



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

June 25, 2024

Dana Terebessy, Board Chair
Nashville Civic Design Center
138 2nd Ave. N. Suite 106
Nashville, TN 37201

Dear Ms. Terebessy:

Please find attached the monitoring report of the Nashville Civic Design Center relating to the contract it had with the Metropolitan Government of Nashville and Davidson County for the fiscal year ending June 30, 2023.

The Office of Financial Accountability is charged with the responsibility of monitoring grant funds, including Direct Appropriation Funds, from Metropolitan Nashville Government to any nonprofit organization. Staff from the Office of Financial Accountability initiated the review on February 5, 2024.

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

Sincerely,

A handwritten signature in cursive script that reads "Jane Dozier".

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

cc: Kaitlin Dastugue, Nashville Civic Design Center
Gary Gaston, CEO, Nashville Civic Design Center
Jules Shainberg, Nashville Civic Design Center

George L. Rooker, Jr, Planning Department
Jeffrey Leach, Planning Department
Kevin Crumbo, Director, Department of Finance
Lauren Riley, Metropolitan Auditor, Office of Internal Audit
Kimery Grant, Office of Financial Accountability
Brittany Bryant, Office of Financial Accountability
Kara Waters, Office of Financial Accountability
Michael Delk, Office of Financial Accountability
Metro Finance Leadership Team



Metropolitan Government of Nashville and Davidson County

NASHVILLE CIVIC DESIGN CENTER

◆ Monitoring Report ◆

Conducted by



Office of Financial Accountability

June 25, 2024

MONITORING REPORT

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INTRODUCTION

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

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

| Contract | Type | Amount | Contract Term | |
|-----------------|----------------------|---------------|----------------------|---------------|
| L-5364 | Direct Appropriation | \$125,000 | July 1, 2022 | June 30, 2023 |

Agency Background

Nashville Civic Design Center is a nonprofit organization founded in 2000 and located in Nashville, Tennessee. Per the agency’s website, the Nashville Civic Design Center’s mission is “to elevate the quality of Nashville’s built environment and to promote public participation in the creation of a more beautiful and functional city for all.” To accomplish its mission, the NCDC educates the public about civic design through lectures, presentations on the history and practice of urban design, continuing education opportunities for design and development professionals, researches and publishes reports on various civic design issues, and provides consultation services on civic and other community development projects.

OBJECTIVES, SCOPE AND METHODOLOGY

The objectives of our review were:

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

The scope of our review was limited to the contract term July 1, 2022, through June 30, 2023.

The monitoring review procedures included meeting with agency management and staff, reviewing board minutes and obtaining written representations from management. In addition, we examined certain financial records and supporting documentation necessary to ensure compliance with contractual requirements set forth in contract L-5364. Specific procedures included:

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

RESULTS OF REVIEW

SUMMARY OF RESULTS

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

RESULTS OF REVIEW

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

1. Sufficient Resources and Capacity to Administer Grant Funds

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

2. Allowable and Eligible Costs and Services

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

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

Based on our test work, costs and services during the period were allowable and eligible.

3. Program and Performance Objectives

The contract stipulates that the agency shall use the funds to provide the following outcome:

- 1) Provide the ongoing education initiative that engages youth in addressing community issues by planning and design of the built environment. Through classroom curriculum integrated into Metro Nashville's' Public Middle

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School Art, Science, Social Studies, STEAM, English and Mathematics – Design Your Neighborhood (DYN) teaches the principles of community design, social determinants of health, and civic engagement. It is aimed at empowering youth to address inequities within the built environment, particularly within their own communities.

- 2) Continue to provide community-based educational events and programs through Urban Design Forums, PechaKucha Nights, Civic Advocate conversations reaching 2500 attendees, service neighborhoods and community members throughout Davidson County. The Plan of Nashville Initiative will also include continuing to coordinate with various neighborhood organizations, nonprofit organizations, and other community groups with the goal of educating the community on urban design.
- 3) Through Community Engagement work – the Civic Design Center will continue to host events, utilize our action arm of the Design Center’s Reclaiming Public Space Initiative: Tactical URBANism Organizers (TURBO), and facilitate non-profit partnerships. We will continue to work closely with Metro Departments, Council, neighborhood associations, and other non-profits towards the study and improvement of our public spaces. We will also continue to organize and facilitate PARK(ing) Day to exist on-street parking spaces into one-day parklets that inform and raise awareness towards the role of public space throughout Nashville. The Design Center is continuing its leadership role of PARK(ing) Day which includes full coordination, communication, and facilitation of this event.

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

4. Reliability of Financial and Programmatic Reporting

The contract requires submission of an annual audit report performed by a Certified Public Accountant. The contract also requires the agency to submit to Metro an interim program report no later than February 17, 2023, and year-end reports of the

RESULTS OF REVIEW

program outcomes and a final expenditures report, no more than 45 days after the close of the contract.

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

5. Civil Rights Requirements

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