00
TRAVEL / CONFERENCES & MEETINGS						AMOUNT
						\$0.00
						\$0.00
TOTAL ROUNDED						\$0.00
INTEREST						AMOUNT
						\$0.00
						\$0.00
TOTAL ROUNDED						\$0.00
SPECIFIC ASSISTANCE TO INDIVIDUALS						AMOUNT
						\$0.00
						\$0.00
TOTAL ROUNDED						\$0.00
DEPRECIATION						AMOUNT
						\$0.00
						\$0.00
TOTAL ROUNDED						\$0.00
OTHER NON PERSONNEL						AMOUNT
						\$0.00
						\$0.00
TOTAL ROUNDED						\$0.00
CAPITAL PURCHASES						AMOUNT
						\$0.00
						\$0.00
TOTAL ROUNDED						\$0.00

GRANT BUDGET				
HART - Ashland City				
APPLICABLE PERIOD: The grant budget line-item amounts below shall be applicable only to expense incurred during the period beginning July 1, 2027, and ending June 30, 2028. Year 2				
	EXPENSE OBJECT LINE-ITEM CATEGORY ¹ (detail schedule(s) attached as applicable)	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
	Salaries ²	\$0.00	\$0.00	\$0.00
	Benefits & Taxes	\$0.00	\$0.00	\$0.00
	Professional Fee/ Grant & Award ²	\$0.00	\$0.00	\$0.00
	Supplies	\$0.00	\$0.00	\$0.00
	Telephone	\$0.00	\$0.00	\$0.00
	Postage & Shipping	\$0.00	\$0.00	\$0.00
	Occupancy	\$0.00	\$0.00	\$0.00
	Equipment Rental & Maintenance	\$0.00	\$0.00	\$0.00
	Printing & Publications	\$0.00	\$0.00	\$0.00
	Travel/ Conferences & Meetings ²	\$0.00	\$0.00	\$0.00
	Interest ²	\$0.00	\$0.00	\$0.00
	Insurance	\$0.00	\$0.00	\$0.00
	Specific Assistance To Individuals ²	\$0.00	\$0.00	\$0.00
	Depreciation ²	\$0.00	\$0.00	\$0.00
	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
	Capital Purchase ²	\$48,300.00	\$0.00	\$48,300.00
	Indirect Cost (% of Method)	\$0.00	\$0.00	\$0.00
	In-Kind Expense	\$0.00	\$0.00	\$0.00
	GRAND TOTAL	\$48,300.00	\$0.00	\$48,300.00

¹ Each expense object line-item is defined by the U.S. OMB's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E Cost Principles (posted on the Internet at: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E>) and CPO Policy 2013-007 (posted online at <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-.html>).

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET LINE-ITEM DETAIL:

Year 2						
SALARIES	Monthly Salary	# of Months	% of Effort	Longevity (if applicable)		AMOUNT
	\$ -	X	X	+	\$ -	\$0.00
	\$ -	X	X	+	\$ -	\$0.00
	\$ -	X	X	+	\$ -	\$0.00
TOTAL ROUNDED						\$0.00
PROFESSIONAL FEE/GRANT & AWARD						AMOUNT
						\$0.00
						\$0.00
TOTAL ROUNDED						\$0.00
TRAVEL / CONFERENCES & MEETINGS						AMOUNT
						\$0.00
						\$0.00
TOTAL ROUNDED						\$0.00
INTEREST						AMOUNT
						\$0.00
						\$0.00
TOTAL ROUNDED						\$0.00
SPECIFIC ASSISTANCE TO INDIVIDUALS						AMOUNT
						\$0.00
						\$0.00
TOTAL ROUNDED						\$0.00
DEPRECIATION						AMOUNT
						\$0.00
						\$0.00
TOTAL ROUNDED						\$0.00
OTHER NON PERSONNEL						AMOUNT
						\$0.00
						\$0.00
TOTAL ROUNDED						\$0.00
CAPITAL PURCHASES						AMOUNT
LED Solar-Powered Lights (fixtures and poles) Approx 8-10' height (27 count)						\$24,300.00
Benches (Trail style park benches with backs) (5 count)						\$5,910.00
Thermoplastic crosswalk stripes (3 count)						\$6,000.00
Detectable Warning surfaces (truncated dome tiles) (3 count)						\$900.00
Trash Receptacles (Perforated Steel, mountable to ground) (5 count)						\$3,250.00
Wayfinding Signs (includes ADA accessible message directional to Bicentennial Trail connection, pedestrian-level 24" by 18", 48" to 60" from the ground) (21 count)						\$2,362.00
Street Crossing Flashing Lights & Signs (Solar LED Yellow Flashing Beacon Kit Traffic Warning Light)						\$5,592.00
TOTAL ROUNDED						\$48,300.00



Invoice Reimbursement Form

Contract #
 Supplier Name
 Program Name

Section 1: Contract Information (to be completed by TDH Accounts)

PO # (Req.) PO Line # (Req.) Receipt # (Req.) Agency Invoice #
 Edison Contract # Edison Vendor # Edison Address Line # AP Attachment (check if yes) ☐

Section 2: Invoice Information (to be completed by Contractor/Grantee)

Contract Invoice # Invoice Date Service Start Date Service End Date
 Contract Start Date Contract End Date
 Contact Person Name Phone #

Remit Payment to:

Business Name

Street Address City State ZIP

Budget Line Items	(A) Total Contract Budget	(B) Amount Billed YTD	(C) Monthly Expenditures Due
Salaries			
Benefits			
Professional Fee/Grant/Award			
Supplies			
Telephone			
Postage and Shipping			
Occupancy			
Equipment Rental and Maintenance			
Printing and Publications			
Travel/Conferences and Meetings			
Interest			
Insurance			
Specific Assistance to Individuals			
Depreciation			
Other Non-Personnel			
Capital Purchase			
Indirect Costs			
TOTAL	0	0	0

Section 3: Payment Information (to be completed by TDH Program)

Invoice Received Date Invoice Received by (Name)

Service Type (Select One): ☐ Medical Services ☐ Non-Medical Services

Speedchart	Department ID	User Code	Project ID	Amount (\$)

Total Amount: _____ 0

Additional Signatures as Required by Program (Not required for processing and payment by F&A Accounts Payable)

Program Signature 1 Program Signature 2 Program Signature 3

Section 4: Authorized Signatures

Contractor/Grantee Authorization

Name: _____
Date: _____
Signature: _____

TDH Program Authorization

Name: _____
Date: _____
Signature: _____

TDH Accounts Authorization

Name: _____
Date: _____
Signature: _____

Section 5: Additional Comments

Section 6: Month to Month Expense Tracking Sheet (Not Required by F&A Accounts Payable)

Budget Line Items	Budget Amt	Jul Expenses	Aug Expenses	Sep Expenses	Oct Expenses	Nov Expenses	Dec Expenses	Jan Expenses	Feb Expenses	Mar Expenses	Apr Expenses	May Expenses	Jun Expenses	YTD Totals	Balance Remaining
Salaries	0													0	0
Benefits	0													0	0
Fee/Grant/Award	0													0	0
Supplies	0													0	0
Telephone	0													0	0
Postage and Shipping	0													0	0
Occupancy	0													0	0
Equipment Rental and Maintenance	0													0	0
Printing and Publications	0													0	0
Travel/Conferences and Meetings	0													0	0
Interest	0													0	0
Insurance	0													0	0
Specific Assistance to Individuals	0													0	0
Depreciation	0													0	0
Other Non-Personnel	0													0	0
Capital Purchase	0													0	0
Indirect Costs	0													0	0
Totals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

REPORTING TEMPLATE

Introduction

Reporting Template has three parts:

- Schedule A,
 - Schedule B, and
 - Schedule C which are Program Expense Reports (PER), Program Revenue Reports (PRR) and Reconciliation Between Total and Reimbursable Expenses and Total Expense Summary Report.
- Program Expense Reports (PER), Program Revenue Reports (PRR) and Reconciliation Between Total and Reimbursable Expenses and Total Expense Summary Report including Schedule A-1 and Schedule B-1 must be submitted in the same format/the same column heading each quarter. The final Report (definition can be found in grant contract agreement) must be approved by the contracting state agency.

Schedule Headings

At the top of each schedule, the name of the reporting contractor/grantee and the period covered by the report need to be entered. The period of the report should always be the most recent quarter ended and report programs in the same sequence as the previous quarter.

Column Headings

For each program for Schedule A and B, Contracting State Agency, Program Name, Assistance Listing Number/Program Number, Edison Contract Number, and Grant/Contract Term should be entered. These can be found in the grant contract agreement.

- The Contracting State Agency is for the state agency who awards the grant and initiates the contract agreement.
- The Program Name is the title to describe the program or the title that corresponds to the Federal Assistance Listing number.
- The Assistance Listing Number/Program Name is a number assigned to identify the Federal Assistance Listings under which the subaward was made by the contracting State agency.
- The Edison contract number is the number assigned by the contracting state agency and should include the amendment number, if any. This can be found in the grant contract agreement.
- The grant/contract term is the beginning and ending dates of the grant/contract. This can be found in the grant contract agreement.

Program Columns

Program expense columns (Quarter-To-Date and Year-To-Date) are for reporting direct program expenses. Direct program expenses that benefit more than one program (i.e., allocable-direct costs) may be allocated to the benefitted programs within the expense categories. The cognizant state agency should approve the method used for cost allocations and the contracting state agency should abide by the cost allocation approved by the cognizant state agency.

The Quarter-To-Date column can be used to capture all expenses for the specific quarter. For example, the expenses for the 2nd quarter (from 10/1/22 to 12/31/2022) can be entered in this column.

All accumulated expenses for each program can be entered in Year-To-Date column. For example, if a grantee/organization has entered the expenses for the 2nd quarter in Quarter-To-Date column, all accumulated expenses for the 1st quarter and the 2nd quarter should be entered in Year-To-Date column.

Do not send a worksheet that is linked to another file

E-mail completed files to: policy2013_007.amo.health@tn.gov

or Mailing Address:

Rushdi Eskarous
Tennessee Department of Health
Fiscal Services
6th Floor Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243

Telephone 615-741-2974

QUESTIONS:

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PROGRAM EXPENSE REPORT (PER) SCHEDULE A

Purpose/Scope

The Program Expense Report (PER Schedule A) contains expenses by the detailed line items and then summarizes by subtotals or total. This schedule can be used for any grants received from a state agency or multiple state agencies.

These expenses include direct and allocated direct program expenses in each line item. Per 2 CFR Part 200.413, direct costs are those costs that can be identified specifically with a particular final cost objective, such as a grant, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy. Per 2 CFR Part 200.405, allocable direct costs are those that benefit more than one program, but do not fall under the criteria of indirect costs.

Except for depreciation, every expense reported in Lines 1 through 21 must represent an actual cash disbursement or accrual (as defined in the Basis for Reporting Expenses/Expenditures section on page 1 of this instructions). If more than two programs (e.g., four programs), complete multiple Schedule As to report all four program expenses.

Instruction for Expenses by Object Line-Items

Line 1 Salaries and Wages

Enter the amount of compensation, fees, salaries, bonuses, severance payments, and wages paid to program directors, program managers/staffs, and employees.

References:

[2 CFR Part 200.430](#)

Form 990 Part IX line 5, 7

Line 2 Employee Benefits & Payroll Taxes

Enter (a) the grantee's/organization's contributions to pension plans and to employee benefit programs such as health, life, and disability insurance; and (b) the grantee's/organization's portion of payroll taxes such as social security, Medicare taxes, and unemployment and workers' compensation insurance.

References:

[2 CFR Part 200.431](#)

Form 990 Part IX lines 8, 9, 10

Line 3 Total Personnel Expenses

Add lines 1 Salaries and Wages and 2 Employee Benefits & Payroll Taxes.

Line 4 Professional Fees

Enter the costs/fees of professionals, consultants, and personal-service contractors who are not officers or employees of the grantee/organization. These include legal, accounting, and auditing fees.

References:

[2 CFR Part 200.459](#)

Form 990 Part IX line 11

Line 5 Supplies

Enter the grantee's/organization's expenses for office supplies, housekeeping supplies, and other supplies.

References:

[2 CFR Part 200.453](#)

Form 990 Part IX line 13

Line 6 Telecommunication

Enter the grantee's/organization's expenses for telephone, cellular phones, beepers, telegram, FAX, telephone equipment maintenance, internet, cloud servers, and other related expenses.

References:

[2 CFR Part 200.471](#)

Form 990 Part IX line 13

Line 7 Postage and Shipping

Enter the grantee's/organization's expenses for postage, messenger services, overnight delivery, outside mailing service fees, freight and trucking, and maintenance of delivery and shipping vehicles. Include vehicle insurance here or on line 14.

References:

[2 CFR Part 200.474](#)

Form 990 Part IX line 13

Line 8 Occupancy

Enter the grantee's/organization's expenses for use of office space and other facilities including rent, heat, light, power, other utilities, outside janitorial services, mortgage interest, real estate taxes, and similar expenses. Include property insurance here or on line 14.

References:

[2 CFR Part 200.465](#)

Form 990 Part IX line 16

Line 9 Equipment Rental and Maintenance

Enter the grantee's/organization's expenses for renting and maintaining computers, copiers, postage meters, other office equipment, and other equipment, except for telecommunications, truck, and automobile expenses, reportable on lines 6, 7, and 11, respectively.

References:

[2 CFR Part 200.452](#)

Form 990 Part IX line 13

Line 10 Printing and Publications

Enter the grantee's/organization's expenses for producing printed materials, purchasing books and publications, buying subscriptions to publications, publication costs for electronic and print media, and page charges for professional journal publications.

References:

[2 CFR Part 200.461](#)

Form 990 Part IX line 13

Line 11 Travel

Enter the grantee's/organization's expenses for airfare, transportation, meals and lodging, subsistence, and related items incurred by employees on official business of the organization. These costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, consistent with those normally allowed in like circumstances in the organization's non-federal/state-funded activities and in accordance with organization's written travel reimbursement policies. Include gas and oil, repairs, licenses and permits, and leasing costs for company vehicles. Include travel expenses for meetings and conferences. Include vehicle insurance here or on line 14.

If an organization does not have the written travel reimbursement policies, they may use the State Travel policy which is:

[F&A Policy 08 Comprehensive State Travel Regulations.](#)

References:

[2 CFR Part 200.475](#)

Form 990 Part IX line 17

Line 12 Conference and Meetings

Enter the grantee's/organization's expenses for conducting or attending meetings, conferences, seminars, retreats, and conventions including registration fees. When host of conference, include rental of facilities, speakers' fees and expenses, costs of meals and refreshment (food and beverages), and printed materials for the conference.

References:

[2 CFR Part 200.432](#)

Form 990 Part IX line 19

Line 13 Interest

Enter the interest expense for the business related loans and interest costs that are related to capital leases on equipment, trucks and automobiles, and other notes and loans. Do not include mortgage interest reportable on line 8.

References:

[2 CFR Part 200.449](#)

Form 990 Part IX line 20

Line 14 Insurance

Enter the grantee's/organization's expenses for liability insurance, fidelity bonds, and other insurance. Do not include employee-related insurance reportable on line 2. Do not include shipping vehicle, property, and organization vehicles for travel if reported on lines 7, 8, or 11 respectively.

References:

[2 CFR Part 200.447](#)

Form 990 Part IX line 23

Line 15 Grants and Awards

Enter the grantee's/organization's awards, grants, subsidies, and other pass-through expenditures to other organizations. Include allocations to affiliated organizations. Include in-kind grants to other organizations. Include scholarships, tuition payments, travel allowances, and equipment allowances to clients. These expenses will not include when calculating Administrative Expense in line 22.

References:

[2 CFR Part 200.1](#)

Form 990 Part IX line 1

Line 16 Specific Assistance to Individuals

Enter the grantee's/organization's direct payment for expenses of clients, patients, and individual beneficiaries. Include such expenses as medicines, medical and dental fees, children's board, food and homemaker services, clothing, transportation, insurance coverage, scholarships, fellowships, stipends, research grants, wage supplements, and similar payments.

References:

[2 CFR Part 200.456](#)

Form 990 Part IX line 2

Line 17 Depreciation

Enter the expenses the grantee's/organization's records for depreciation (the method for allocating the cost of fixed assets to periods benefitting from asset use) of equipment, buildings, leasehold improvements, and other depreciable fixed assets.

References:

[2 CFR Part 200.436](#)

Form 990 Part IX line 22

Line 18 Other Nonpersonnel Expenses

Enter the grantee's/organization's allowable expenses for Advertising, Information Technology, Bad Debts, Contingency Provisions, Fines and Penalties, Independent Research and Development, Organization Costs, Rearrangement and Alteration, Recruiting, and Taxes. Include the Organization's and Employees' Membership Dues in Associations and Professional Societies. Include other fees for the Organization's Licenses, Permits, and Registrations, etc.

NOTE: Expenses reportable on lines 1 through 17 should not be reported as an additional expense category on line 18. A description should be attached for each additional category entered on line 18. The contracting state agency may determine these requirements in the grant contract agreement.

a) Advertising:

Enter expenses paid for advertising. Include amounts for print and electronic media advertising. Also include internet site link costs, signage costs, and advertising costs for the organization's in-house fundraising campaigns.

References:

[2 CFR Part 200.421](#)

Form 990 Part IX line 12

b) Information Technology:

Enter expenses for information technology, including hardware, software, and support services such as maintenance, help desk, and other technical support services. Also include expenses for infrastructure support, such as website design and operations, virus protection and other information security programs and services to keep the organization's website operational and secured against unauthorized and unwarranted intrusions, and other information technology contractor services.

References:

[2 CFR Part 200.1](#)

Form 990 Part IX line 14

c) Bad Debts:

Enter expense amounts for losses (whether actual or estimated) arising from uncollectable accounts and other claims, related collection costs, and related legal costs.

References:

[2 CFR Part 200.426](#)

Form 990 Part IX line 24

d) Contingency Provisions:

Enter expense amounts for contributions to a contingency reserve or any similar provision made for events the occurrence of which cannot be foretold with certainty as to time, intensity, or with an assurance of their happening.

References:

[2 CFR Part 200.433](#)

Form 990 Part IX line 24

e) Fines and Penalties:

Enter costs of fines and penalties resulting from violations of, or failure of the organization to comply with Federal, State, and local laws and regulations except when incurred as a result of compliance with specific provisions of an award or instructions in writing from the awarding agency.

References:

[2 CFR Part 200.441](#)

Form 990 Part IX line 24

f) Independent Research and Development:

Enter the expenses of all research activities, including the training of individuals in research techniques.

References:

[2 CFR Part 200.1](#)

Form 990 Part IX line 24

g) Organization Costs:

Enter expenses such as incorporation fees, brokers' fees, fees to promoters, and organizers.

References:

[2 CFR Part 200.455](#)

Form 990 Part IX line 24

h) Rearrangement and Alteration:

Enter expenses incurred for ordinary or normal rearrangement and alteration of facilities. Include the expenses incurred in the restoration or rehabilitation of the organization's facilities.

References:

[2 CFR Part 200.462](#)

Form 990 Part IX line 24

i) Recruiting:

Enter expenses for recruiting staff and maintaining workload requirements, costs of "help wanted" advertising, operating costs of an employment office necessary to secure and maintain an adequate staff, costs of operating an aptitude and educational testing program and relocation costs incurred incident to recruitment of new employees.

References:

[2 CFR Part 200.463](#)

Form 990 Part IX line 24

j) Taxes:

Enter expenses for payment of taxes to the local government or state.

References:

[2 CFR Part 200.470](#)

Form 990 Part IX line 24

k) Organization's and Employee's Membership Dues in Associations and Professional Societies:

Enter expenses of the organization's membership or subscriptions in business, technical, and professional organizations.

References:

[2 CFR Part 200.454](#)

Form 990 Part IX line 24

Line 19

Total Nonpersonnel Expenses

Professional Fees through 18 Other Non-personnel Expenses.

Line 20 Reimbursable Capital Purchases

Enter the organization's purchases of fixed assets. Include land, equipment, buildings, leasehold improvements, and other fixed assets.

References:

[2 CFR Part 200.439](#)

Form 990 Part X line 10a or Schedule D Part VI

Line 21 Total Direct Program Expenses

Add Line 3 Total Personnel Expenses, and Line 19 Total Non-personnel Expenses, and Line 20 Reimbursable Capital Purchases. These expenses are the summary of the direct and allocated direct program expenses that entered in Line 1 Salaries and Wages through Line 20 Reimbursable Capital Purchases.

Reference:

[2 CFR Part 200.405](#)

[2 CFR Part 200.413](#)

Form 990 Part IX, column B

Line 22 Administrative Expenses

The distribution will be made in accordance with an allocation plan approved by your cognizant state agency. Pass-through funds (Line 15 Grants and Awards) are not included when computing administrative expenses.

References:

[2 CFR Part 200.414](#)

Form 990 Part IX, Column C

Line 23 Total Direct Program and Administrative Expenses

Line 23 is the total of Line 21 Total Direct Program Expenses and Line 22 Administrative Expenses. Total Direct Program and Administrative Expenses (Line 23) Year To Date (if quarter end 3/31/2023) should agree with Total of YTD (Year To Date) Actual Expenditures Through 3/31/2023 (Column E) of the Invoice for Reimbursement.

Line 24 In-Kind Expenses

In-kind Expenses is for reporting the value of contributed resources (non-cash) applied to the program. Approval and reporting guidelines for in-kind contributions will be specified by those contracting state agencies who allow their use toward earning grant funds.

References:

[2 CFR Part 200.434](#)

Form 990 Part XI line 6

Line 25 Total Program Expenses

The sum of Line 23 Total Direct Program and Administrative Expenses and Line 24 In-kind Expenses goes on this line.

PROGRAM EXPENSE REPORT (PER) SCHEDULE A-Q1-Q4

Purpose/Scope

This template tracks expenses for all the quarters and summarizes in the Year-To-Date column. The Year-To-Date column can be linked to Year-To-Date column of the Schedule A.

Additionally, this schedule provides the Grant Budget Amount (from grant contract agreement) column and the Over/(Under) Budget Amount column which compares cumulative Year-To-Date expenses to Grant Budget Amount.

Instruction for Expenses by Object Line-Items

The instructions for expense line items are the same as Schedule A.

PROGRAM REVENUE REPORT AND RECONCILIATION BETWEEN TOTAL PROGRAM AND REIMBURSABLE EXPENSES SCHEDULE B

Purpose/Scope

Program Revenue Report (PRR) and Reconciliation Between Total and Reimbursable Expenses, Schedule B, are intended to capture all revenue by the detailed source and reconcile total program expenses and reimbursable expenses. Each revenue column should match up with the Edison Contract Number and the Program Name from Schedule A and align with its corresponding expense column from the Schedule A. The Reconciliation of Total Program Expenses And Reimbursable Expenses, at the bottom of Schedule B, should be completed to show how Total Program Expenses (Line 51 of Schedule B or Line 25 of Schedule A) reconciles to the amount to be reimbursed.

If multiple programs exist, additional copies of the Schedule B can be used to enter all Program Revenue and Reconciliation Between Total and Reimbursable Expenses.

Additional supplemental schedules showing the Sources of Revenue in the aggregations may be attached, if needed. The contracting state agency may provide more guidance in the grant contract agreement.

Instruction for Sources of Revenue

• Reimbursable Program Funds

Line 31

Reimbursable Federal Program Funds

Enter the portion of Total Direct Program & Administrative Expenses reported on Line 23 of the Schedule A that are reimbursable from the Federal program funds.

Reference:
Form 990 Part VIII 1e

Line 32 Reimbursable State Program Funds

Enter the portion of Total Direct Program & Administrative Expenses reported on Line 23 of the Schedule A that are reimbursable from the state program funds.

Reference:
Form 990 Part VIII 1e

Line 33 Total Reimbursable Program Funds

Add Line 31 Reimbursable Federal Program Funds and Line 32 Reimbursable State Program Funds.

• Matching Revenue Funds

Note: matching requirements can be found in the grants contact agreement for the grants received from the contracting state agency.

Line 34 Other Federal Funds

Enter the matching portion (the grantee portion) of the program costs that will be covered by other Federal fund sources.

Reference:
Form 990 Part VIII 1e

Line 35 Other State Funds

Enter the matching portion (the grantee portion) of the program costs that will be covered by other State fund source.

Reference:
Form 990 Part VIII 1e

Line 36 Other Government Funds

Enter the matching portion (the grantee portion) of the program costs that will be covered by other government fund source.

Reference:
Form 990 Part VIII 1e

Line 37 Cash Contributions (Nongovernment)

Enter the matching portion (the grantee portion) of the cash contributions that were received from corporations, foundations, trusts, and individuals, United Ways, other not-for-profit organizations, and affiliated organizations. This is only applicable when the grantee has received contributions from above donors for this program and this is included as expense line-items of the Schedule A.

References:
Form 990 Part VIII 1f

Line 38 In-Kind Contributions (Equals Schedule A. Line 24)

Enter the matching portion (the grantee portion) of the direct and administrative in-kind contributions.

Approval and guidelines for valuation and reporting of in-kind contributions will be specified by those grantor agencies who allow their use toward program purposes.

References:

Form 990 Part VIII line 1f and Part XI line 6

Line 39 Program Income

Enter the matching portion (the grantee portion) of program income. For example, income from fees for services performed.

Reference:

Form 990 Part VIII line 2a to 2f

Line 40 Other Matching Revenue

Enter the matching portion of other revenues that are not included in lines 34 through 39.

References:

Form 990 Part VIII 3 through 11e

Line 41 Total Matching Revenue Funds

Add lines 34 through 40.

Line 42 Other Program Funds

Enter any other program revenues that are funded by the contracting state agency but are not reported as matching revenue funds on Line 41 Total Matching Revenue Funds. Example of this can be in-kind expenses (Line 24 of Schedule A), if any.

References:

Form 990 Part VIII 1a through 11e

Line 43 Total Revenue

Add lines 33, 41, and 42.

References:

Form 990 Part VIII 12

Instruction for Reconciliation Between Total and Reimbursable Expenses

Line 51 Total Program Expenses

This line is brought forward from Line 25 Total Program Expenses on Schedule A.

Line 52 Other Unallowable Expenses

Enter amount for Other Unallowable Expenses here. Some program expenses may not be reimbursable under certain grants. Example of this can be the in-kind expenses which is non-cash item. This will vary according to the contracting state agency and the type of grant or contract. Consult with the contracting state agency that funds the program for additional guidelines.

Line 53 Excess Administration

This line may be used to deduct allocated Administration and General expenses (indirect costs) in excess of the allowable percentage specified in the grant contract agreement or the indirect cost rate that is approved by the cognizant State agency. This line may also be used to deduct an adjustment resulting from limitations on certain components of Administration and General expenses. Consult with the contracting state agency that funds the program for additional guidelines.

Line 54 Matching Expenses

Total program expenses should be deducted from matching (cost sharing) expenses required by the program compliance. This portion can be specified as an amount or percentage to match the federal award. Program income (e.g., user fees or rental of real property) can be deducted from matching portion.

Line 55 Reimbursable Expense (Line 51 Less Lines 52, 53, And 54)

This should equal the amount the contracting state agency has already paid for the quarter's operations of the program. The cumulative Year-To-Date column is what the grantor has actually paid to date if the organization has submitted the invoice and reimbursed monthly.

Line 56 Total Reimbursement To Date

The Quarter-to-Date column is the total amounts received for this quarter from filing of Invoices for Reimbursement (usually monthly). The cumulative Year-to-Date column amount is the total amount received for the grant program.

Line 57 Difference (Line 55 minus Line 56)

This is the portion of Reimbursable Expenses that are not paid yet. If a grantee submits a monthly invoice for reimbursement and reimbursement has been received, this will be zero.

Line 58 Advances

Any advance payments from the contracting state agency should appear on this line. Most of time, the contracting state agency will not pay the expenses in advance.

Line 59 This Reimbursement (Line 57 minus 58)

The remainder should be the amount due under the grant contract. Request for reimbursement is made through the invoicing process and not through filing of the quarterly or annual report. Any amounts showing here needed to be included in the invoice for reimbursement.

NONGRANT EXPENSE REPORT (NER) NONGRANT REVENUE REPORT (NRR) AND RECONCILIATION BETWEEN TOTAL NONGRANT AND REIMBURSABLE EXPENSES SCHEDULE A-1, SCHEDULE A-1-Q1-Q4, and SCHEDULE B-1

Purpose/Scope

These schedules may be used for the nongrants/unallowable expenses that are not reimbursed/will not be reimbursed by the contracting state agencies.

These schedules should be completed to reconcile expenses per the Total Expense Summary Report (Schedule C) to the trial balance/general ledger when the nongrants/unallowable expenses exist in the grantee's books.

Instruction for Schedules A-1, A-1-Q1-Q4, and B-1

The instruction for these schedules A-1, A-1-Q1-Q4, and B-1 are the same as the instructions for Schedule A and B except these expenses will not be reimbursed by the contracting state agency.

Heading sections may be entered as N/A if this heading is not applicable for Nongrant/Unallowable Expense or Revenue.

TOTAL EXPENSE SUMMARY REPORT Schedule C

Purpose/Scope

The Total Expense Summary Report is intended to recap all the direct program expenses in one column, separately identify nongrant/unallowable expenses, and total administrative expenses in other columns, as well as a grand total of all the expenses of the grantee. The amounts in Grand Total Year-to-Date column should tie to the general ledger/trial balance of the grantee/organization.

Schedule C should be only one schedule regardless if there are multiple Schedule As and Bs. The grantee will complete all the schedules at one time and will submit the same schedule to the multiple contracting state agencies if the grantee has received awards from the multiple state agencies.

Instruction for Expenses by Object Line-Items

The object line-items are the same as Schedule A. See each line-item instruction in Schedule A.

Instruction for Columns

Total Direct Program Expenses Column

This column is the summary of all the individual programs' cumulative year to date expenses as identified separately under the respective program names in Schedule A.

Total Nongrant/Unallowable Expenses Column

The nongrant/unallowable expense column includes the following expenses:

- I. The cumulative year-to-date expenses for all other programs that are not funded by the contracting state agency/agencies.
- II. The cumulative year-to-date expenses for fund-raising activities, if any.
- III. Other cumulative year-to-date expenses that are not allowable for reimbursement according to the terms of the grants or the Federal guidance.

Total Administrative Expenses Column

The administrative expenses column is for categorizing the cumulative year-to-date administrative expenses into the Expense by Object. Total Direct Program Expenses (line 21) of this column is the sum of all the line 21s. Line 22 of this column will make line 21 amount to be a credit amount so that Total Direct and Administrative Expenses is showing zero since these expenses are already claimed in columns Total Direct Program Expenses Year-To-Date and Total Nongrant/Unallowable Expenses Year-To-Date.

Grand Total Column

The Grand Total column contains all the cumulative year-to-date expenses for the entire reporting organization. The Grant Total Year-to-Date expenses must be traceable to the reporting organization's general ledger or trial balance.

STATE OF TENNESSEE
PROGRAM EXPENSE REPORT

Schedule A

Page # of # Pages:

Contractor/Grantee Name:

Report Period:

Contracting State Agency:
Program Name:
Assistance Listing Number/Program Number:
Edison Contract Number:
Grant/Contract Term:

Line

Item #	Expense By Object	Quarter To Date	Year To Date	Quarter To Date	Year To Date
1	Salaries and Wages		0.00		0.00
2	Employee Benefits & Payroll Taxes		0.00		0.00
3	Total Personnel Expenses	0.00	0.00	0.00	0.00
4	Professional Fees		0.00		0.00
5	Supplies		0.00		0.00
6	Telecommunication		0.00		0.00
7	Postage and Shipping		0.00		0.00
8	Occupancy		0.00		0.00
9	Equipment Rental and Maintenance		0.00		0.00
10	Printing and Publications		0.00		0.00
11	Travel		0.00		0.00
12	Conferences and Meetings		0.00		0.00
13	Interest		0.00		0.00
14	Insurance		0.00		0.00
15	Grants and Awards		0.00		0.00
16	Specific Assistance to Individuals		0.00		0.00
17	Depreciation		0.00		0.00
18	Other Non-personnel Expenses: (list details in a-d)				
a			0.00		0.00
b			0.00		0.00
c			0.00		0.00
d			0.00		0.00
19	Total Non-personnel Expenses	0.00	0.00	0.00	0.00
20	Reimbursable Capital Purchases		0.00		0.00
21	Total Direct Program Expenses	0.00	0.00	0.00	0.00
22	Administrative Expenses		0.00		0.00
23	Total Direct and Administrative Expenses	0.00	0.00	0.00	0.00
24	In-Kind Expenses		0.00		0.00
25	Total Program Expenses	0.00	0.00	0.00	0.00

STATE OF TENNESSEE
PROGRAM EXPENSE REPORT

Schedule A-Q1-Q4

Page # of # Pages:

Contractor/Grantee Name:

Report Period:

Contracting State Agency:

Program Name:

Assistance Listing Number/Program Number:

Edison Contract Number:

Grant/Contract Term:

Line Item #	Expense By Object					Grant Budget Amount		Over/(Under) Budget Amount
		1 Quarter	2 Quarter	3 Quarter	4 Quarter	Year To Date	(From Contract Agreement)	
1	Salaries and Wages					0.00	2.00	(2.00)
2	Employee Benefits & Payroll Taxes					0.00		0.00
3	Total Personnel Expenses	0.00	0.00	0.00	0.00	0.00	2.00	(2.00)
4	Professional Fees					0.00		0.00
5	Supplies					0.00		0.00
6	Postage and Shipping					0.00		0.00
7	Occupancy					0.00		0.00
8	Equipment Rental and Maintenance					0.00		0.00
9	Printing and Publications					0.00		0.00
10	Travel					0.00		0.00
11	Conferences and Meetings					0.00		0.00
12	Interest					0.00		0.00
13	Insurance					0.00		0.00
14	Grants and Awards					0.00		0.00
15	Specific Assistance to Individuals					0.00		0.00
16	Depreciation					0.00		0.00
17	Other Non-personnel Expenses: (list details in a-d)							0
a						0.00		0.00
b						0.00		0.00
c						0.00		0.00
d						0.00		0.00
18	Total Non-personnel Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19	Reimbursable Capital Purchases					0.00		0.00
20	Total Direct Program Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21	Administrative Expenses					0.00		0.00
22	Total Direct and Administrative Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
23	In-Kind Expenses					0.00		0.00
24	Total Program Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00

STATE OF TENNESSEE
NONGRANT/UNALLOWABLE EXPENSE REPORT

Schedule A-1

Page # of # Pages:

Contractor/Grantee Name:

Report Period:

Contracting State Agency:
Program Name:
Assistance Listing Number/Program Number:
Edison Contract Number:
Grant/Contract Term:

Line

Item #	Expense By Object	Quarter To Date	Year To Date	Quarter To Date	Year To Date
1	Salaries and Wages		0.00		0.00
2	Employee Benefits & Payroll Taxes		0.00		0.00
3	Total Personnel Expenses	0.00	0.00	0.00	0.00
4	Professional Fees		0.00		0.00
5	Supplies		0.00		0.00
6	Telecommunication		0.00		0.00
7	Postage and Shipping		0.00		0.00
8	Occupancy		0.00		0.00
9	Equipment Rental and Maintenance		0.00		0.00
10	Printing and Publications		0.00		0.00
11	Travel		0.00		0.00
12	Conferences and Meetings		0.00		0.00
13	Interest		0.00		0.00
14	Insurance		0.00		0.00
15	Grants and Awards		0.00		0.00
16	Specific Assistance to Individuals		0.00		0.00
17	Depreciation		0.00		0.00
18	Other Non-personnel Expenses: (list details in a-d)				
a			0.00		0.00
b			0.00		0.00
c			0.00		0.00
d			0.00		0.00
19	Total Non-personnel Expenses	0.00	0.00	0.00	0.00
20	Reimbursable Capital Purchases		0.00		0.00
21	Total Direct Nongrant Expenses	0.00	0.00	0.00	0.00
22	Administrative Expenses		0.00		0.00
23	Total Direct Nongrant and Administrative Expenses	0.00	0.00	0.00	0.00
24	In-Kind Expenses		0.00		0.00
25	Total Nongrant Expenses	0.00	0.00	0.00	0.00

STATE OF TENNESSEE
NONGRANT/UNALLOWABLE EXPENSE REPORT

Schedule A-1-Q1-Q4

Page # of # Pages:

Contractor/Grantee Name:

Report Period:

Contracting State Agency:

Program Name:

Assistance Listing Number/Program Number:

Edison Contract Number:

Grant/Contract Term:

Line Item #	Expense By Object					Grant Budget Amount	Over/(Under) Budget Amount
		1 Quarter	2 Quarter	3 Quarter	4 Quarter	(From Contract Agreement)	
1	Salaries and Wages					0.00	0.00
2	Employee Benefits & Payroll Taxes					0.00	0.00
3	Total Personnel Expenses	0.00	0.00	0.00	0.00	0.00	0.00
4	Professional Fees					0.00	0.00
5	Supplies					0.00	0.00
6	Telecommunication					0.00	0.00
7	Postage and Shipping					0.00	0.00
8	Occupancy					0.00	0.00
9	Equipment Rental and Maintenance					0.00	0.00
10	Printing and Publications					0.00	0.00
11	Travel					0.00	0.00
12	Conferences and Meetings					0.00	0.00
13	Interest					0.00	0.00
14	Insurance					0.00	0.00
15	Grants and Awards					0.00	0.00
16	Specific Assistance to Individuals					0.00	0.00
17	Depreciation					0.00	0.00
18	Other Non-personnel Expenses: (list details in a-d)						0.00
a						0.00	0.00
b						0.00	0.00
c						0.00	0.00
d						0.00	0.00
19	Total Non-personnel Expenses	0.00	0.00	0.00	0.00	0.00	0.00
20	Reimbursable Capital Purchases					0.00	0.00
21	Total Direct Nongrant Expenses	0.00	0.00	0.00	0.00	0.00	0.00
22	Administrative Expenses					0.00	0.00
23	Total Direct Nongrant and Administrative Exp	0.00	0.00	0.00	0.00	0.00	0.00
24	In-Kind Expenses					0.00	0.00
25	Total Nongrant Expenses	0.00	0.00	0.00	0.00	0.00	0.00

**STATE OF TENNESSEE
PROGRAM REVENUE REPORT AND
RECONCILIATION BETWEEN TOTAL PROGRAM AND REIMBURSABLE EXPENSES**

Schedule B

Page # of # Pages:

Contractor/Grantee Name:

Report Period:

Contracting State Agency:
 Program Name:
 Assistance Listing Number/Program Number:
 Edison Contract Number:
 Grant/Contract Term:

Line Item #	Sources Of Revenue	Quarter To Date	Year To Date	Quarter To Date	Year To Date
Reimbursable Program Funds:					
31	Reimbursable Federal Program Funds (Line 23)				
32	Reimbursable State Program Funds (Line 23)				
33	Total Reimbursable Program Funds (equals line 55)	0.00	0.00	0.00	0.00
Matching Revenue Funds:					
34	Other Federal Funds				
35	Other State Funds				
36	Other Government Funds				
37	Cash Contributions (non-government)				
38	In-Kind Contributions (equals line 24)	0.00	0.00	0.00	0.00
39	Program Income				
40	Other Matching Revenue				
41	Total Matching Revenue Funds (lines 34 - 40)	0.00	0.00	0.00	0.00
42	Other Program Funds				
43	Total Revenue (lines 33, 41, & 42)	0.00	0.00	0.00	0.00
Reconciliation Between Total and Reimbursable Expenses					
51	Total Program Expenses (line 25)	0.00	0.00	0.00	0.00
52	Subtract Other Unallowable Expenses (contractual)				
53	Subtract Excess Administration Expenses (contractual)				
54	Subtract Matching Expenses (equals line 41)	0.00	0.00	0.00	0.00
55	Reimbursable Expenses (line 51 minus lines 52,53,54)	0.00	0.00	0.00	0.00
56	Total Reimbursement To Date				
57	Difference (line 55 minus line 56)	0.00	0.00	0.00	0.00
58	Advances				
59	This reimbursement (line 57 minus line 58)	0.00	0.00	0.00	0.00

**STATE OF TENNESSEE
NONGRANT/UNALLOWABLE REVENUE REPORT AND
RECONCILIATION BETWEEN TOTAL AND REIMBURSABLE EXPENSES**

Schedule B-1

Page # of # Pages: Contractor/Grantee Name: Report Period: Contracting State Agency: Program Name: Assistance Listing Number/Program Number: Edison Contract Number: Grant/Contract Term:

Line Item #	Sources Of Revenue	Quarter To Date	Year To Date	Quarter To Date	Year To Date
	Reimbursable Nongrant Funds:				
31	Reimbursable Federal Program Funds (Line 23)				
32	Reimbursable State Program Funds (Line 23)				
33	Total Reimbursable Nongrant Funds (equals line 55)	0.00	0.00	0.00	0.00
34	Other Federal Funds				
35	Other State Funds				
36	Other Government Funds				
37	Cash Contributions (non-government)				
38	In-Kind Contributions (equals line 24)	0.00	0.00	0.00	0.00
39	Program Income				
40	Other Matching Revenue				
41	Total Matching Revenue Funds (lines 34 - 40)	0.00	0.00	0.00	0.00
42	Other Program Funds				
43	Total Revenue (lines 33, 41, & 42)	0.00	0.00	0.00	0.00
	Reconciliation Between Total and Reimbursable Expenses				
51	Total Nongrant Expenses (line 25)	0.00	0.00	0.00	0.00
52	Subtract Other Unallowable Expenses (contractual)				
53	Subtract Excess Administration Expenses (contractual)				
54	Subtract Matching Expenses (equals line 41)	0.00	0.00	0.00	0.00
55	Reimbursable Expenses (line 51 minus lines 52,53,54)	0.00	0.00	0.00	0.00
56	Total Reimbursement To Date				
57	Difference (line 55 minus line 56)	0.00	0.00	0.00	0.00
58	Advances				
59	This reimbursement (line 57 minus line 58)	0.00	0.00	0.00	0.00

STATE OF TENNESSEE
TOTAL EXPENSE SUMMARY REPORT

Schedule C

Page # of # Pages:

Contractor/Grantee Name:

Report Period:

Line Item #	Expense By Object	Total Direct Program Expenses Year To Date	Total Nongrant/Unallowable Expenses Year To Date	Total Administrative Expenses Year To Date	Grand Total Year To Date
1	Salaries and Wages	0.00			0.00
2	Employee Benefits & Payroll Taxes	0.00			0.00
3	Total Personnel Expenses	0.00	0.00	0.00	0.00
4	Professional Fees	0.00			0.00
5	Supplies	0.00			0.00
6	Telecommunication	0.00			0.00
7	Postage and Shipping	0.00			0.00
8	Occupancy	0.00			0.00
9	Equipment Rental and Maintenance	0.00			0.00
10	Printing and Publications	0.00			0.00
11	Travel	0.00			0.00
12	Conferences and Meetings	0.00			0.00
13	Interest	0.00			0.00
14	Insurance	0.00			0.00
15	Grants and Awards	0.00			0.00
16	Specific Assistance to Individuals	0.00			0.00
17	Depreciation	0.00			0.00
18	Other Non-personnel Expenses: (list details in a-d)				
a		0.00			0.00
b		0.00			0.00
c		0.00			0.00
d		0.00			0.00
19	Total Non-personnel Expenses	0.00	0.00	0.00	0.00
20	Reimbursable Capital Purchases	0.00			0.00
21	Total Direct Program Expenses	0.00	0.00	0.00	0.00
22	Administrative Expenses	0.00			0.00
23	Total Direct and Administrative Expenses	0.00	0.00	0.00	0.00
24	In-Kind Expenses	0.00			0.00
25	Total Expenses	0.00	0.00	0.00	0.00

Annual (Final) Report

1. Grantee Name:

2. Grant Contract Edison Number:

3. Grant Term:

4. Grant Amount:

5. Narrative Performance Details: (Description of program goals, outcomes, successes

and setbacks, benchmarks or indicators used to determine progress, any activities that were not completed)

Submit one to:

Shannon Velasquez, Built Environment Coordinator, Office of Primary Prevention,
shannon.velasquez@tn.gov; and

fa.audit@tn.gov, TN Department of Finance and Administration



GOVERNMENTAL GRANT CONTRACT

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

Begin Date October 01,2026	End Date September 30, 2027	Agency Tracking # Z27THS010	Edison ID 91716 (PT)
Grantee Legal Entity Name Ashland City Police Department			Edison Vendor ID 0000001534
Subrecipient or Recipient ☒ Subrecipient ☐ Recipient		Assistance Listing Number 20.600 Grantee's fiscal year end June 30	
Service Caption (one line only) Community Traffic Safety Enforcement and Education (PT)			
Funding —			
FY	State	Federal	Interdepartmental
2027		\$10,000.00	
TOTAL:		\$10,000.00	\$10,000.00
Grantee Selection Process Summary			
☒ Competitive Selection		Grants will be awarded based on the highest scores, data, and funding availability. Law enforcement grants will be awarded based on data provided by the Department of Safety and Homeland Security's Tennessee Integrated Traffic Analysis Network (TITAN) business unit. Data is imported into a funding allocation tool which places a dollar amount per county based on the data provided by TITAN.	
☐ Non-competitive Selection			
Budget Officer Confirmation: 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	
Speed Chart/Division Code	Account Code (optional)		

**GRANT CONTRACT
BETWEEN THE STATE OF TENNESSEE,
DEPARTMENT OF SAFETY AND HOMELAND SECURITY
AND
ASHLAND CITY POLICE DEPARTMENT**

This grant contract ("Grant Contract"), by and between the State of Tennessee, Department of Safety and Homeland Security, hereinafter referred to as the "State" or the "Grantor State Agency" and Ashland City Police Department, hereinafter referred to as the "Grantee," is for the provision of implementing a highway safety grant, as further defined in the "SCOPE OF SERVICES AND DELIVERABLES."

Grantee Edison Vendor ID # 0000001534

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 undertake Police Traffic Services Highway Safety Project(s) as defined in the Tennessee Highway Safety Plan and may include the following: participation in law enforcement activities to reduce speeding, aggressive driving, driving under the influence, and non-seat belt usage for children and passengers, as well as, activities to promote high visibility highway safety campaigns; provide training to increase skills and knowledge including but not limited to: Standardized Field Sobriety Testing (SFST), Traffic Stops, Radar Training, Officer Spanish Communication; education and networking opportunities for law enforcement officials and other community stakeholders will be provided.
- A.3. General Grant Requirements. The Grantee shall prepare and submit to the State claims and status reports at a minimum of quarterly on the form specified by the State, for the quarters of the Federal Fiscal Year ending December 31, March 31, June 30, and September 30. All claims and status reports are due in the State office no later than the first (1st) of the second month following the end of the covered reporting period as shown below:

Monthly Claims and Status Reports	
Reporting Period	Due Date
October	December 1st
November	January 1st
December	February 1st
January	March 1st
February	April 1st
March	May 1st
April	June 1st
May	July 1st
June	August 1st
July	September 1st
August	October 1st
September	November 1st

Quarterly Claims and Status Reports	
Reporting Period	Due Date
October 1 through December 31	February 1st
January 1 through March 31	May 1st
April 1 through June 30	August 1st
July 1 through September 30	November 1st

The Grantee agrees:

- a. To prepare and submit to the State a final report for each grant, on the form specified by the State, thirty (30) days following the final quarter.
- b. That all manufactured products used in implementing the project which is funded under this Grant Contract are produced in the United States, in accordance with Section 165 of the Surface Transportation Act of 1982 (Pub.L. 97-424; 96 Stat. 2097), unless the Secretary of Transportation has determined under Section 165 that it is appropriate to waive this requirement.
- c. To comply with the Buy America requirement (23 U.S.C. § 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than twenty-five percent (25%). In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation
- d. To comply with provisions of the Hatch Act (5 U.S.C. §§ 1501–1508) which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- e. To not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.
- f. That it is encouraged to adopt and enforce, in accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. Information and resources on traffic safety programs and policies for employers, including information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives, are available from the Network of Employers for Traffic Safety (NETS®, <https://trafficsafety.org/>), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. Information on statistics, campaigns, and program evaluations and references are available through NHTSA (www.nhtsa.gov).
- g. That, to receive funds under this Grant Contract, it has an acceptable financial management system pursuant to 49 CFR § 18.20.
- h. To identify, report, and use any Program Income generated from grant funds as defined in 23 CFR Part 1200.34.

- i. That, to receive funds under this Grant Contract, it has an acceptable procurement system pursuant to 49 CFR § 18.36.
- j. To assist the State in meeting the requirements of subrecipient monitoring and to permit the State and the U.S. Department of Transportation to inspect the Grantee's records as deemed necessary for grant monitoring purposes. The Grantee shall be aware that subrecipient monitoring is not the same as program monitoring and is conducted independently, although some Grantee activities may be monitored by both State program personnel and State subrecipient monitoring personnel. One aspect of the Grantee's assistance shall be that the Grantee have a written policy, and submit it to the State upon request, that clearly explains how the Grantee meets the U.S. Department of Labor's Fair Labor Standards Act's requirements for hours of work and overtime pay (see <https://www.dol.gov/agencies/whd/flsa>).
- k. That facilities and equipment acquired under this Grant Contract for use in the highway safety program shall be used and kept in operation for highway safety purposes by the State; or the State, by formal agreement with appropriate officials of the Grantee, may cause the same to be used and kept in operation for highway safety purposes.
- l. That, when issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing the project funded in whole or in part with federal funds, such documents clearly state: 1) the percentage of the total cost of the project which will be financed with federal funds, and 2) the dollar amount of federal funds for the project.
- m. All law enforcement grantees must submit campaign data into the State's Tennessee Highway Safety Office ("THSO") website within two (2) weeks following conclusion of a National Highway Transportation Safety Administration ("NHTSA") campaign.

A.4. Drug-Free Workplace. The Grantee further agrees:

- a. To notify each employee engaged in the performance of this Grant Contract and to notify each such employee that as a condition of employment, he or she will abide by the terms of the Drug-Free Workplace Statement and notify his or her employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Notification by Grantee to employee shall take place by delivering a copy of the Drug-Free Workplace Guidelines established by the Tennessee Department of Human Resources to each employee.
- b. That, upon notification from an employee of any criminal drug statute conviction, the Grantee shall notify the State within ten (10) days after receiving notice from an employee of any criminal drug statute conviction.
- c. To take the following two (2) actions, within thirty (30) days of receiving notice from an employee of any criminal drug statute conviction, as provided in the second preceding paragraph:
 - (1) Taking appropriate personnel action against such an employee, up to and including termination: or
 - (2) Requiring such employees to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
- d. To make a good faith effort to continue to maintain a drug free workplace through implementation of the subject matter of the three (3) preceding paragraphs.

- A.5. Interacting with individuals under eighteen (18) years of age. This provision shall only apply if it is indicated that a purpose of any or all of the activities to be carried out under this Grant Contract is to benefit a set of individuals under eighteen (18) years of age ("Participating Minors"). If the purpose of any or all of the activities to be carried out under this Grant Contract is to benefit a set of Participating Minors, the Grantee, and any Subgrantee, shall make determinations of suitability for interacting with Participating Minors as set forth in federal guidelines. This determination of suitability must be made before individuals, regardless of employment status with the Grantee or Subgrantee, may interact with Participating Minors.
- 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.
 - b. The Tennessee Highway Safety Office Grants Management Manual, including all federal certifications and assurances in Appendix A, located at <http://tntrafficsafety.org/grant-management-manual>.
 - c. The Grantee's application as marked "Grant Awarded" in TN Grants located at www.THSONGrants.org.
- A.7. Incorporation of Federal Award Identification Worksheet. The federal award identification worksheet, which appears as Attachment Two, is incorporated in this Grant Contract.

B. TERM OF CONTRACT:

This Grant Contract shall be effective on October 01, 2026 ("Effective Date") and extend for a period of twelve (12) months after the Effective Date ("Term"). The State shall have no obligation to the Grantee for fulfillment of the Scope outside the Term.

C. PAYMENT TERMS AND CONDITIONS:

- C.1. Maximum Liability. In no event shall the maximum liability of the State under this Grant Contract exceed Ten Thousand Dollars and Zero Cents (\$10,000.00) ("Maximum Liability"). The Grant Budget, attached and incorporated as Attachment One 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 Safety and Homeland Security
 Tennessee Highway Safety Office
 Tennessee Tower, 25th Floor
 312 Rosa L. Parks Avenue
 Nashville, TN 37243

- 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: Tennessee Department of Safety and Homeland Security / Tennessee Highway Safety Office.
 - (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 request revisions of Grant Budget line-items by letter, giving full details supporting such request, provided that such revisions do not increase total Grant Budget amount. Grant Budget line-item revisions may not be made without prior, written approval of the State in which the terms of the approved revisions are explicitly set forth. Any increase in the total Grant Budget amount shall require a Grant Contract amendment.

- 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, 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 the Section C., payment terms and conditions of this Grant Contract, the Grantee shall refund the difference to the State. The Grantee shall submit the 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 by this Grant Contract 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 Term 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 Central Procurement Office Policy Statement 2013-007 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:

Clyde "Buddy" Lewis, Director
Tennessee Department of Safety and Homeland Security
Tennessee Highway Safety Office
Tennessee Tower, 25th Floor
312 Rosa L. Parks Avenue
Nashville, Tennessee 37243
Telephone # (615)741-2589

The Grantee:

Alexis Duncan, SGT, Accreditation Manager
Ashland City Police Department
233 Tennessee Waltz Pkwy
Ashland City, Tennessee 37015
Email Address: aduncan@ashlandcitytn.gov
Telephone #: (615) 792-5618

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 or suspend this Grant Contract upon written notice to the Grantee. The State's right to terminate or suspend 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 or suspension date but shall not be entitled to compensation for any services performed subsequent to termination date or during a period of suspension. 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 hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the 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 nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.11. HIPAA Compliance. As applicable, 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. 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.

At least ninety (90) days before the end of its fiscal year, the Grantee shall complete the Information for Audit Purposes ("IAP") form online (accessible through the Edison Supplier portal) to notify the State whether or not Grantee is subject to an audit. The Grantee should submit only one, completed form online during the Grantee's fiscal year. Immediately after the fiscal year has ended, the Grantee shall fill out the End of Fiscal Year ("EOFY") (accessible through the Edison Supplier portal).

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, or contracted services, such procurement shall be made on a competitive basis, including the use of competitive bidding procedures, where practical. The Grantee shall maintain documentation for the basis of each procurement for which reimbursement is paid pursuant to this Grant Contract. In each instance where it is determined that use of a competitive procurement method is not practical, supporting documentation shall include a written justification for the decision and for use of a non-competitive procurement. If the Grantee is a subrecipient, the Grantee shall comply with 2 C.F.R. §§ 200.317—200.327 when procuring property and services under a federal award.

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

For purposes of this Grant Contract, 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 ten thousand dollars (\$10,000.00).

- 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 through 67-6-608. 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. No Acquisition of Equipment or Motor Vehicles. This Grant Contract does not involve the acquisition and disposition of equipment or motor vehicles acquired with funds provided under this Grant Contract.
- 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: Code of Federal Regulations: 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, without regard to its conflict or choice of law rules. 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 9-8-408.
- 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 Tenn. Code Ann. §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.
- D.34. 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, or presently fall under any of the prohibitions of Sections a-d.

- D.35. Confidentiality of Records. Strict standards of confidentiality of records and information shall be maintained in accordance with the requirements of this Grant Contract and applicable state and federal law. All material, information, and data regardless of form, medium or method of communication, that the Grantee will have access to, acquire, or is provided to the Grantee by the State or acquired by the Grantee on behalf of the State shall be regarded as "Confidential Information." The State grants the Grantee a limited license to use the Confidential Information but only to perform its obligations under the Grant Contract. 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 under state or federal law or otherwise authorized in writing by the State. Grantee shall take all necessary steps to safeguard the confidentiality of such Confidential Information in conformance with the requirements of this Grant Contract and with applicable state and federal law.

As long as the Grantee maintains State Confidential Information, the obligations set forth in this Section shall survive the termination of this Grant Contract.

- D.36. State Sponsored Insurance Plan Enrollment. The Grantee warrants that it will not enroll or permit its employees, officials, or employees of contractors to enroll or participate in a state sponsored health insurance plan through their employment, official, or contractual relationship with Grantee unless Grantee first demonstrates to the satisfaction of the Department of Finance and Administration that it and any contract entity satisfies the definition of a governmental or quasigovernmental entity as defined by federal law applicable to ERISA.
- D.37. Foreign Adversary Company Attestation. The Grantee attests that they are not a "Foreign adversary company" within the meaning of Pub. Ch. 768 (2026) and that the Grantee is not knowingly selling an information and communications technology final product or service within the meaning of Pub. Ch. 768 (2026).

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. [This provision only applies if the Maximum Liability in Section C.1. is \$30,000.00 or more]

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 Unique Entity Identifier (SAM) and maintain its number for the term of this Grant Contract. More information about obtaining a Unique Entity Identifier can be found at: <https://www.gsa.gov>.

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.

IN WITNESS WHEREOF,

ASHLAND CITY POLICE DEPARTMENT:

GRANTEE SIGNATURE

DATE

PRINTED NAME AND TITLE OF GRANTEE SIGNATORY (above)

DEPARTMENT OF SAFETY AND HOMELAND SECURITY:

JEFF LONG, COMMISSIONER

DATE

¹ Each expense object line-item is defined by the U.S. OMB's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E Cost Principles (posted on the Internet at: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E>) and CPO Policy 2013-007 (posted online at <https://www.tn.gov/general-services/procurement/central-procurement-office-cpo-library-.html>).

² Applicable detail follows this page if line-item is funded.

ATTACHMENT ONE
Page 2

GRANT BUDGET LINE-ITEM DETAIL:

PROFESSIONAL FEE, GRANT & AWARD	AMOUNT
\$0.00	\$0.00
TOTAL	\$0.00

OTHER NON-PERSONNEL	AMOUNT
\$0.00	\$0.00
TOTAL	\$0.00

CAPITAL PURCHASE	AMOUNT
\$0.00	\$0.00
TOTAL	\$0.00

ATTACHMENT TWO

Federal Award Identification Worksheet

Subrecipient's name (must match name associated with its Unique Entity Identifier (SAM))	Ashland City Police Department
Subrecipient's Unique Entity Identifier (SAM)	RM2DQHW23C29
Federal Award Identification Number (FAIN)	69A37527300004020TN0
Federal award date	October 01, 2026
Subaward Period of Performance Start and End Date	10/01/2026 - 09/30/2027
Subaward Budget Period Start and End Date	10/01/2026 - 09/30/2027
Assistance Listing number (formerly known as the CFDA number) and Assistance Listing program title.	20.600, State and Community Highway Safety
Grant contract's begin date	10/01/2026
Grant contract's end date	09/30/2027
Amount of federal funds obligated by this grant contract	\$10,000.00
Total amount of federal funds obligated to the subrecipient	\$10,000.00
Total amount of the federal award to the pass-through entity (Grantor State Agency)	\$7,000,000.00
Federal award project description (as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA))	State and Community Highway Safety
Name of federal awarding agency	National Highway Traffic Safety Administration (NHTSA)
Name and contact information for the federal awarding official	Atlanta Federal Center 61 Forsyth Street, SW Atlanta, GA 30303 Phone: (404) 562-3739 Fax: (404) 562-3763 E-mail: Region4@dot.gov
Name of pass-through entity	Tennessee Department of Safety and Homeland Security, Tennessee Highway Safety Office
Name and contact information for the pass-through entity awarding official	Buddy Lewis, Director Tennessee Highway Safety Office Tennessee Tower, 25th Floor 312 Rosa L. Parks Avenue Nashville, TN 37243 Telephone #: (615) 741-2589
Is the federal award for research and development?	No
Indirect cost rate for the federal award (See 2 C.F.R. §200.332 for information on type of indirect cost rate)	0%

**TENNESSEE DEPARTMENT OF SAFETY AND HOMELAND SECURITY
TENNESSEE HIGHWAY SAFETY OFFICE GRANT PROGRAM
SIGNATURE AUTHORITY CONSENT FORM**

I, _____ as the _____
Name of Person Granting Signature Authority (Printed) Title of Person Granting Signature Authority (Printed)

of _____
Name of Organization Receiving Grant (Printed)

hereby grant the person(s) identified below signature authority for the grant awarded by the Tennessee Department of Safety and Homeland Security / Tennessee Highway Safety Office. The following individual is, or individuals are, entitled to sign all grant related documents on behalf of my organization.

Name and Title (Printed)

Signature

Name and Title (Printed)

Signature

Name and Title (Printed)

Signature

The above signature authority granted to the above individual(s) may be revoked by me or by my organization at any time by written notice to the Tennessee Department of Safety and Homeland Security / Tennessee Highway Safety Office.

Signature of Person Granting Signature Authority

Date

RESOLUTION NO. 2026-48

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ASHLAND CITY UPDATING SECTION III. SICK LEAVE OF THE PERSONNEL POLICIES AND PROCEDURE MANUAL GOVERNING EMPLOYMENT WITH THE TOWN OF ASHLAND CITY

WHEREAS, the City Council for the Town of Ashland City has adopted resolution 2013-12 as the most recent Sick Leave policy; and

WHEREAS, the Employee Manual shall be updated with the attached changes.

NOW, THEREFORE BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF ASHLAND CITY, TENNESSEE, that the below Section III: Sick Leave, be deleted in its entirety and replaced with the following:

SICK LEAVE

Sick leave shall not be considered a right which an employee may use at his/her discretion, but rather as a privilege. Sick leave is intended as an insurance policy against the threat to an employee's income posed by a serious illness or accident. Sick leave is a benefit to be used for legitimate sick leave purposes. Sick leave is not an employee entitlement but a benefit that is employer owned.

Each employee should attempt to build as much sick time as possible as a buffer against unexpected emergencies. Employees are encouraged to take sick leave when they are ill, but at the same time are cautioned against abuse of the sick leave privilege.

ACCRUAL OF SICK LEAVE

Sick leave will be granted to regular employees but may not be taken until the employee has completed thirty (30) days of service. Sick leave may not be taken until it is earned. Accumulated sick leave may be carried forward into the next year with no cap. Sick leave time for regular full-time employees will be earned at (3.70) hours per bi-weekly payroll period. Full-time fire fighter's time will be earned at (4.90) hours per bi-weekly payroll period.

Sick leave does not accrue: (1) if the employee does not work more than half of his/her scheduled shifts in a month, or (2) while the employee is on short-term or long-term disability. Sick leave continues to accrue while an employee is on workers' compensation leave.

ELIGIBILITY

Regular full-time employees - those working a minimum of thirty-five (35) hours per week - are eligible to accrue sick leave. Regular part-time employees - those working an average of fewer than thirty-five (35) hours but at least twenty (20) hours per week - are eligible to accrue sick leave on a prorated basis. Temporary part-time employees, volunteer firefighters, and reserve/auxiliary police officers are not eligible to accrue sick leave.

Generally, employees become eligible to use sick leave in the situations outlined below:

- Employee is incapacitated by illness or non-job-related injury.
- Employee is seeking medical, dental, optical, psychological, or other professional diagnosis and treatment.
- Necessary care and attendance of a member of the employee's immediate family, as defined in the Nepotism section of the Personnel Manual, when approved by the mayor, department head, and/or immediate supervisor so authorized to approve such leave.
- Employee has been exposed to a contagious disease, as certified by a qualified physician.
- Any other reason that is allowable under state or federal law.

HEALTHCARE PROVIDER'S STATEMENT

Supervisors have the right to request a healthcare provider's statement at any time. Whenever possible, an employee should provide a healthcare statement or other evidence of illness in writing. A healthcare statement shall specify that the employee was ill and unable to work on the specific dates of absence being requested as sick leave. The city administrator, department head, or supervisor may require a healthcare statement when abuse of sick leave is suspected.

Employees are required to obtain and turn in a doctor's note to their immediate supervisor, or department head, for any absence in excess of three (3) workdays. This same three-workday threshold applies to any healthcare professional release-to-duty statement required before an employee returns to work following an illness-related absence. The use of a large number of sick leave hours does not, in itself, indicate abuse of sick leave.

SICK LEAVE ABUSE PREVENTION

Employees who abuse sick leave or deliberately make, or cause to make, false or misleading statements or claims regarding the necessity for sick leave shall be subject to disciplinary action up to and including termination.

Patterns of absence may indicate possible abuse of sick leave, provided the absences in question are not protected leave under the Family and Medical Leave Act (FMLA) and are not related to a documented condition covered by the Americans with Disabilities Act (ADA). Patterns could include but are not limited to:

- Frequent use of sick leave in conjunction with days off, holidays, or vacation leave;
- A pattern of sick leave use on the same day of the week (e.g., repeated Monday or Friday absences);
- Using sick leave as soon as it is earned;
- Taking sick leave when other accrued leave is denied;
- Maintaining a near-zero sick leave balance over an extended period without a documented serious illness.

To prevent abuse of the sick leave privilege, supervisors are required to satisfy themselves to the extent possible that the employee is genuinely ill before approving sick leave. An employee who is absent because of illness shall notify his/her supervisor or other appropriate person as soon as possible but at least one (1) hour prior to the start of the workday in which the employee will be absent. Failure to call in as required may result in the absence being charged to leave without pay, in addition to any disciplinary action that may be indicated. An advance written request for sick leave is required whenever possible.

SICK LEAVE CHARGES

Each day deducted from an employee's sick leave accumulation shall be for a regular workday or part thereof and will not include holidays and scheduled days off. Employees who requested annual leave may not change their designation to sick leave without proper healthcare provider documentation.

MANAGEMENT RESPONSIBILITY

If sick leave abuse is determined, management should take the appropriate steps to counsel employees to improve their attendance. Disciplinary steps may include, but are not limited to:

- Verbal counseling (documented in writing);
- Written warning with a requirement for a healthcare provider's statement for every future sick leave absence for a defined period;
- Suspension without pay;
- Termination of employment.

The Town reserves the right to skip steps based on the severity of the abuse. All supervisors confirming an absence as sick leave, knowing the cause not to be justified, or failing to report the absence, shall be subject to the same disciplinary action as the employee.

RETIREMENT CREDIT FOR UNUSED SICK LEAVE

An employee who retires under the Tennessee Consolidated Retirement System (TCRS) shall have all unused sick leave credited as additional time worked when calculating the employee's retirement benefits, consistent with the Retirement section of the Personnel Manual.

Employees are encouraged to build their sick leave balance both as a buffer against unexpected illness and as a long-term retirement service-credit benefit.

NOTIFICATION

Employees shall notify their immediate supervisor via phone call, or email at the earliest possible time prior to the start of their shift but at least one (1) hour prior to the beginning of their regular workday of their absence due to illness. Every effort shall be made to notify the supervisor at the earliest possible time.

BE IT FURTHER RESOLVED, that this policy is approved and shall become effective immediately following passage of this resolution, the public welfare requiring it.

Adopted this ____ day of _____, 2026

Voting in Favor _____

Voting Against _____

Attest:

Mayor Gerald Greer

Alicia Martin, CMFO

Resolution No. 2026- 49
A Resolution of the
The Town of Ashland City, Tennessee

Updating the Wage and Salary Policy Governing Employment with the Town of Ashland City by Amending Section VI, Subsection 1, “Flex Time”

- WHEREAS** the Governing Body of The Town of Ashland City, Tennessee has previously adopted Resolution 2024-27 establishing a Wage and Salary Policy; and
- WHEREAS** the Governing Body wishes to amend Section VI, Subsection 1, “Flex Time;” and
- WHEREAS** the Personnel System requires the Wage and Salary Policy shall be updated and approved by the City Council.

NOW, THEREFORE, be it resolved by the Governing Body of the Town of Ashland City the amendment to Section VI, Subsection 1, “Flex Time,” attached hereto, is hereby amended, approved, and shall become effective immediately following passage of this resolution.

Duly passed and adopted by the Governing Body of The Town of Ashland City, Tennessee, this 13th day of October, 2026.

ATTESTED:

Signed_____

Signed_____

Printed Name_____

Printed Name_____

Mayor

City Recorder

Town of Ashland City Wage and Salary Policy

I. Purpose

The pay plan is intended to provide fair compensation for all employees in consideration of pay ranges for other employees, general pay rates for similar employment in private establishments and other public jurisdictions in the area, cost of living data, the financial condition of the municipality and other factors. Further this plan is intended to provide guidelines for the administration of employee salaries, including starting pay rates, pay increases, promotional increases, and other salary adjustments.

II. Policy Objectives

This policy is intended to promote the following:

- A. Ensure competitive pay practices to allow the Town of Ashland City to effectively compete in the market for the talent needed to meet and exceed its performance standards.
- B. Ensure fair and unbiased treatment of employees relative to pay administration.
- C. Ensure that Town of Ashland City salary expense is consistent with taxpayers' expectations for reasonable labor costs.

III. Composition

The pay plan for the Town of Ashland City shall consist of minimum and maximum pay rates for comparable positions. The pay plan is documented in the wage & salary policy, see addendums.

IV. Maintenance of the Pay Plan

The Mayor will, from time to time, make comparative studies of all factors affecting the level of salary ranges and will recommend to the City Council such changes in the salary ranges as appear to be in order.

V. Job Descriptions

A written job description is to be developed and maintained for each position recognized by the Town of Ashland City. Job descriptions are to follow the prescribed format (see Exhibit I). Once a year job description is to be reviewed by incumbents and supervisors to ensure they are up to date. Supervisors are responsible for accurate up-to-date job documentation.

VI. Employee Classifications

1. **Exempt Employees** -An employee is exempt from the overtime provisions of the Fair Labor Standards Act, if they are classified as an executive, professional or administrative and meet specific criterion for exemption and must be paid at least \$684 weekly. All salaried positions are required to work a minimum of eighty (80) hours per pay period, at their office or city property, unless otherwise approved by the Mayor. Any time less than eighty (80) hours is to be made up using leave (Vacation, Sick, Flex, or Holiday leave) with prior approval by the Mayor.

Flex Time -The City shall allow exempt employees to accumulate flex time, on a straight time basis, for extra hours worked in excess of forty (40) hours per week. Exempt employees may roll over to a new fiscal year a maximum of 80 hours of flex time. These hours shall become null and void at the time employment ceases and cannot be used as a means of fulfilling a notice of resignation immediately preceding termination of employment.

Salaried employees may flex their time upon approval from the Mayor. Flex time is an arrangement that allows an employee to alter the starting and/or end time of their workday or to take an entire day off. Employees are required to take flex time before using any vacation pay. No flex time will be earned while the employee is on vacation time.

Overtime- Employees exempt from the overtime requirements of the FLSA will not receive overtime compensation but just Flex Time on a straight time basis and not at one and a halftimes the employee's regular rate.

Emergency Pay - The city shall provide its employees who are considered "exempt" under the Fair Labor Standards Act with emergency pay for every hour worked in excess of forty (40) hours during their normal work when responding to an officially declared local, state or federal disaster or state of emergency. Emergency pay shall only be provided for performing essential services as approved by the Mayor at his or her discretion.

Documentation - To assist the Federal Emergency Management Agency (FEMA) reimbursement process, exempt employees receiving emergency pay shall maintain accurate and detailed documentation defining the duties performed and the hours worked.

2. **Non-exempt Employee** -An employee who is not exempt from the overtime provisions of the Fair Labor Standards Act. A non-exempt employee is entitled to receive overtime for all hours worked beyond 40 in a workweek (except as FLSA allows for police officers and fire fighters.) All full-time hourly positions are required to work a minimum of 40 hours per week at their office of city property unless otherwise approved by department head. Work at an alternate location must be approved by the Mayor. Anytime less than 40 is to be made up using leave approved by department head.

Overtime- When it becomes necessary for an employee to work overtime hours, regular employees, part-time employees, and temporary employees shall be paid according to the prevailing salary schedule. Overtime work will be compensated according to the FLSA provisions at a rate of 1 ½ times the employee's regular rate. Overtime work may also be paid with compensatory time at a rate of 1 ½ times the hours worked in accordance with the FLSA. Non-emergency overtime work must be authorized in advance by the Mayor or department head. Overtime for non-exempt employees is paid for hours worked over 40 per week. Exceptions are made by FLSA for police officers and fire fighters on different shifts. Overtime must be authorized in advance. Sick time is not counted as hours worked for overtime calculations.

Compensatory Time - Overtime may be paid as monetary compensation, compensatory time or any combination of money and compensatory time equivalent so long as the premium pay is at least 'time and one-half'. An employee may not accrue more than 80 hours of compensatory time. Upon termination, or promotion to exempt status an employee must be paid for compensatory time accrued. Non-exempt employees must use compensatory time before they use vacation time.

On-Call Pay- When an employee is on call, he/she will receive compensation based on the number of days in the weekend. If the employee is on call during a two-day weekend, he/she will receive a payment of forty-eight (48) dollars additional pay on their paycheck. For three-day weekends seventy-two (72) dollars on call pay and for four-day weekends ninety-six (96) dollars on call pay. If the employee is called in to work during the on-call week, they will receive two hours on call pay calculated based on the on-call rate formula set by federal wage policy.

Call-In Pay- Employees who are called into work for emergencies, regardless of hours worked during the regularly scheduled workweek, he/she will receive call in pay based on 1 ½ times the employee's regular pay rate.

3. **On-Duty-** An employee is considered 'on-duty' at any time for which the City compensates the employee, which includes lunch and breaks for police officers and fire fighters. All other employees are not compensated for lunch.

VII. Pay Table

A. Number of Pay Grades

Pay is to be administered within ten classifications or pay grades.

B. Pay Ranges

Each pay grade falls within a pay range. Pay ranges are intended to furnish administrative flexibility in recognizing individual differences among positions allocated to the same class and to provide employee incentives.

C. Adjustment of Pay Table

The pay table is subject to review on an annual basis and will be adjusted if necessary to ensure that the Town's pay practices remain competitive with changes in labor market conditions. As appropriate, this review will consist of:

- Gathering comparative salary data for benchmark jobs from published sources or direct contacts with competing employers,
- Comparing market salary data obtained for each benchmark job with the corresponding pay range, and
- If necessary, adjusting the pay ranges approximate market value for jobs in each pay range, or, if appropriate, amending the pay range.

D. Assignment of Positions

Each position is to be assigned to the pay grade for which best matches the competitive market value for the job. Deviations may be made if strategic business considerations dictate that certain positions (not employees) should be valued differently than their market value.

VIII. Rates of Pay

In accordance with the Fair Labor Standards Act (FLSA), no employee, whether full-time, part-time, or probationary, shall be paid less than the federal minimum wage unless they are expressly exempt from the minimum wage requirement by FLSA regulations.

A. Salary Rates

Salary ranges, as seen in Exhibit II, are intended to furnish administrative flexibility in recognizing individual differences among positions allocated to the same class and to provide employee incentives.

B. Starting Rates

The minimum rate established for a class is the normal hiring rate except in those cases where unusual circumstances (such as inability to fill the position at the hiring rate or exceptional qualifications of an applicant) appear to warrant employing an individual at a higher rate in the pay range. Any department head desiring to appoint an applicant to start at a salary above the minimum must submit justification to the Mayor for approval. Such appointments shall be made only in exceptional cases as decided by the Mayor and/or governing body only after the current pay rates, qualifications, and skill levels of existing job incumbents are carefully considered.

C Rates Above the Pay Range

Each pay range is intended to serve as a guideline for management for the highest pay rate the Town of Ashland City will normally pay an employee for a particular job; however, if any employee has reached the highest salary for their position they are still eligible for cost of living raises or other raises given to all employees.

D. Rates Below the Minimum

It is possible that employees' pay rates, probably for recent hires, will occasionally fall below the pay range upon adjustment of the pay table (see IV C above). Normally, the pay rates of such employees will be immediately adjusted to the new pay range at the time the new pay table becomes effective.

E. Hourly Rates

Employees paid on an hourly rate basis excluding salaried exempt employees as set out by the Department of Labor are paid for all time actually worked. The Mayor and City Council shall appropriate by budget all salaries paid by the city. Due consideration shall be given to duties performed, responsibilities, technical knowledge, and skills required to perform the work satisfactorily, the labor market, and availability of people having the desired qualifications.

IX. Timesheets

It is the responsibility of the employee to complete timesheets accurately reporting hours worked, paid time off taken, overtime, and on call pay. Any unpaid leave should be approved by the mayor or immediate supervisor and will be notated on the timesheet. Employee paychecks are issued by what is reported on the timesheet to the finance department. The immediate supervisor will review and sign the timesheet for accuracy. As stated in the Employee Manual, Section II. Employment Subsection 0. Attendance, "Employees found cheating on their timesheets will be subject to immediate dismissal."

X. Pay Adjustments

A. Pay Increases

1. Eligibility

All non-probationary full-time and part-time employees in good standing whose current pay rate is within pay range are eligible for a pay increase in July each year, subject to appropriation by City Council as part of the annual budget process.

Employees who have been placed on disciplinary status or who have not received a good standing annual evaluation will not receive a pay increase. For recently hired employees still on probationary status, eligibility for pay increase is to be delayed until the end of their probationary period.

Note: Jobs requiring employees earn certification per state regulations- An employee who has not earned certification in a job that **requires** it. The employee will be ineligible for any pay increase until after the time frame in which certification is earned as stated in the job description. In such cases an employee's pay rate would be adjusted to the appropriate pay rate once the employee receives certification.

2. Pay Increase Amount

The base pay rate of employees eligible to receive a pay increase will be increase as determined and at the discretion of the department head and mayor based on evaluation and merit. All pay increases will then be presented to the council for approval and justification during the annual budget appropriation process.

3. Pay Increases-Employees on Leave of Absence

Scheduled pay increases will be postponed for employees on approved non-job related medical or personal leave of absence until they return to work. Pay increases will be postponed beyond the date of return to work in cases where such absence exceeds four months (will normally be postponed one additional month for every month of leave beyond four). Pay increases will not be delayed for worker's compensation related medical leave of absence.

4. Pay Increases-Employees on Light Duty

Employees in light duty positions are eligible for a pay increase.

B. Pay Table Adjustment Increases

As indicated in IV C above, the pay table may be adjusted periodically to keep pace with the labor market. This adjustment will be effective July 1 (the beginning of the fiscal year) after receiving City Council approval voted on by resolution.

C. Longevity Payments

1. Eligibility

Full-time employees after three years of service will begin receiving a longevity payment of \$100 per year of service, subject to appropriation by City Council as part of the annual budget process.

Part-time employees after three years of service will begin receiving a longevity payment of \$50 per year of service, subject to appropriation by City Council as part of the annual budget process.

2. Payment Date

The longevity payment is to be paid in the month of November.

D. Promotional Increases

1. Definition of Promotion

Placement of an individual in a job which is in a pay grade that is higher than the individual's current pay grade will be considered a promotion. (Temporary job reassignments of less than six months will not normally be considered a promotion.)

2. **Increase Amount**

Upon promotion the individual's salary is to be adjusted to reflect the increased demands and responsibility of the new position. Normally, the employee's pay rate will be increased to represent at least a 5% increase over his/her current pay rate as determined appropriate by the mayor and department head.

E. Temporary Reassignment

Adjustments to pay rates of employees assigned temporarily (for less than six months) to perform work of higher-level jobs will be made at the discretion of management.

F. Lateral Job Reassignments

Reassignment from one job to another in the same pay grade will be considered a lateral move. No immediate adjustment to pay will be made.

G. Demotions or Reassignment to a Lower Pay Grade

Demotions occur when an employee is returned or transferred to a position in a lower pay grade. Additionally, employees may voluntarily ask to move to a job in a lower pay grade, perhaps through the job posting/bidding process. If an employee was promoted and subsequently returns to the original (lower) job, his/her pay rate would be adjusted to the rate it would equal if the promotion had not occurred. Whether or not a reduction in pay should occur in other situations depends on consideration of the following:

1. Was the demotion related to employee's performance or to a reduction in force or organizational change?
2. How will the employee's pay rate compare with pay rates of other incumbents in a lower graded job or similar jobs?

It is sound practice to reduce the employee's pay rate to be consistent with rates of pay of other incumbents in the new job who possess similar skills and tenure.

H. Re-Classification of Position

A review of market salary data for the purpose of adjusting the pay table or at any other time may suggest that a job should be re-classified to a higher or lower pay grade. Normally, consistent data obtained for two periods over a span of eighteen to twenty-four months are required to confirm such a trend and justify re-classification. This may occur as the job responsibilities evolve over time. Section "G" above would apply to re-classification of a job to a lower pay grade. For an employee whose position was re-classified to a higher pay grade, the employee's pay would be adjusted in the pay range closest to but no less than his/her current pay rate. Significant changes in job responsibilities within a short time period will normally be treated as a promotion.

XI. Paychecks

All employees of the Town of Ashland City shall be issued pay on a biweekly basis. If you have questions about your work time, salary or paycheck, call it to the attention of the Finance Director within the pay period in question or immediately thereafter.

1. **Final Paycheck** - The final paycheck for a resigning employee will be made available on his/her regular payday.

XII. Payroll Deductions

The following deductions will be made when authorized by an employee:

1. **Federal Income Tax:** Federal taxes are withheld from employees' paychecks based on the number of dependents claimed by each individual. Employees are required to keep on file with the municipal government a copy of the W-4 form. In the event of changes in the employee exemption status, a revised W-4 must be filed before payroll deduction adjustments will be made.

- 2. Social Security/Medicare:** Social Security payments and deductions will be made according to the Social Security Act. The City Recorder shall keep such records and make such reports as may be required by applicable state and federal laws or regulations.
- 3. Other:** Other City authorized deductions will be made from an employee's pay only with the employee's signed consent or as required by law.
- a. Medical insurance
 - b. Life insurance
 - c. Vision insurance
 - d. Supplemental insurance
 - e. Additional life insurance
 - f. Deferred compensation payments
 - g. Dental insurance
 - h. Child support garnishments
 - i. Any other garnishments or deductions agreed to or required by law
 - j. TCRS Retirement will be taken out of an employee paycheck at a rate of 5% of gross total per paycheck.
 - k. Any court order for garnishments or child support will be taken as ordered by the court.
 - l. Other city-authorized deductions may be made from an employee's pay only with the employee's signed consent.

If all leave has been exhausted, an employee must make arrangements to cover any premiums or deductions not covered by the city's umbrella plan. Additional coverages being paid by the city is done as a courtesy and benefit for the employee but is not the responsibility of the city. These are the responsibility of the employee. Arrangements must be made with the Finance Director before the leave is exhausted. The city will not continue to pay additional premiums or deductions, if the employee has made no arrangement. Any arrangement for repayment will not exceed 6 months without approval from the Mayor.

Exhibit 1
The Town of Ashland City Job Description Format

JOB DESCRIPTION

Town of Ashland City
(Department)
(Location)

CLASSIFICATION TITLE:	(Job Title)
DEPARTMENT:	(Department)
REVISION DATE:	(Last date of Council Approval)
REPORTS TO:	(Department Head's Title)
EMPLOYMENT STATUS:	(Full-time or Part-time)
FLSA STATUS:	(Exempt or Non-exempt)
PAY RANGE:	(Pay Grade)

JOB SUMMARY

(A brief one or two sentence description of the purpose of the job)

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Brief statements, in descending order of importance based on frequency and impact, of the essential job functions. Essential function are those:)

- (For which the position exists to perform ex: data entry operator job exists to operate computer keyboard to input data)
- (For which there are a limited number of other employees available to perform the function)
- (Highly specialized in nature requiring incumbents to be hired specifically because of the skill or ability to perform them)

QUALIFICATIONS

(Brief description of the following job requirements)

- (Education)
- (Experience)
- (Certificates, Licenses, Registrations which include time allowed to become certified)
- (Special Requirements)

REQUIRED KNOWLEDGE AND ABILITIES

(Brief description of required knowledge, skills, and abilities)

EQUIPMENT OPERATED

- (Computer, printer, various office machines (phone, calculator, copier, etc.)
- (software)
- (Microsoft Office Suites)
- (Cell phone)

WORKING CONDITIONS

- CWorking conditions are in an office environment)
- <:Working environment is office setting with some lifting of office supplies weighing up to 20lbs)
- (Located in a busy office, faced with constant interruptions)

USUAL PHYSICAL DEMANDS

(Brief description of requirements for lifting, walking, sitting, seeing, hearing, reaching, feeling, and talking

EMPLOYEE AWARENESS

- Implement and assure adherence to The Town of Ashland City policies and procedures regarding Equal Employment Opportunity.
- Adheres to The Town of Ashland City initiative on business ethics and conduct.
- Adheres to federal and state laws and relations regarding MSDA, OSHA and EPA compliance.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job, or to require that other, or different tasks be performed when circumstances change (i.e. emergencies, changes in personnel or workload, etc.).

MANAGEMENT APPROVAL •

Manager's Signature

____/____/____
Date

EMPLOYEE UNDERSTANDING AND AGREEMENT

Employee's Signature

____/____/____
Date

RESOLUTION 2026-50

A RESOLUTION OF THE TOWN OF ASHLAND CITY, TENNESSEE TO PARTICIPATE IN THE 2026 NATIONAL FITNESS CAMPAIGN

WHEREAS, The National Fitness Campaign will fund \$30,000.00 for an outdoor fitness court; **and**

WHEREAS, these funds are non-binding and can be returned without recourse if unused; **and**

WHEREAS, the Mayor and City Council would like to apply for these funds.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF ASHLAND CITY, TENNESSEE the following:

SECTION 1: That the Town of Ashland City is hereby authorized to submit application for “*National Fitness Campaign*” funds through National Fitness Campaign.

SECTION 2: That the Town of Ashland City further authorizes Anthony Clark to apply for these funds.

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon adoption, the public welfare requiring it.

Adopted this _____ day of _____, 20____.

Voting in Favor _____

Voting Against _____

Attest:

Mayor Gerald Greer

Alicia Martin, CMFO

RESOLUTION #2026-51

**A RESOLUTION AUTHORIZING THE ACCEPTANCE OF A 2026 SENIOR CENTER
GRANT AWARD FROM THE TENNESSEE DEPARTMENT OF DISABILITY AND
AGING FOR THE THRIVE 55+ PROGRAM**

WHEREAS, the Town of Ashland City, Tennessee, through its Thrive 55+ program, submitted an application for funding through the Tennessee Department of Disability and Aging FY 2026-27 competitive Senior Center Grant process; and

WHEREAS, the Tennessee General Assembly appropriated \$5,000,000 in the FY 2026-27 state budget for senior centers throughout Tennessee and directed the Tennessee Department of Disability and Aging to develop a competitive process for distributing these funds; and

WHEREAS, the Town of Ashland City has been awarded \$45,000 through the 2026 Senior Center Grant program to support the Thrive 55+ program; and

WHEREAS, the Town of Ashland City recognizes the importance of senior centers in supporting the quality of life, independence, and well-being of older Tennesseans and finds that the acceptance of this grant will benefit the senior citizens of the Ashland City community.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF ASHLAND CITY, TENNESSEE formally accepts the Fiscal Year 2026-27 Senior Center Grant Award.

This resolution shall take effect immediately upon its passage, the public welfare requiring it.

Voting in Favor _____

Voting Against _____

Attest:

Mayor Gerald Greer

Alicia Martin, CMFO

RESOLUTION #2026-52

**A RESOLUTION OF THE TOWN OF ASHLAND CITY, TENNESSEE AUTHORIZING
THE ACCEPTANCE OF A FISCAL YEAR 2025 ASSISTANCE TO FIREFIGHTERS
GRANT AWARD FROM THE U.S. DEPARTMENT OF HOMELAND SECURITY,
FEDERAL EMERGENCY MANAGEMENT AGENCY**

WHEREAS, the Town of Ashland City has applied for funding through the U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA), Fiscal Year 2025 Assistance to Firefighters Grant (AFG) Program; and

WHEREAS, the Town of Ashland City has been awarded federal funding in the amount of **\$123,428.57** through the FY 2025 Assistance to Firefighters Grant Program; and

WHEREAS, as a condition of the award, the Town of Ashland City is required to provide non-federal matching funds of at least **\$6,171.43**, resulting in a total approved project budget of **\$129,600.00**; and

WHEREAS, the grant award is administered by the U.S. Department of Homeland Security through the Federal Emergency Management Agency and is subject to the terms and conditions contained in the **Summary Award Memo, Agreement Articles, Obligating Document, and FY 2025 Assistance to Firefighters Grant Notice of Funding Opportunity (NOFO)**, which are incorporated into the terms of the award; and

WHEREAS, acceptance of the award is required through the FEMA Grants Outcomes system before federal funds may be requested or received; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF ASHLAND CITY, TENNESSEE formally accepts the Fiscal Year 2025 Assistance to Firefighters Grant.

This resolution shall take effect immediately upon its passage, the public welfare requiring it.

Voting in Favor _____

Voting Against _____

Attest:

Mayor Gerald Greer

Alicia Martin, CMFO

Ordinance No. 658
An Ordinance of the
Town of Ashland City, Tennessee
Amending the Fiscal Year 2027 Budget

- WHEREAS** the governing body adopted the fiscal year 2027 budget by Ordinance Number 649 on 9th Day of June, 2026; and
- WHEREAS** the budget was submitted to the Tennessee Comptroller’s Division of Local Government Finance for approval; and
- WHEREAS** pursuant to the Tenn. Code Ann. § 9-1-116, availability of programs and services to people in this state shall be limited to the extent that funds are appropriated by the general assembly or the appropriate governing body of a political subdivision; and
- WHEREAS** the governing body needs to amend the budget to allow for increased or decreased revenues and/or expenditures; and

SECTION 1. Now, therefore, be it resolved by the governing body that it hereby adopts the following changes to the fiscal year 2027 budget.

Fund Name: General Fund					
Line Item	Account #	Account Name	Original Budget	Budget Amendment	Amended Budget
1E	110-42100-299	Other Expenses	\$10,200.00	\$2,000.00	\$12,200.00
2R	110-33100	Federal Grants	(\$84,170.00)	(\$123,428.57)	(\$207,598.57)
2E	110-42200-703	FEMA – Assistance to FFs Grant	\$35,130.00	\$129,600.00	\$164,730.00
3R	110-33800	Cville-Mntgmry Cty Arts & Heritg Council Grant	\$0.00	(\$2,200.00)	(\$2,200.00)
3E	110-44700-737	Parks Advisory Board	\$60,000.00	\$2,200.00	\$62,200.00
4					
Total Expenditures:			\$21,160.00	\$8,171.43	\$29,331.43

SECTION 2. Now, therefore, be it resolved that this ordinance shall become effective 20 days after its final passage, the public welfare requiring it.

Signed _____

Printed Name _____, Mayor

Attested

Signed _____

Printed Name _____, City Recorder

Date of First Reading: _____

Date of Second Reading: _____