

December 18th, 2018

Honorable Paula Skahan

Presiding Judge

Shelby County

Dear Ms. Mack:

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.

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 **Shelby County** will receive funds for the following:

Item	Amount Requested	10% Match	Total Approved
3 Panic Buttons	\$375	\$337.50	
Bullet-Resistant Glass	\$24,806	\$22,325.40	
			\$22,662.90

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**. 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. Also, please review and sign the attached state-required form relating to one-time grants. Please email or fax both forms back to Barbara Peck at barbara.peck@tncourts.gov or 615-741-6285 on or before **Friday, December 21, 2018**.

Final receipts can be submitted to Pam Hancock, AOC Fiscal Services Director, at 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 December 21, 2018.
- Sign and return the attached state-required form for one-time grants by December 21, 2018.
- 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