



STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
DIVISION OF ADMINISTRATION
OFFICE OF BUSINESS AND FINANCE
312 ROSA L. PARKS AVENUE
WILLIAM R. SNODGRASS TENNESSEE TOWER
NASHVILLE, TENNESSEE 37243-0294
(615) 741-4100
Direct.Grants@tn.gov

**LETTER OF AGREEMENT:
DIRECT APPROPRIATION GRANT
FOR GOVERNMENTAL ENTITIES**

Date: October 28, 2024

To: The Honorable Ed Mitchell
Blount County Government
341 Court St
Maryville, Tennessee 378045906

From: Commissioner James Bryson

The State's budget for the fiscal year beginning July 1, 2024, includes a direct appropriation grant payable to your organization.

This appropriation is in addition to any other funding or appropriation provided to you by the State of Tennessee.

Section 7, Item 66, of the 2024 Appropriations Act reads as follows:

Miscellaneous Appropriations, PC 512 – Transportation of Mental Health Patients, in Section 1, Title III-22, Item 10.4, shall be paid subject to the provisions of Section 21 of this Act.

This direct appropriation grant for Mental Health Transport to the Blount County Government is \$89,832.00.

If you choose to accept this award:

1. Sign this agreement (include your taxpayer identification number and a daytime phone number) in the space provided as your acceptance of the following terms and conditions:
 - a) If you fail to fulfill your obligations under this agreement, the State shall have the right to seek restitution, pursuant to the laws of the State of Tennessee, from you for payments made to you under this agreement.
 - b) Your records and documents, insofar as they relate to the performance of your obligations or to payments received under this agreement, shall be maintained in a manner consistent with the accounting procedures of the Comptroller of the Treasury, pursuant to T.C.A. 4-3-304 and applicable rules and regulations thereunder.

- c) The funds received shall be placed in an interest-bearing account until such time as they are needed for the purposes set out in the Appropriations Act. In the event that any portion of the funds is not expended, the unexpended portion plus any accrued interest shall be returned to the State.
- d) You must complete the attached W-9 Form and return it with this signed Letter of Agreement. You are responsible for and assume the liability for failure to provide the correct taxpayer identification number for IRS purposes.

2. Return to the State agency head the following materials together:

- a) This signed Letter of Agreement; and
- b) W-9 Form.

We encourage you to return these materials as soon as possible. The State is prepared to process this agreement and issue payment in a timely fashion, upon receipt of these materials.

Please return the signed materials to CriminalJustice.Program@tn.gov by November 15, 2024. Please notify us of circumstances or delays requiring an extended return date.

3. The Grantee shall comply with all other requirements described in the Grantee's application and in the Office of Criminal Justice Programs Administrative Manual located on the website at <https://www.tn.gov/finance/office-of-criminal-justice-programs/ocjp/ocjp-grants-manual/redirect-fund-source-chapters/fund-source-chapters/mental-health-transport.html>.

The Grantee agrees to comply with any changes in requirements made in the manual and/or identified in correspondence from the Office of Criminal Justice Programs.

- a) This includes but is not limited to:
 - i. Adopting a Humane Transport Policy.
 - ii. Providing Mental Health Awareness Training to transport staff.
 - iii. Assuring secondary transport agents meet written guidance and state statutes.
 - iv. Quarterly reporting of transports conducted under this program.
 - v. Annual reconciliation of funds spent under this program.
 - vi. Unspent funds at the end of the year must be retained, utilized, and applied to future qualifying Mental Health Transport costs. Unspent funds must be reconciled with the state annually until exhausted.

Please retain a copy of this letter for your records. Payment status and accounting inquiries may be directed to the following staff of this department:

Office of Business and Finance
312 Rosa L Parks Ave.
William R. Snodgrass Tennessee Tower 20th Floor
Nashville, TN 37243-1102
OBF.Grants@tn.gov

If you should have any questions or comments or need any assistance responding to this request, please contact Mike Holt (Mike.Holt@tn.gov) at 615-532-8193.

Please retain a copy of this letter for your records. Payment status and accounting inquiries may be directed to the following staff of this department:

Tennessee Department of Finance and Administration
Office of Business and Finance
Attention: Accounts Payable
312 Rosa L. Parks Avenue, 20th floor
Nashville, Tennessee 37243
[OBF APUnit@tn.gov](mailto:OBF_APUnit@tn.gov)

On behalf of Blount County Government, I hereby agree to the aforementioned terms and conditions.

Official's Signature

Date

Official's Name (please print)

Official's Title or Position

Daytime Contact Phone Number

Federal Taxpayer Identification Number