

July 3, 2019

Heather Morgan
Finance Director
Stewart County

Dear Ms. Morgan:

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 December 18, 2018, we approved **Stewart County** for the following funds:

Item	Amount Requested	10% Match	Total Approved
Bulletproof Clerk's Area	\$500	\$450	
Video Arraignment	\$20,200	\$18,180	
Doors	\$2,500	\$2,250	
Bulletproof Glass	\$25,000	\$22,500	\$43,380

It is our understanding that these funds were to be used to improve courthouse security in your county. In June 2019, we received an amendment to your grant request stating that upon starting construction, you realized some of the amounts previously requested were not enough.

Therefore, additional funds are now approved for Stewart County:

Item	Amount Requested	10% Match	Total Approved
Bulletproof Clerk's Area	\$3500	\$450	
Doors	\$7,000	\$2,250	
Keypad entry	\$ 827		
			\$50,874.30

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 should purchase this equipment and provide the AOC with the invoice and any supporting documentation before **November 1, 2019**. Because this is one-time funding, there will **not** be funds available for ongoing maintenance and replacement equipment.

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

If you have questions on the process or require an extension, please let Barbara Peck know as soon as possible. She can be reached at Barbara.peck@tncourts.gov or (615) 532-6047. 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".

Deborah Taylor Tate
Administrative Office of the Courts