

June 2, 2020

Donna Vincent
Houston County Clerk

Dear Ms. Vincent:

Congratulations and thank you for applying for a grant from the Administrative Office of the Courts (AOC) Court Security Grant Program in 2018. This initiative is a great example of all three branches of government collaborating to enhance the safety of Tennessee courthouses for you and for all who use them each day. **Please note the deadline for receipts to be submitted for the court security grants is June 19, 2020. This is a firm deadline and cannot be extended.**

The AOC received grant requests from many of the counties across Tennessee. The grant process was competitive and we have been able to bring dozens of counties up to the minimum standards and supply measures to other counties that will inevitably enhance their security for years to come. We are pleased to inform you that **Houston County** will receive funds for the following:

Item	Amount Requested	10% Match	Total Approved
Safety shield for counter	\$ 533	WAIVED	
			\$ 533

We truly hope that the above purchase will provide greater security for the judges, staff, and citizens who use your courthouse facilities.

This grant has been designated as a reimbursement grant. Therefore, the county must first purchase the security equipment, and then provide the AOC with a receipt and any other supporting documentation.

Final receipts can be submitted to Dalton Hensley, AOC Fiscal Services Director, at Dalton.hensley@tncourts.gov, or 615-741-6285 (Fax). Please include a cover letter that includes the remittance address for reimbursement.

To reiterate the process, please find below a checklist and dates:

- Accept the grant and return the attached form by June 9, 2020.
- Sign and return the attached state-required form for one-time grants by June 9, 2020.
- Make your purchases, keeping in mind the maximum grant amount for each item.
- Submit your receipts, with cover letter, to Dalton Hensley at the AOC by June 19, 2020.

If you have questions on the process, please let Barbara Peck know as soon as possible. We look forward to working with you on your grant!

Thank you again for applying for this year's court security grant. It is our pleasure to provide funding for these important security measures.

A handwritten signature in cursive script that reads "Deborah Taylor Tate". The signature is written in black ink and is positioned above the printed name.

Deborah Taylor Tate
Administrative Office of the Courts