

**FUNDING AGREEMENT BETWEEN THE CITY OF FRANKLIN AND
THE ARC OF WILLIAMSON COUNTY, INC.**

COF Contract No. 2019-0196

This Funding Agreement is effective on July 1, 2019, between and among the City of Franklin, Tennessee, a political subdivision of the State of Tennessee (the "City") and THE ARC OF WILLIAMSON COUNTY, INC. (the "Agency"), a Tennessee nonprofit corporation.

RECITALS

WHEREAS, Tennessee Code Annotated ("TCA") Section 6-54-111, as amended, authorizes a municipality's governing body to appropriate funds for the financial aid of any nonprofit charitable organization that provides year-round services benefiting the general welfare of the residents of the municipality or any nonprofit civic organization working to maintain and increase employment opportunities in the municipality; and

WHEREAS, the TCA also provides for the Comptroller of the Treasury to establish standard procedures to assist the municipal governing body in the disposition of funds so appropriated; and

WHEREAS, the municipality wishes to comply with the following laws and rules:

1. A municipality may appropriate funds for only those nonprofit charitable organizations that provide year-round services benefiting the general welfare of the residents of the municipality, or any nonprofit civic organization classified under Sections 501(c)(4) or (6) of the Internal Revenue Code working to maintain and increase employment opportunities in the municipality.
2. The governing body of each municipality shall adopt an adequate agreement stating the purpose for which the funds are being appropriated, for each nonprofit organization that is to receive municipal funds.
3. The budget document of the municipality shall include the name of each nonprofit organization and the specific amount appropriated for each organization.
4. Municipal payments to nonprofit organizations shall be limited to the amounts appropriated for such purposes and in keeping with the municipality's guidelines for how the appropriated funds may be spent.
5. Pursuant to Tennessee Code Annotated §6-54-111(c), the Agency shall file with the City a copy of the annual report of its business affairs and transactions that includes, but is not limited to:

- (a) Either a copy of the Agency's most recently completed annual audit or an annual report detailing all receipts and expenditures in a form prescribed by the comptroller of the treasury (a blank copy of which is attached as Exhibit A) and certified by the chief financial officer of the Agency;
- (b) A description of the program that serves the residents of the municipality (a blank copy of which is attached as Exhibit B); and
- (c) The proposed use of the municipal assistance (a blank copy of which is attached as Exhibit C).

The report filed shall be open for public inspections during regular business hours of the City.

6. For appropriations to nonprofit civic organizations, notices shall be published in a newspaper of general circulation in the municipality of the intent to make an appropriation, specifying the intended amount and purpose; and

WHEREAS, the City and the Agency intend to enter into this agreement for the purpose of defining the Agency's use of the monies received from the City in fiscal year 2019-2020.

NOW, THEREFORE, in consideration of the mutual covenants and promises, the parties agree as follows:

1. TERM

This agreement shall be effective from and after the effective date and shall extend through June 30, 2020, unless otherwise terminated in accordance herewith.

2. OBLIGATIONS OF CITY OF FRANKLIN

2.1 In accordance with City guidelines after all administrative costs are deducted therefrom, the City will contribute to the Agency the amount of Four Thousand Two Hundred Thirty and 00/100 DOLLARS (\$4,230.00).

2.2 Payments will be made in quarterly installments, payable at or near the beginning of each quarter and will begin only after this Agreement has been executed.

3. OBLIGATIONS OF THE AGENCY

3.1 Use of Funds. The Agency shall use the City funds for the sole and limited purpose of community and economic development of the City of Franklin according to the Statement of Work and Program Objectives provided in Exhibit B, a copy of which is attached hereto and incorporated by reference herein.

3.2 Work Plan. In order to accomplish the objective(s) set forth in paragraph 3.1, the agency shall submit to the City a Work Plan that describes, in detail, the efforts to be undertaken by the Agency to accomplish the performance objectives set forth in Exhibit B, a copy of which is attached hereto as Exhibit C and incorporated by reference herein. At a

minimum, the Work Plan shall include that information required by Exhibit B. The Agency shall coordinate its performance under this Agreement with the City. The Agency shall advise and consult with the City Administrator or his/her designee, with respect to its performance under this Agreement.

3.3 Annual Budget. The Agency shall submit an annual budget in a form and on a schedule acceptable to the City. The annual budget shall contain a detailed analysis of the project administrative expenses for operations and reasonable estimates of the projected amounts to be spent for the services to be provided and Work Plan to be implemented for the calendar year. The budget shall be submitted to the City with this agreement.

3.4 Reporting. Pursuant to Tennessee Code Annotated §6-54-111(c), the Agency shall file with the City a copy of the annual report of its business affairs and transactions that includes, but is not limited to:

- (a) Either a copy of the Agency's most recently completed annual audit or an annual report detailing all receipts and expenditures in a form prescribed by the comptroller of the treasury (a blank copy of which is attached as Exhibit A) and certified by the chief financial officer of the Agency;
- (b) A description of the program that serves the residents of the municipality; and
- (c) The proposed use of the municipal assistance.

The report filed shall be open for public inspections during regular business hours of the City.

3.5 Insurance. The Agency shall maintain professional liability and general liability insurance coverages as are reasonably necessary to cover any liability arising out of the acts or omissions of the Agency and its employees. The Agency shall maintain workers' compensation insurance as required by the laws of the State of Tennessee.

The Agency shall require all third parties utilized by the Agency ("Contractors") to maintain professional liability and general liability insurance coverages as are reasonably necessary to cover any liability arising out of the acts or omissions of the Contractors and its employees. The Agency shall require contractors to maintain workers' compensation as required by the State of Tennessee. The contractor's general liability insurance shall be of sufficient limits to provide defense and settlement expenses for Agency that result from the contractor liability. To the extent permissible, the Agency shall require each Contractor to endorse the Agency as an additional insured on the Contractor's general liability policies.

To the extent permitted by law, the Agency shall require such Contractor to indemnify and hold the Agency harmless against any liability caused by acts or omissions of the Contractor and its employees.

Insurance information will be provided to the City upon request. The Agency shall notify the City immediately of incidents that could lead to a major claim against the Agency.

4. RESTRICTION ON USE OF FUNDS

The Agency does hereby warrant and represent that the City Funds shall not be utilized by either the Agency or any of its Contractors for the following purposes:

4.1 Any claim or litigation against the City or any department or division of the City.

4.2 Any political or levy campaigning purposes.

5. RECORDS AND AUDITS

5.1 Accounting. The Agency shall maintain full, accurate and complete financial and accounting books, records and reports ("Records") of all direct and indirect uses and expenditures of the City Funds consistent with generally accepted accounting principles (GAAP).

5.2 Maintenance of Records. The Agency shall keep records relating to all uses and expenditures of the City Funds received pursuant to this Agreement. The Agency shall maintain a system of bookkeeping adequate for its operations hereunder and shall submit reports from such system to the City and the Agency on an annual basis for review and approval. The Agency shall keep and preserve for at least seven (7) years following each calendar year all sales slips, rental agreements, purchase orders, sales books, cash register tapes, credit card invoices, payroll records, duplicate deposit tapes and invoices, bank accounts, cash receipts and cash disbursements, bank books and other evidence of receipts and expenditures for such period.

5.3 Audit. The City or the City's designated representative, at the City's cost and expense, shall have the right to audit the Agency's Records at any time but shall not unreasonably interfere with the Agency's business or operations in connection with any such audit. The Agency acknowledges that this Agreement may be subject to audit by the Auditor of the State of Tennessee.

5.4 Repayment. If an audit discloses the Agency has received or retained City Funds in error or in excess of those to which the Agency is entitled under this Agreement or has used the City Funds for a purpose not authorized by this Agreement, the Agency agrees to promptly repay to the City the full amount of such City Funds, with interest thereon at the rate equal to the 90-day U.S. Treasury Note at the time. In the event the Agency fails to promptly repay to the City the full amount of such City Funds, the City may elect to withhold said City Funds from any future payments to the Agency.

5.5 Additional Remedies. In addition to the repayment remedy set forth in paragraph 5.4 herein, the City may elect to terminate this Agreement as set forth in section 6, herein with a minimum of 30 days written notice to the Agency's President and Chair of the Board with opportunity to cure any breach.

6. TERMINATION

If either party hereto breaches any term, condition, representation, warranty or covenant contained in this Agreement, or if the Agency engages in any malfeasance or misfeasance with respect to the City Funds, the non-breaching party may elect to terminate this Agreement with a minimum of 30 days written notice to the other party with opportunity to cure any breach.

7. MISCELLANEOUS PROVISIONS

7.1 The Agency and the City agree that, as a condition to this Agreement, they shall not discriminate against any employee on the basis of race, color, sex, religion, natural origin, handicap, or any other factor specified in Title VI of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Americans with Disabilities Act, and subsequent amendments thereto, and all other federal and state laws regarding such discrimination.

7.2 The Agreement may be amended at any time, or any provision hereof may be waived, by written consent of all parties hereto.

7.3 This Agreement shall be governed by and construed under the laws of the State of Tennessee.

7.4 The Agency and the City shall conform to the requirements of all applicable laws and regulations of the State of Tennessee governing the execution of their respective duties under this Agreement.

(Signatures on next page)

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS Agreement as of
this 25 day of June, 2019 by

ARC

By: Sharon Bottorff
Name: Sharon Bottorff
Title: Executive Director
Date: 6-25-19

CITY OF FRANKLIN

By: Eric S. Stuckey
Eric S. Stuckey, City Administrator
Date: 07-09-19

Approved as to form:

By: Shauna R. Billingsley
Shauna R. Billingsley, City Attorney

Exhibit A

Annual Reporting Form for Nonprofit Organizations

Seeking Financial Assistance from Local Governments

The Arc Williamson County

Name of Nonprofit Organization

129 West Fowlkes Street, Suite 151	Franklin	Williamson	TN	37064
Street Address	City	County	State	Zip

Annual Financial Report of Cash Receipts, Disbursements, and Balances

For the Fiscal Year from 7/1/2018 through 6/30/2019

Report Required by Title 5, Chapter 9, Part 1,

And Title 6, Chapter 54, Part 1, *Tennessee Code Annotated*

Receipts

Federal Grants

State Grants 341,333

Financial Assistance from Local

Governments 6,044

Donations and Gifts from Citizens 38,395

Membership Dues 222

Fees/Charges for Services

Fundraising Events 19,349

Sale of Assets

Loans-Borrowed Funds

Investment Income 3

Other Receipts (United Way) 23,207

Total Receipts 428,553

Disbursements

Grants and Other Assistance Paid to	
Other Organizations and Individuals	198,507
Salaries and Wages	135,212
Employee Benefits	6,159
Payroll Taxes	10,344
Fees for Services (non-employee)	29,005
Advertising and Promotion	
Office Expenses	7,027
Leases/Rentals	9,416
Maintenance and Repairs	
Supplies	5,294
Travel	6,234
Utilities	
Insurance	2,074
Conferences, Conventions and Meetings	627
Interest	526
Purchase of Capital Assets – Vehicles	
and Equipment	
Purchase of capital Assets – Property	
and Buildings	
Loan Payments	
Other	9148
Total Disbursements	419,573

**Cash Receipts Less Disbursements for
the fiscal Year (A-B=C) 8,980**

**Cash Balance - at the beginning of the
fiscal year 22,089**
**Cash Balance - at the end of the fiscal
year (C+D=E) 31,069**

**Details of Cash Balance - at the end of
the fiscal year**

Cash on Hand	125
Cash in Bank – Checking	13,444
Cash in Bank – Savings Accounts	17,500
Cash in Bank – Certificates of Deposits	
Other Cash	
Total Cash - at the end of the fiscal year	31,069

Please Explain Proposed Use of the Financial Assistance from Local Governments.

The proposed use of the financial assistance is to purchase books for the book clubs; supplies for the PATH and Future Planning Sessions; stipends for workshop coordinators and snacks for workshops; salary for Information and Referral Services.

**I certify that this report accurately presents the cash receipts, disbursements, and balances of the
The Arc Williamson County for the fiscal year noted above.**

Name of Nonprofit Organization

Person Preparing Report

Sharon Bottorff
Printed Name


Signature

Phone Number 615-790-5815, ext. 3 Email Address sbbarc@thearcwc.org

6/25/19

EXHIBIT B

STATEMENT OF WORK AND PROGRAM OBJECTIVES

The Agency 2019-2020 Statement of Work and Program Objectives (description of program) shall include:

- 1. Maintain 3 Book Clubs for adults with intellectual disabilities.**
- 2. Provide Information and Referral Services to Franklin residents with disabilities.**
- 3. Provide Workshop Series on current topics of interest including Basic IEP; Conservatorship and Special Needs Trusts; Post-Secondary Education; Housing Options; SSI; Health Care to Franklin residents with disabilities and/or their families.**
- 4. Provide PATH and Future Planning Training Sessions to Franklin young adults with disabilities who are exiting school.**

EXHIBIT C

WORK PLAN

The Agency 2019-2020 Annual Work Plan (how the funds will be used) shall include:

- 1. Maintain 3 Next Chapter Book Clubs in the Franklin community-City of Franklin funds will be used to purchase books.**
- 2. Provide Information and Referral Services by phone, e-mail and/or in person to at least 350 City of Franklin Citizens-City of Franklin funds will be used for salary.**
- 3. Continue with the Workshop Series addressing topics of relevance to the disability community with two additional workshops throughout the year to at least 60 City of Franklin residents-City of Franklin funds will be used for stipends for workshop presenters and snacks for the workshops.**
- 4. Provide PATH planning to 10 City of Franklin young adults with disabilities exiting Franklin or Centennial High Schools-City of Franklin funds will be used for salary and supplies.**

Appendix D

The Arc Williamson County 2019-2020 Budget					
EXPENSES	Total	Family Support	ISC	Advocacy	Adm
Personnel Services	\$171,374.00	\$26,042.00	\$95,079.00	\$47,133.00	\$3,120.00
Taxes	\$13,709.00	\$2,083.00	\$7,606.00	\$3,771.00	\$249.00
Employee Benefits	\$1,000.00		\$1,000.00		
Total Personnel	\$186,083.00	\$28,125.00	\$103,685.00	\$50,904.00	\$3,369.00
Travel	\$8,500.00	\$500.00	\$7,000.00	\$1,000.00	
Telephone	\$5,220.00	\$1,200.00	\$2,020.00	\$2,000.00	
Computer & Internet	\$3,000.00	\$1,000.00	\$1,000.00	\$1,000.00	
Postage and Shipping	\$1,500.00	\$500.00	\$500.00	\$500.00	
Printing and Publications	\$3,500.00	\$1,000.00	\$1,500.00	\$1,000.00	
Maintenance & Repairs	\$2,000.00		\$1,000.00	\$1,000.00	
Professional & Contracted Services					
Audit/Accounting Services	\$1,800.00				\$1,800.00
Nursing for Camp	\$4,025.00			\$4,025.00	
Outside Services	\$1,000.00				\$1,000.00
Workshop Facilitator Stipends	\$2,500.00			\$2,500.00	
Supplies-Office	\$3,100.00	\$1,500.00	\$1,000.00	\$500.00	\$100.00
Supplies-Workshops/Events	\$1,000.00			\$1,000.00	
Food	\$2,000.00	\$200.00	\$200.00	\$1,600.00	
Rentals					
Rental on Office	\$12,480.00				\$12,480.00
Rentals-Other	\$1,000.00			\$1,000.00	
Insurance	\$1,800.00				\$1,800.00
Miscellaneous					
Conferences & Meetings	\$1,000.00	\$250.00	\$250.00	\$500.00	
Membership Dues	\$3,200.00		\$500.00	\$2,700.00	
Bank Fees	\$1,000.00				\$1,000.00
Grants & Subsidies	\$177,589.00	\$174,239.00	\$2,350.00	\$1,000.00	\$0.00
Interest	\$250.00				\$250.00
Total Non-Personnel	\$237,464.00	\$180,389.00	\$17,320.00	\$21,325.00	\$18,430.00
TOTAL	\$423,547.00	\$208,514.00	\$121,005.00	\$72,229.00	\$21,799.00

	The Arc Williamson County 2019-2020 Budget				
	Proposed Revenue				
Williamson County	\$1,814.00				
City of Franklin	\$4,230.00				
United Way	\$23,000.00				
Membership	\$1,000.00				
Contributions	\$6,000.00				
Family Support	\$204,987.00				
Interest	\$25.00				
Fund Raisers	\$29,076.00				
Independent Support Coordination	\$138,415.00				
Other United Way Funding (CFC)	\$1,000.00				
Nursing Grant	\$3,000.00				
Other Grants	\$10,000.00				
Memorial Contributions	\$1,000.00				
TOTAL	\$423,547.00				