

January 20, 2019

Honorable Mike Pemberton

Presiding Judge

Roane County

Dear Ms. Kinkaid:

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.

On November 6, 2018, we approved your grant request for \$26,000 to purchase a refurbished x-ray machine. We received several emails from your office in November inquiring about purchasing a new x-ray machine instead of a refurbished one and we directed you to submit an amendment to your original grant application. We received your amended grant application on January 17, 2019. We are pleased to inform you now that your new grant request of \$52,000 is approved.

The Court Security Committee has now approved **Roane County** for the following funds:

Item	Amount Requested	10% Match	Total Approved
X-Ray Machine	\$52,000	\$5,200	
			\$46,800

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.

As stated in the grant application, a 10 percent match is required. Also, you cannot receive more than the "Total Amount Approved From The AOC" for an item. If an item is more than the "Total Amount Approved From The AOC", the county can make up the difference. For example, if you requested \$10,000 for an item, the "Total Amount Approved" would be \$9,000 (your request minus the required 10 percent match). If the final invoice for the item was \$10,500, you

would receive \$9,000 from the AOC for reimbursement and would be responsible for the extra \$500. If the item comes in less than the requested amount, the AOC will pay 90 percent of the final receipt. The county must purchase this equipment and provide the AOC with the invoice and any supporting documentation before **March 1, 2019**. Please let us know if you need an extension. Because this is one-time funding, there will **not** be funds available for ongoing maintenance and replacement equipment.

If you accept the award, please complete the form enclosed with this letter. Please email or fax both forms back to Barbara Peck at [barbara.peck@tncourts.gov](mailto:barbara.peck@tncourts.gov) or 615-741-6285 on or before **Friday, February 15, 2019**.

Final receipts can be submitted to Pam Hancock, AOC Fiscal Services Director, at [pam.hancock@tncourts.gov](mailto:pam.hancock@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 February 15, 2019.
- Make your purchases, keeping in mind the maximum grant amount for each item.
- Submit your receipts, with cover letter, to Pam Hancock at the AOC by March 1, 2019.

If you have questions on the process or require an extension, 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.



Deborah Taylor Tate  
Administrative Office of the Courts