



GRANT CONTRACT

(cost reimbursement grant contract with a federal or Tennessee local or quasi-governmental entity)

Begin Date July 1, 2014	End Date June 30, 2015	Agency Tracking # 35910-20376	Edison ID 38721		
Contractor Legal Entity Name Rutherford County Juvenile Court			Edison Vendor ID 0041		
Subrecipient or Vendor <input checked="" type="checkbox"/> Subrecipient <input type="checkbox"/> Vendor		CFDA #			
Service Caption (one line only) Community Intervention Services					
Funding —					
FY	State	Federal	Interdepartmental	Other	TOTAL Contract Amount
2015	46,448.00	0.00	0.00	0.00	46,448.00
TOTAL:	46,448.00	0.00	0.00	0.00	46,448.00
American Recovery and Reinvestment Act (ARRA) Funding: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
Budget Officer Confirmation: There is a balance in the appropriation from which obligations hereunder are required to be paid that is not already encumbered to pay other obligations.			<i>OCR USE - GG</i>		
Speed Chart (optional)		Account Code (optional)			

**GRANT CONTRACT
BETWEEN THE STATE OF TENNESSEE,
DEPARTMENT OF CHILDREN'S SERVICES
AND
RUTHERFORD COUNTY JUVENILE COURT-TEEN TRAX**

This Grant Contract, by and between the State of Tennessee, Department of Children's Services (DCS), hereinafter referred to as the 'State" and Rutherford County Juvenile Court-Teen Trax, hereinafter referred to as the "Grantee," is for the provision of Community Intervention Services, as further defined in the "SCOPE OF SERVICES."

Grantee Edison Vendor ID # 0041

A. SCOPE OF SERVICES:

- A.1. The Grantee shall provide all service and deliverables as required, described, and detailed herein and shall meet all service and delivery timelines as specified by this Grant Contract.
- A.2. The Community Intervention Services (CIS) grantee providing probation services shall:
- a. Utilize a validated, research informed risk/needs assessment tool to assess whether a youth is at relatively low or high risk for reoffending and to guide intervention planning.
 - b. The grantee will provide family-centered, strengths-based case management services for the youth and their family to include support, linkage, referral, and advocacy. And assist the family in accessing services, managing crisis and maintaining the least restrictive environment for the youth being served.
 - c. The youth must be placed on state probation prior to placement on intensive probation, unless overridden by the Juvenile Court Judge.
 - d. Child and Family Team Meetings (CFTM) will be held with the youth and their family at critical decision points in the case. Critical decision points include the initial placement in the program, when a major change/incident occurs and at case closure. CFTM's will consist of the youth, parent/guardian, the case manager, and any other person the parent wants to participate. CFTM's will be documented by a meeting and notes will be placed in the youth's case file.
- A.3. The Grantee shall provide the services and outcomes detailed in Attachment A (approved grant proposal).

The anticipated outcomes of this program are as follows:

- a. Seventy percent (70%) of youth admitted to the CIS program will be discharged successfully;
- b. Eighty percent (80%) of successful discharges from the CIS program will remain out of state custody for one (1) year as demonstrated by court and program records
- c. Reduce or at least maintain the delinquent commitment rate in the area served by the grant at an average level of the past three (3) years, as measured by the Department of Children's Services Annual Report.
- d. The Grantee shall serve approximately twenty (20) unduplicated children during the term of this Grant.

A.4. kidcentraltn.com

- a. Under the guidance of their Gatekeeper, Grantee shall create and maintain an agency program profile in the designated state services directory located at www.kidcentraltn.com. Grantee may have more than one service which is appropriate for the directory. The Gatekeeper will provide instructions for which services should be included in the directory. Grantee shall update its agency program profile(s) in the designated state services directory at least every six months. In addition, Grantee shall update its agency program profile(s) within ten (10) business days of any change in information.

For the purposes of this section, Gatekeeper shall be the person designated by State to do the following tasks: 1) invite Grantee to create a profile; 2) review, approve, and publish program profiles created by Grantee; and 3) monitor update activity.

- b. If Grantee has a website, they must link to www.kidcentraltn.com from an appropriate section of that website. If Grantee would like to link to specific features of the kidcentral tn website such as the My Profile, Mobile App, Facebook, or State Services Directory features, State can provide specific copy, links, and images for those features.

If Grantee uses State funds to develop or distribute materials (print or electronic) intended for parents, families, children, or professionals working directly with children or families, Grantee must place the kidcentral tn logo on those materials. Examples of covered materials would include brochures, flyers, posters, and promotional postcards or mailers. State provides the kidcentral tn logo at the following link <http://tn.gov/generalserv/ba09p/>. If Grantee would like to apply the full kidcentral tn brand to print materials such as brochures, flyers, posters, or postcards, State also provides those templates at the following link <http://tn.gov/generalserv/ba09p/>.

This kidcentral tn logo requirement does not apply to materials that have already been printed or designed. This kidcentral tn logo requirement does not apply to materials that originate from the federal government, national organizations, or other groups where Grantee serves as a pass through of those materials. The kidcentral tn logo should not be applied to individualized correspondence or individualized materials which are intended for a single family or professional and should not be applied to materials where the subject is purely administrative, such as materials about rules, sanctions, regulations, or enforcement.

B. CONTRACT PERIOD:

This Grant Contract shall be effective for the period beginning July 1, 2014, and ending on June 30, 2015. The Grantee hereby acknowledges and affirms that the State shall have no obligation for Grantee services or expenditures that were not completed within this specified contract period.

C. PAYMENT TERMS AND CONDITIONS:

- C.1. Maximum Liability. In no event shall the maximum liability of the State under this Grant Contract exceed Forty Six Thousand Four Hundred Forty Eight Dollars (\$46,448.00). The Grant Budget, attached and incorporated hereto as Attachment B, shall constitute the maximum amount due the Grantee for all service and Grantee obligations hereunder. The Grant Budget line-items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Grantee.

- C.2. Compensation Firm. The maximum liability of the State is not subject to escalation for any reason unless amended. The Grant Budget amounts are firm for the duration of the Grant Contract and are not subject to escalation for any reason unless amended, except as provided in section C.6.
- C.3. Payment Methodology. The Grantee shall be reimbursed for actual, reasonable, and necessary costs based upon the Grant Budget, not to exceed the maximum liability established in section C.1. Upon progress toward the completion of the work, as described in section A of this Grant Contract, the Grantee shall submit invoices prior to any reimbursement of allowable costs.
- C.4. Travel Compensation. Reimbursement to the Grantee for travel, meals, or lodging shall be subject to amounts and limitations specified in the "State Comprehensive Travel Regulations," as they are amended from time to time, and shall be contingent upon and limited by the Grant Budget funding for said reimbursement.
- C.5. Invoice Requirements. The Grantee shall invoice the State no more often than monthly, with all necessary supporting documentation, and present such to as Attachment C :

Elvie Newcomb
 Department of Children's Services
 Division of Juvenile Justice
 9th Floor, Cordell Hull Building
 436 6th Avenue North
 Nashville, TN 37243

- a. Each invoice shall clearly and accurately detail all of the following required information (calculations must be extended and totaled correctly).
- (1) Invoice/Reference Number (assigned by the Grantee).
 - (2) Invoice Date.
 - (3) Invoice Period (to which the reimbursement request is applicable).
 - (4) Grant Contract Number (assigned by the State).
 - (5) Grantor: Department of Children's Services/Juvenile Court Prevention Services..
 - (6) Grantor Number (assigned by the Grantee to the above-referenced Grantor).
 - (7) Grantee Name.
 - (8) Grantee Tennessee Edison Registration ID Number Referenced in Preamble of this Grant Contract.
 - (9) Grantee Remittance Address.
 - (10) Grantee Contact for Invoice Questions (name, phone, and/or fax).
 - (11) Itemization of Reimbursement Requested for the Invoice Period— it must detail, at minimum, all of the following:
 - i. The amount requested by Grant Budget line-item (including any travel expenditure reimbursement requested and for which documentation and receipts, as required by "State Comprehensive Travel Regulations," are attached to the invoice).
 - ii. The amount reimbursed by Grant Budget line-item to date.
 - iii. The total amount reimbursed under the Grant Contract to date.
 - iv. The total amount requested (all line-items) for the Invoice Period.
- b. The Grantee understands and agrees to all of the following.
- (1) An invoice under this Grant Contract shall include only reimbursement requests for actual, reasonable, and necessary expenditures required in the delivery of

service described by this Grant Contract and shall be subject to the Grant Budget and any other provision of this Grant Contract relating to allowable reimbursements.

(2) An invoice under this Grant Contract shall not include any reimbursement request for future expenditures.

(3) An invoice under this Grant Contract shall initiate the timeframe for reimbursement only when the State is in receipt of the invoice, and the invoice meets the minimum requirements of this section C.5.

C.6. Budget Line-items. Expenditures, reimbursements, and payments under this Grant Contract shall adhere to the Grant Budget. The Grantee may vary from a Grant Budget line-item amount by up to twenty percent (20%) of the line-item amount, provided that any increase is off-set by an equal reduction of other line-item amount(s) such that the net result of variances shall not increase the total Grant Contract amount detailed by the Grant Budget. Any increase in the Grant Budget, grand total amounts shall require an amendment of this Grant Contract.

C.7. Disbursement Reconciliation and Close Out. The Grantee shall submit any final invoice and a grant disbursement reconciliation report within sixty (60) days of the Grant Contract end date and in form and substance acceptable to the State.

a. If total disbursements by the State pursuant to this Grant Contract exceed the amounts permitted by the section C, payment terms and conditions of this Grant Contract, the Grantee shall refund the difference to the State. The Grantee shall submit said refund with the final grant disbursement reconciliation report.

b. The State shall not be responsible for the payment of any invoice submitted to the state after the grant disbursement reconciliation report. The State will not deem any Grantee costs submitted for reimbursement after the grant disbursement reconciliation report to be allowable and reimbursable by the State, and such invoices will NOT be paid.

c. The Grantee's failure to provide a final grant disbursement reconciliation report to the state as required shall result in the Grantee being deemed ineligible for reimbursement under this Grant Contract, and the Grantee shall be required to refund any and all payments by the state pursuant to this Grant Contract.

d. The Grantee must close out its accounting records at the end of the contract period in such a way that reimbursable expenditures and revenue collections are NOT carried forward.

C.8. Indirect Cost. Should the Grantee request reimbursement for indirect cost, the Grantee must submit to the State a copy of the indirect cost rate approved by the cognizant federal agency and the State. The Grantee will be reimbursed for indirect cost in accordance with the approved indirect cost rate and amounts and limitations specified in the attached Grant Budget. Once the Grantee makes an election and treats a given cost as direct or indirect, it must apply that treatment consistently and may not change during the contract period. Any changes in the approved indirect cost rate must have prior approval of the cognizant federal agency and the State. If the indirect cost rate is provisional during the period of this agreement, once the rate becomes final, the Grantee agrees to remit any overpayment of funds to the State, and subject to the availability of funds the State agrees to remit any underpayment to the Grantee.

C.9. Cost Allocation. If any part of the costs to be reimbursed under this Grant Contract are joint costs involving allocation to more than one program or activity, such costs shall be allocated and reported in accordance with the provisions of Department of Finance and Administration Policy Statement 03 or any amendments or revisions made to this policy statement during the contract period.

- C.10. Payment of Invoice. A payment by the State shall not prejudice the State's right to object to or question any reimbursement, invoice, or matter in relation thereto. A payment by the State shall not be construed as acceptance of any part of the work or service provided or as approval of any amount as an allowable cost.
- C.11. Unallowable Costs. Any amounts payable to the Grantee shall be subject to reduction for amounts included in any invoice or payment theretofore made, which are determined by the State, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, not to constitute allowable costs.
- C.12. Deductions. The State reserves the right to deduct from amounts, which are or shall become due and payable to the Grantee under this or any contract between the Grantee and the State of Tennessee any amounts, which are or shall become due and payable to the State of Tennessee by the Grantee.
- C.13. Prerequisite Documentation. The Grantee shall not invoice the State under this Grant Contract until the State has received the following documentation properly completed.
- a. The Grantee shall complete, sign, and present to the State an "Authorization Agreement for Automatic Deposit (ACH Credits) Form" provided by the State. By doing so, the Grantee acknowledges and agrees that, once said form is received by the State, all payments to the Grantee, under this or any other contract the Grantee has with the State of Tennessee shall be made by Automated Clearing House (ACH).
 - b. The Grantee shall complete, sign, and present to the State a "Substitute W-9 Form" provided by the State. The taxpayer identification number detailed by said form must agree with the Federal Employer Identification Number or Social Security Number referenced in this Grant Contract or the Grantee's Tennessee Edison Registration.

D. STANDARD TERMS AND CONDITIONS:

- D.1. Required Approvals. The State is not bound by this Grant Contract until it is signed by the contract parties and approved by appropriate officials in accordance with applicable Tennessee laws and regulations (depending upon the specifics of this contract, said officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).
- D.2. Modification and Amendment. Except as specifically provided herein, this Grant Contract may be modified only by a written amendment signed by all parties hereto and approved by both the officials who approved the base contract and, depending upon the specifics of the contract as amended, any additional officials required by Tennessee laws and regulations (said officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).
- D.3. Termination for Convenience. The State may terminate this Grant Contract without cause for any reason. Said termination shall not be deemed a breach of contract by the State. The State shall give the Grantee at least thirty (30) days written notice before the effective termination date. The Grantee shall be entitled to compensation for authorized expenditures and satisfactory services completed as of the termination date, but in no event shall the State be liable to the Grantee for compensation for any service which has not been rendered. The final decision as to the amount, for which the State is liable, shall be determined by the State. Should the State exercise this provision, the Grantee shall not have any right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount.
- D.4. Termination for Cause. If the Grantee fails to properly perform its obligations under this Grant Contract in a timely or proper manner, or if the Grantee violates any terms of this Grant Contract,

the State shall have the right to immediately terminate the Grant Contract and withhold payments in excess of fair compensation for completed services. Notwithstanding the above, the Grantee shall not be relieved of liability to the State for damages sustained by virtue of any breach of this Grant Contract by the Grantee.

- D.5. Subcontracting. The Grantee shall not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of the State. If such subcontracts are approved by the State, each shall contain, at a minimum, sections of this contract pertaining to "Conflicts of Interest," "Lobbying," "Nondiscrimination," "Public Accountability," "Public Notice," and "Records" (as identified by the section headings). Notwithstanding any use of approved subcontractors, the Grantee shall be the prime contractor and shall be responsible for all work performed.
- D.6. Conflicts of Interest. The Grantee warrants that no part of the total Grant Amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Grantee in connection with any work contemplated or performed relative to this Grant Contract.
- D.7. Lobbying. The Grantee certifies, to the best of its knowledge and belief, that:
- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
 - b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this contract, grant, loan, or cooperative agreement, the Grantee shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
 - c. The Grantee shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, *U.S. Code*.

- D.8. Nondiscrimination. The Grantee hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal, Tennessee State constitutional, or statutory law. The Grantee shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.9. Public Accountability. If the Grantee is subject to *Tennessee Code Annotated*, Title 8, Chapter 4, Part 4, or if this Grant Contract involves the provision of services to citizens by the Grantee on

behalf of the State, the Grantee agrees to establish a system through which recipients of services may present grievances about the operation of the service program, and the Grantee shall display in a prominent place, located near the passageway through which the public enters in order to receive Grant supported services, a sign at least twelve inches (12") in height and eighteen inches (18") in width stating:

NOTICE: THIS AGENCY IS A RECIPIENT OF TAXPAYER FUNDING. IF YOU OBSERVE AN AGENCY DIRECTOR OR EMPLOYEE ENGAGING IN ANY ACTIVITY WHICH YOU CONSIDER TO BE ILLEGAL, IMPROPER, OR WASTEFUL, PLEASE CALL THE STATE COMPTROLLER'S TOLL-FREE HOTLINE: 1-800-232-5454

- D.10. Public Notice. All notices, informational pamphlets, press releases, research reports, signs, and similar public notices prepared and released by the Grantee shall include the statement, "This project is funded under an agreement with the State of Tennessee." Any such notices by the Grantee shall be approved by the State.
- D.11. Licensure. The Grantee and its employees and all sub-grantees shall be licensed pursuant to all applicable federal, state, and local laws, ordinances, rules, and regulations and shall upon request provide proof of all licenses.
- D.12. Records. The Grantee (and any approved subcontractor) shall maintain documentation for all charges under this Contract. The books, records, and documents of the Grantee (and any approved subcontractor), insofar as they relate to work performed or money received under this Contract, shall be maintained for a period of three (3) full years from the date of the final payment and shall be subject to audit at any reasonable time and upon reasonable notice by the state agency, the Comptroller of the Treasury, or duly appointed representatives. The records of not-for-profit entities shall be maintained in accordance with the *Accounting and Financial Reporting for Not-for-Profit Recipients of Grant Funds in Tennessee*, published by the Tennessee Comptroller of the Treasury and found at <http://www.comptroller1.state.tn.us/ma/finreptmanual.asp>. The records for local governments shall be maintained in accordance with the *Internal Control and Compliance Manual for Tennessee Municipalities*, published by the Tennessee Comptroller of the Treasury and found at <http://www.comptroller1.state.tn.us/ma/citymanual.asp> and in accordance with GFOA's publication, *Governmental Accounting, Auditing and Financial Reporting*.
- D.13. Prevailing Wage Rates. All grants and contracts for construction, erection, or demolition or to install goods or materials that involve the expenditure of any funds derived from the State require compliance with the prevailing wage laws as provided in *Tennessee Code Annotated*, Section 12-4-401 *et seq.*
- D.14. Monitoring. The Grantee's activities conducted and records maintained pursuant to this Grant Contract shall be subject to monitoring and evaluation by the State, the Comptroller of the Treasury, or their duly appointed representatives.
- D.15. Progress Reports. The Grantee shall submit brief, periodic, progress reports to the State as requested.
- D.16. Annual Report and Audit. The Grantee shall prepare and submit, within nine (9) months after the close of the reporting period, an annual report of its activities funded under this Grant Contract to the commissioner or head of the Granting agency, the Tennessee Comptroller of the Treasury, and the Commissioner of Finance and Administration. The annual report for any Grantee that receives five hundred thousand dollars (\$500,000) or more in aggregate federal and state funding for all its programs shall include audited financial statements. All books of account and financial records shall be subject to annual audit by the Tennessee Comptroller of the Treasury or the Comptroller's duly appointed representative. When an audit is required, the Grantee may, with the prior approval of the Comptroller, engage a licensed independent public accountant to

perform the audit. The audit contract between the Grantee and the licensed independent public accountant shall be on a contract form prescribed by the Tennessee Comptroller of the Treasury. Any such audit shall be performed in accordance with generally accepted government auditing standards, the provisions of OMB Circular A-133, if applicable, and the *Audit Manual for Governmental Units and Recipients of Grant Funds* published by the Tennessee Comptroller of the Treasury. The Grantee shall be responsible for reimbursement of the cost of the audit prepared by the Tennessee Comptroller of the Treasury, and payment of fees for the audit prepared by the licensed independent public accountant. Payment of the audit fees of the licensed independent public accountant by the Grantee shall be subject to the provisions relating to such fees contained in the prescribed contract form noted above. Copies of such audits shall be provided to the designated cognizant state agency, the State Granting Department, the Tennessee Comptroller of the Treasury, and the Department of Finance and Administration and shall be made available to the public.

- D.17. Procurement. If other terms of this Grant Contract allow reimbursement for the cost of goods, materials, supplies, equipment, and/or contracted services, such procurement(s) shall be made on a competitive basis, including the use of competitive bidding procedures, where practical. The Grantee shall maintain documentation for the basis of each procurement for which reimbursement is paid pursuant to this Grant Contract. In each instance where it is determined that use of a competitive procurement method is not practical, supporting documentation shall include a written justification for such decision and non-competitive procurement. Further, and notwithstanding the foregoing, if such reimbursement is to be made with funds derived wholly or partially from federal sources, the determination of cost shall be governed by and reimbursement shall be subject to the Grantee's compliance with applicable federal procurement requirements.

The Grantee shall obtain prior approval from the State before purchasing any equipment under this Grant Contract.

- D.18. Strict Performance. Failure by any party to this Grant Contract to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this agreement shall not be construed as a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Grant Contract shall be held to be waived, modified, or deleted except by a written amendment signed by the parties hereto.
- D.19. Independent Contractor. The parties hereto, in the performance of this Grant Contract, shall not act as employees, partners, joint venturers, or associates of one another. It is expressly acknowledged by the parties hereto that such parties are independent contracting entities and that nothing in this Grant Contract shall be construed to create a principal/agent relationship or to allow either to exercise control or direction over the manner or method by which the other transacts its business affairs or provides its usual services. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever.

The Grantee, being a political subdivision of the State, is governed by the provisions of the Tennessee Government Tort Liability Act, *Tennessee Code Annotated*, Sections 29-20-101 *et seq.*, for causes of action sounding in tort. Further, no contract provision requiring a Tennessee political entity to indemnify or hold harmless the State beyond the liability imposed by law is enforceable because it appropriates public money and nullifies governmental immunity without the authorization of the General Assembly.

- D.20. State Liability. The State shall have no liability except as specifically provided in this Grant Contract.
- D.21. Force Majeure. The obligations of the parties to this Grant Contract are subject to prevention by causes beyond the parties' control that could not be avoided by the exercise of due care including, but not limited to, natural disasters, riots, wars, epidemics, or any other similar cause.

- D.22. State and Federal Compliance. The Grantee shall comply with all applicable state and federal laws and regulations in the performance of this Grant Contract.
- D.23. Governing Law. This Grant Contract shall be governed by and construed in accordance with the laws of the State of Tennessee. The Grantee agrees that it will be subject to the exclusive jurisdiction of the courts of the State of Tennessee in actions that may arise under this Grant Contract. The Grantee acknowledges and agrees that any rights or claims against the State of Tennessee or its employees hereunder, and any remedies arising there from, shall be subject to and limited to those rights and remedies, if any, available under *Tennessee Code Annotated*, Sections 9-8-101 through 9-8-407.
- D.24. Completeness. This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions of the parties' agreement. This Grant Contract supersedes any and all prior understandings, representations, negotiations, and agreements between the parties relating hereto, whether written or oral.
- D.25. Severability. If any terms and conditions of this Grant Contract are held to be invalid or unenforceable as a matter of law, the other terms and conditions hereof shall not be affected thereby and shall remain in full force and effect. To this end, the terms and conditions of this Grant Contract are declared severable.
- D.26. Headings. Section headings are for reference purposes only and shall not be construed as part of this Grant Contract.

E. SPECIAL TERMS AND CONDITIONS:

- E.1. Conflicting Terms and Conditions. Should any of these special terms and conditions conflict with any other terms and conditions of this Grant Contract, these special terms and conditions shall control.
- E.2. Communications and Contacts. All instructions, notices, consents, demands, or other communications required or contemplated by this Grant Contract shall be in writing and shall be made by certified, first class mail, return receipt requested and postage prepaid, by overnight courier service with an asset tracking system, or by EMAIL or facsimile transmission with recipient confirmation. Any such communications, regardless of method of transmission, shall be addressed to the respective party at the appropriate mailing address, facsimile number, or EMAIL address as set forth below or to that of such other party or address, as may be hereafter specified by written notice.

The State:

Elvie Newcomb, Grants Manager
 Dept. of Children's Services
 Div. of Juvenile Justice
 436 Sixth Avenue North
 Cordell Hull Bldg., 9th Floor
 Nashville, TN 37243
Elvie.Newcomb@tn.gov
 Telephone # 615-253-7715
 FAX # 615-741-2259

The Grantee:

Hon. Donna Scott Davenport

Rutherford County Juvenile Court
 1710 South Church Street, Ste. 1
 Murfreesboro, TN 37130
 Telephone # 615-217-0061
 FAX # 615-832-4577

All instructions, notices, consents, demands, or other communications shall be considered effectively given upon receipt or recipient confirmation as may be required.

- E.3. Subject to Funds Availability. The Grant Contract is subject to the appropriation and availability of State and/or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, the State reserves the right to terminate the Grant Contract upon written notice to the Grantee. Said termination shall not be deemed a breach of contract by the State. Upon receipt of the written notice, the Grantee shall cease all work associated with the Grant Contract. Should such an event occur, the Grantee shall be entitled to compensation for all satisfactory and authorized services completed as of the termination date. Upon such termination, the Grantee shall have no right to recover from the State any actual, general, special, incidental, consequential, or any other damages whatsoever of any description or amount.
- E.4. Charges to Service Recipients Prohibited. The Grantee shall not collect any amount in the form of fees or reimbursements from the recipients of any service provided pursuant to this Grant Contract.
- E.5. Confidentiality of Records. Strict standards of confidentiality of records and information shall be maintained in accordance with applicable state and federal law. All material and information, regardless of form, medium or method of communication, provided to the Grantee by the State or acquired by the Grantee on behalf of the State shall be regarded as confidential information in accordance with the provisions of applicable state and federal law, state and federal rules and regulations, departmental policy, and ethical standards. Such confidential information shall not be disclosed, and all necessary steps shall be taken by the Grantee to safeguard the confidentiality of such material or information in conformance with applicable state and federal law, state and federal rules and regulations, departmental policy, and ethical standards.

The Grantee's obligations under this section do not apply to information in the public domain; entering the public domain but not from a breach by the Grantee of this Grant Contract; previously possessed by the Grantee without written obligations to the State to protect it; acquired by the Grantee without written restrictions against disclosure from a third party which, to the Grantee's knowledge, is free to disclose the information; independently developed by the Grantee without the use of the State's information; or, disclosed by the State to others without restrictions against disclosure. Nothing in this paragraph shall permit Grantee to disclose any information that is confidential under federal or state law or regulations, regardless of whether it has been disclosed or made available to the Grantee due to intentional or negligent actions or inactions of agents of the State or third parties.

It is expressly understood and agreed the obligations set forth in this section shall survive the termination of this Grant Contract.

- E.6. HIPAA Compliance. The State and the Grantee shall comply with obligations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and its accompanying regulations.
- a. The Grantee warrants to the State that it is familiar with the requirements of HIPAA and its accompanying regulations, and will comply with all applicable HIPAA requirements in the course of this contract.
 - b. The Grantee warrants that it will cooperate with the State, including cooperation and coordination with State privacy officials and other compliance officers required by HIPAA

and its regulations, in the course of performance of the grant so that both parties will be in compliance with HIPAA.

- c. The State and the Grantee will sign documents, including but not limited to business associate agreements, as required by HIPAA and that are reasonably necessary to keep the State and the Grantee in compliance with HIPAA. This provision shall not apply if information received by the State under this grant is NOT "protected health information" as defined by HIPAA, or if HIPAA permits the State to receive such information without entering into a business associate agreement or signing another such document.
- E.7. Prohibited Advertising. The Grantee shall not refer to this Grant or the Grantee's relationship with the State hereunder in commercial advertising in such a manner as to state or imply that the Grantee or the Grantee's services are endorsed. It is expressly understood and agreed that the obligations set forth in this section shall survive the termination of this Grant in perpetuity.
- E.8. Environmental Tobacco Smoke. Pursuant to the provisions of the federal "Pro-Children Act of 1994" and the Tennessee "Children's Act for Clean Indoor Air of 1995," the Grantee shall prohibit smoking of tobacco products within any indoor premises in which services are provided to individuals under the age of eighteen (18) years. The Grantee shall post "no smoking" signs in appropriate, permanent sites within such premises. This prohibition shall be applicable during all hours, not just the hours in which children are present. Violators of the prohibition may be subject to civil penalties and fines. This prohibition shall apply to and be made part of any subcontract related to this Grant Contract.
- E.9. Disclosure of Personal Identity Information. The Grantee shall report to the State any instances of unauthorized disclosure of confidential information that come to the attention of the Grantee. Any such report shall be made by the Grantee within twenty-four (24) hours after the instance has come to the attention of the Grantee. The Grantee, at the sole discretion of the State, shall provide no cost credit monitoring services for individuals that are deemed to be part of a potential disclosure. The Grantee shall bear the cost of notification to individuals having personal identity information involved in a potential disclosure event, including individual letters and/or public notice.
- E.10. Drug -Free Workplace. The Grantee shall provide a drug-free workplace pursuant to the Drug-Free Workplace Act of 1988, 41 U.S.C. § 8103.
- E.11. Not a DCS Employee. The Grantee shall inform the client in writing that the Grantee is a private provider and not an employee of the State.
- E.12. Criminal Background Check. Prior to the provision of any services for this Grant, all Grantee personnel performing work under this Grant shall provide fingerprint samples to effect a criminal history records check conducted by the Tennessee Bureau of Investigation. Fingerprints may only be submitted at DCS approved sites where they can be processed electronically. Grantee personnel can obtain specific procedural information for the submission of fingerprints by e-mailing the DCS Internal Affairs office at: dcs.ia.fp@tn.gov.
- The Grantee shall be responsible for the payment of all fee(s) for Grantee personnel providing their fingerprint samples and submitting to a criminal history review.
- E.13. Evidence-Based Programs. Pursuant to Tenn. Code Ann. § 37-5-121, the Department of Children's Services is prohibited from expending state funds on any juvenile justice program or program related to the prevention, treatment or care of delinquent juveniles, including any service model or delivery system in any form or by any name, unless the program is evidence-based. "Evidence-based" means a program or practice that is governed by a program manual or protocol that specifies the nature, quality, and amount of service that constitutes the program; and scientific research using methods that meet high scientific standards for evaluating the effects of such programs must have demonstrated with two (2) or more separate client samples that the program improves client outcomes central to the purpose of the program.

The Grantee and any of the Grantee's subcontractors shall cooperate with the State in evaluating whether its services are evidence-based or otherwise, and will provide program and service details, efficacy data and any information required or requested by the State, consistent with State and federal law regarding confidentiality, for the purpose of complying with this statute for monitoring and quality control. The Grantee further acknowledges and understands that the intent of the law is to discontinue programs and services that are not supported by the evidence of impartial scientific investigation as outlined by statute, rules and regulations which have been, or may be, promulgated by the Department of Children's Services. By affixing its signature below, the Grantee understands and agrees that the Department of Children's Services is compelled by law to terminate this Grant instrument if services with any Grantee or the Grantee's subcontractor(s) are not proven to be evidence-based and if continuation of this Grant shall cause the Department of Children's Services not to be in compliance with such statute within the timetable set forth in Tenn. Code Ann. § 37-5-121.

- E.14. Grantee Participation. Grantee Participation amount(s) detailed in the Grant Budget are intended as a goal for the total project, and the amount of actual Grantee Participation expenditures will not impact the maximum amounts reimbursable to the Grantee as detailed by the Grant Budget column, "Grant Contract."
- E.15. Debarment and Suspension. The Grantee certifies, to the best of its knowledge and belief, that it, its current and future principals, its current and future subcontractors and their principals:
- a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency;
 - b. have not within a three (3) year period preceding this Grant Contract been convicted of, or had a civil judgment rendered against them from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
 - c. are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed in section b. of this certification; and
 - d. have not within a three (3) year period preceding this Grant Contract had one or more public transactions (federal, state, or local) terminated for cause or default.

The Grantee shall provide immediate written notice to the State if at any time it learns that there was an earlier failure to disclose information or that due to changed circumstances, its principals or the principals of its subcontractors are excluded or disqualified.

- E.16. No Equipment Acquisition. This Grant Contract does not involve the acquisition and disposition of equipment acquired with funds provided under this Grant Contract.
- E.17. Printing Authorization. The Grantee agrees that no publication coming within the jurisdiction of *Tennessee Code Annotated*, Section 12-7-101, *et seq.*, shall be printed pursuant to this contract unless a printing authorization number has been obtained and affixed as required by *Tennessee Code Annotated*, Section 12-7-103 (d).

IN WITNESS WHEREOF,

RUTHERFORD COUNTY JUVENILE COURT-TEEN TRAX:

GRANTEE SIGNATURE

DATE

PRINTED NAME AND TITLE OF GRANTEE SIGNATORY (above)

DEPARTMENT OF CHILDREN'S SERVICES:

JAMES M. HENRY, COMMISSIONER

DATE

**Attachment A
Program Narrative**

1. Proposal

A) Category and Description

The Genesis Teen Trax Community Intervention Services – Intensive Probation program enables children and youth at imminent risk of entering state custody to eliminate or reduce the problems that led to their needing intervention while remaining in their home and community. This program provides intensive probation/supervision services to youth at high risk whose social function has been unsatisfactory. Services include provision of case management services to assist in custody prevention through linkage and referral to services in the community. The Teen Trax probation counselor works closely with the court and available resources in the community, making sure that the court orders are followed and that the individual is successfully linked to services such as, but not limited to: individual, group and/or family counseling, mentoring, alternative educational services and or community engagement activities. All measures are maintainable by following the current level system and high program standards. In order to maintain the risk assessment level, youth are evaluated for appropriateness before being accepted into the program. This program intends to prevent youth from entering state custody and to strengthen the youths' ties and relationships with family, school, and community. In 2012-2013, Genesis Teen Trax met all outcomes for the grant.

B) Statement of Need

One hundred percent of referrals made in the past year have come with a risk assessment of 10 using the YLS/CMI. All 10 of the youth served last year would have gone into state custody without intervention by Teen Trax.

Virtually every child referred to Teen Trax brings with him/her a myriad of issues ranging from drug and alcohol abuse, gang affiliation, mental health issues, and other delinquency related problems. Teen Trax offers direct services as well as service linkage within the community for numerous issues identified either before or after enrollment. Last year, Teen Trax boasted a success rate of 100% success keeping youth out of custody as well as successful transition into the community at large. There are no other options in Rutherford County for the youth served.

C) Outcomes and Commitment Reductions

1. Seventy percent of youth admitted to the CIS program will be discharged successfully.
2. Eighty percent of successful discharges from the CIS Program will remain out of state's custody for one (1) year as demonstrated by court and program records.
3. Reduce or at least maintain the delinquent commitment rate in Rutherford County at an average level of the past three (3) years, as measured by the Department of Children's Services at an average level of the past three (3)

years as measured by the Tennessee Department of Children's Services Annual Report.

4. The program will serve approximately 20 unduplicated children during the term of this grant

D) Description of Services and Activities

1. Genesis Teen Trax currently provides a three (3) level intensive, supervised probation program. Both the Program Manager and Teen Trax Probation Counselor are available twenty-four hours per day, seven days per week to the youth in the program and their families. Program requirements are gradually tapered off as the youth/family progresses through the program's level system. Curfew calls by the youth are required with frequency reduced as one progresses through the level system protocol.
2. During the first level of the program, the youth are placed on home detention for a period of sixty (60) days. As the youth progresses through the program's levels, graduating curfews are set and monitored by the Teen Trax staff.
3. The Probation Counselor attempts to make an initial home contact within five (5) working days of program entrance. These contacts are documented on a Child and Family Team Meeting form. An Individual Treatment Plan (ITP) is formulated at that time. Further visits are made on an as-needed basis in addition to the regularly scheduled visits.
4. An Individualized Treatment Plan (ITP) is developed for each client focusing on his or her individual needs and circumstances upon admission and finalized after the first home visit. Both the youth and family are involved in this process. Regular updates are provided to the youth, family and other providers regarding participation, progress, and areas of success and needed improvement (minimum monthly). Before developing the ITP, a social history is compiled based on the youth's and family's answers to a questionnaire completed during the intake process.
5. Drug screens are provided on an unannounced, random schedule to each youth in the program. Positive drug screens result in individualized interventions as specified in the Individual Treatment Plan. All positive drug screens are reported to the juvenile court. Referrals to treatment are made as needed.
6. Students with substance abuse issues are required to submit to substance abuse treatment as deemed necessary to address these issues. The Probation Counselor may assist with accessing these services. Use of the Substance Abuse Subtle Screening Inventory (S.A.S.S.I) may be used to screen /assess the youth's need for substance abuse issues and need for treatment.
7. Genesis Teen Trax monitors all court orders on each client including, but not limited to, court costs, victim restitution, community service work, etc.

8. The Genesis Teen Trax Program staff serves as school and community liaisons for participants and their families. Requirements are graduated according to the individual needs and progress through the levels system.
9. Each youth in the program receives face to face, individual counseling with the frequency depending on youth needs, level system progress and the individual treatment plan. Supportive counseling is provided by Teen Trax staff. If more therapeutic intervention is used, referrals will be made to available resources and monitored by Teen Trax.
10. Family counseling for the entire family, as well as individual parent sessions is provided as needed and as scheduled on the existing level system. These sessions may be provided through a community resource.
11. Genesis Teen Trax clients and their families are involved in weekly group sessions while in the program. Youth receive group counseling sessions four to six times monthly. Parents are required to attend parenting classes weekly while the youth remains on Levels I and II. Topics covered in these groups include anger management, drug and alcohol education, life skill, morals and values, family communication, etc.
12. Genesis Teen Trax encourages positive activity and relations through weekly extracurricular activities. The Teen Trax Counselor teaches and supports healthy relationships through recreational events such as bowling, theater, or just sharing leisurely conversation and a pizza.
13. Each youth in the program is required to perform four (4) hours per month of community service while in the program, or at the directive of individual court orders.

Rutherford County, Tennessee will contract with Genesis Learning Centers to provide a 24 hour/7 day per week, on-call Intensive Probation program for "at-risk youth" whose social function in in the community has been unsatisfactory. Youth, ages 14 to 18, which have typically run the continuum of Court Probation, State Probation, Family Intervention Services, Court Orders, House Arrest, no contact orders and various other community interventions are the target population. The Genesis Teen Trax program goal is to prevent served youth from entering state custody and to strengthen the youth's ties and relationships with his/her family, school, and community. Genesis Teen Trax is the last chance for youth at high risk to avoid state placement. Services are tailored to the needs of each child and family.

The Rutherford County Community Intervention Services Program, Genesis Teen Trax (Genesis Learning Centers) currently has the capacity to serve fourteen (14) youth that have been referred by the Juvenile Court. Over the last ten years, the program has served over 295 youth and their families. The program typically maintains a client caseload of 12-14 youth at all times.

The following is a list of services within the community that we worked closely with to benefit our youth:

1. Department of Children's Services
2. Rutherford County Guidance Center- Various Youth Programs
3. Mid-Cumberland Community Services Agency
4. Rutherford County School Systems
5. Genesis Rutherford County Teen Learning Center
6. Patterson Community Center
7. Mediation Services of Middle Tennessee, Inc.
8. VORP (Volunteer Offender Reconciliation Program)
9. Bradford Alcohol and Drug Treatment (in and out patient)
10. Alcoholics Anonymous
11. Narcotics Anonymous
12. Spiritual Guidance (if requested by youth) with local area churches
13. Interventions through recreation via Middle TN State University
14. AGAPE
15. Youth Villages Mobile Crisis
16. Branches
17. MTSU volunteers
18. Camelot
19. Youth Services
20. Youth Villages
21. Job Corps
22. Boys and Girls Club
23. Private Therapists
24. Tennhelp
25. Health Connect America(HCA)
26. Kidlink
27. Oak Plains
28. Natchez Trace
29. Council on Alcohol and Drug Addiction Services (CADAS)
30. My Sister's Keeper
31. Habitat for Humanity
32. Exchange Club (Parenting)
33. Smyrna Police Department Parenting Classes
34. Lighthouse Correctional Counseling & Mental Health Services
35. Cedar Grove
36. Rolling Hills
37. Hope Clinic
38. Mental Health Coop
39. Scarab Behavioral Services
40. New Visions Alcohol and Drug/Codependency Recovery Program
41. Arrowhead Ranch
42. Bowdoin Recovery Services

43. Compass Intervention Center
44. PAWS Program (Animal Shelter)
45. Salient Life

The Genesis Teen Trax Probation Counselor works as a mediator/liaison between the youth, their family and the judicial system. The staff incorporates a community milieu approach to youth and family, intervening and supporting both through our direct, intensive probation service and community interventions.

The Genesis Teen Learning Center of Rutherford County shares a facility with the Genesis Teen Trax offices. Genesis Teen Trax youth are either enrolled in this Teen Learning Center providing an excellent supervision opportunity for those clients or their local public school.

The Community Intervention Services of Genesis Teen Trax fills a “gap” in the Rutherford County Juvenile Justice system by providing an alternative and therapeutic counseling program for youth with multiple delinquent charges that have come to the attention of the court. This program has been the only such option within the community since its inception in 1987. The program offers youth at risk an opportunity to be successful in a positive but strict and structured environment while remaining in the home. To show program compliance based on the current grant requirements and the new outcome measures, monthly reports are sent to the state of Tennessee Department of Children’s Services. The program already meets or exceeds all outcome measures recently adopted by the C.I.S. grantees and will continue to do so during the fiscal year 2013-2014.

The staff of Genesis Learning Centers and Genesis Teen Trax has extensive experience in child welfare and education services which include:

- Administration and treatment supervision of residential and non-residential juvenile treatment centers and detention
- Case Management treatment of juvenile offenders population
- Case management of victims, families and offenders
- Special education administration and teaching
- Clinical and School psychological services

Active organization, support, and hiring of counseling staff for the Community Intervention Services program ensures that all staff are qualified in their fields of expertise or working towards degrees/ certification. Additionally, staff is active in supporting community involvement in the planning and development of a viable continuum of prevention services within the Rutherford County community.

The dedicated and highly trained staff believe that a successful juvenile probation program is based on the assumption that a highly structured, consistent and

compassionate approach that stresses an individualized youth plan is the most successful avenue for working with the high risk youth population in the program's care. Pride in individual achievements is fostered as well as enhancing self-reliance and motivation.

Genesis Teen Trax has earned an excellent reputation in the Rutherford County community. The Genesis Teen Trax program continues to provide an alternative to Department of Children's Services custody by utilizing all program resources, as well as exhausting all available community interventions to each and every youth placed in our care.

E) Evidenced-Based Model Programs

The Teen Trax Probation counselor provides case management services to assist the youth and family in compliance with court ordered services in the community. Service linkage includes community resources which utilize evidence-based programs such as those provided through Bradford Alcohol and Drug and Alcohol Treatment, individual licensed therapists, Rutherford County Guidance centers, etc.

Teen Trax will utilize the Substance Abuse Subtle Screening Inventory (S.A.S.S.I.) for every youth admitted to the program. Referrals to available resources will be made as the result of this assessment.

Teen Trax will also use the Youth Level Service/Case Management Inventory Assessment (YLS/CMI) for every youth admitted into the Program. This assesses the youth's specific risks for continued involvement in the juvenile justice system, offering an evidence-based tool.

Supportive counseling utilizes a cognitive behavioral approach in order to assist the youth in making better choices across all areas of functioning.

F) Number of Youth and Counties to be served in FY 2014-2015

The Teen Trax Program anticipates serving 20 students in FY 2014-2015.

Rutherford County will be the sole Tennessee County served.

G) Successes and Problems

Successes

Genesis Teen Trax has had continued success in meeting outcome measures as indicated above. Last year, 100% of the cases discharged were successful. There were no commitments into state custody. Teen Trax youth paid \$1,993.50 in restitution and \$2,209.50 in court costs. One hundred percent remained out of state custody after discharge. Participants have been successful in maintaining gainful employment,

graduation from high school, consistent school attendance, and maintaining active involvement in appropriate extracurricular activities.

Genesis Teen Trax works diligently with the Rutherford County Juvenile court to ensure that all youth appropriate for the program are given the opportunity to succeed prior to the Department of Children's Services custody. Referrals have all been assessed as having a Risk Level of 10 as established by the YLS/CMI during the 2012-2013 fiscal year.

Challenges/Problems

One hundred percent of the youth served this past year had drug and/or alcohol abuse/dependency issues. Substance abuse services in Rutherford County are not adequate. Some treatment resources are hesitant to accept youth based upon unsuccessful treatment attempts in the past and/or are aware of the severity of issues. No drug screens are available for the Probation Counselor to test for synthetics. Tests are available to purchase from different resources, but are costly.

Advocacy for services has been available through the Teen Trax program. The referral process and linkage to services is often daunting. Teen Trax staff members are constantly seeking out new and alternates services to meet the ever increasing needs of youth served.

Many youth have been ordered to services by the court, but were noncompliant with services either due to lack of enforcement or difficulty in accessing services. Teen Trax referrals include youth who have completed both county and state probation and who are in imminent risk of going into custody. The issues with these youth are usually long standing with previous referrals for treatment which have been unsuccessful. The challenges are often complex.

Rutherford County continues to be one of the fastest growing counties in Tennessee. Local authorities have noted an increase in drug trafficking and gang activities as the suburbs of Nashville and Murfreesboro expand. A Task Force has been established by the city to try to attack the problem.

ATTACHMENT B

Page 1

GRANT BUDGET				
Rutherford County Juvenile Court- Teen Trax				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN: July 1, 2014 END: June 30, 2015				
POLICY 03 Object Line-Item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1. 2	Salaries, Benefits & Taxes	44,598.00	0.00	44,598.00
4, 15	Professional Fee, Grant & Award ²	1,393.00	0.00	1,393.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	457.00	0.00	457.00
11. 12	Travel, Conferences & Meetings	0.00	0.00	0.00
13	Interest ²	0.00	0.00	0.00
14	Insurance	0.00	0.00	0.00
16	Specific Assistance To Individuals	0.00	0.00	0.00
17	Depreciation ²	0.00	0.00	0.00
18	Other Non-Personnel ²	0.00	0.00	0.00
20	Capital Purchase ²	0.00	0.00	0.00
22	Indirect Cost	0.00	0.00	0.00
24	In-Kind Expense	0.00	0.00	0.00
25	GRAND TOTAL	46,448.00	0.00	46,448.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: <http://www.state.tn.us/finance/act/documents/policy3.pdf>).

² Applicable detail follows this page if line-item is funded.

ATTACHMENT B

Page 2

GRANT BUDGET LINE-ITEM DETAIL:

PROFESSIONAL FEE, GRANT & AWARD	AMOUNT
This figure represents 3 of the grant fees to cover administrative costs including, but not limited to, Human Resource; Accounting, Bookkeeping, and Auditing; Administrative Supervision; Unemployment fees	1,393.00
TOTAL	1,393.00

**STATE OF TENNESSEE DEPARTMENT OF CHILDREN SERVICES
LINE-ITEM REIMBURSEMENT GRANT INVOICE**

ATTACHMENT C

Name and Address of Grantee:

Grant Contract Type: _____
Grant Contract #: _____
Contact Person: _____
Telephone: _____

Invoice #: 1
Inv. End Date: _____
Grant Period: _____
Inv. Period: _____

	Expense Line-Item Category	Total Budget	Total DCS Contract Budget	Total Actual Expenditures Year to Date	Total Actual Expenditures This Month	Agency Match	Amount Due from State	Comments
1,2	Salaries, Benefits & Taxes	0.00	0.00	0.00	0.00	0.00	0.00	
4,15	Professional Fees/Grant & Award							
5, 6,7,8, 9,10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	0.00	0.00	0.00	0.00	0.00	0.00	
11,12	Travel/Conferences & Meetings	0.00	0.00	0.00	0.00	0.00	0.00	
13	Interest	0.00						
14	Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
16	Assistance to Individuals							
17	Depreciation							
18	Other Non-Personnel							
20	Capital Purchase							
22	Indirect Cost							
24	In-Kind Expense							
25	Grand Total	0.00	0.00	0.00	0.00	0.00	0.00	

I hereby certify, to the best of my knowledge, the accuracy of the information provided in this invoice. The amounts billed have not been previously requested and are in accordance with the contract terms and conditions.

DCS OFFICE USE ONLY	
Contract ID _____	
PO _____	Vendor _____
Receipt _____	Voucher _____

Grantee Authorized Signature _____ Date _____

DCS Authorized Signature _____ Date _____

Print Name / Title _____ Phone # _____

Print Name / Title _____ Phone # _____