

**BE IT REMEMBERED THAT THE DEKALB COUNTY LEGISLATIVE BODY MET IN REGULAR SESSION ON THE 22<sup>nd</sup> DAY OF MAY 2023 AT THE DEKALB COUNTY COMPLEX 6:30 P.M. WHERE THE FOLLOWING PROCEEDINGS WERE HELD AND RECORDED:**

Present and presiding: Mayor Matt Adcock  
James L Poss: County Clerk  
The meeting was call to order by: Mayor Matt Adcock  
Court was opened by: Sheriff Patrick Ray  
Invocation by: Larry Green  
Pledge of Allegiance: Tony Culwell  
Roll call by: County Clerk James L (Jimmy) Poss

**PRESENT**

Tom Chandler  
Daniel Cripps  
Myron Rhody  
Sabrina Farler  
Tony Luna  
Susannah Cripps Daughtry  
Tony Culwell  
Greg Matthews  
Larry Green  
Glynn Merriman  
Jeff Barnes  
Justin Douglas Adcock  
Beth Pafford  
Timothy Reynolds

**ABSENT**

There were 14 present and 0 absent.

A motion was made by Myron Rhody and second by Beth Pafford to approve the agenda. Voice vote 14 yes, motion carried.

A motion was made by Tim Reynolds and second by Greg Matthews to approve (waive the reading) the minutes from last meeting. Voice vote 14 yes, motion carried. .

Mayor Adcock discussed Local Option Sales Tax Report. A motion was made by Tom Chandler and second by Tony Culwell to acknowledge the report. Voice vote 14 yes- motion carried.

Mayor Adcock discussed budget amendment Fund 101 (see attached) debit \$220,482.07

and credit \$220,489.07. A motion was made by Myron Rhody and second by Justin Adcock to combine and vote as one to approve the amendment. Voice vote 14 yes-motion carried.

Mayor Adcock discussed budget amendment DeKalb County Board of Education (see attached) debit \$317,708.11 and credit \$317,708.11. A motion was made by Susannah Cripps Daughy and second by Tom Chandler to approve the amendment. Voice vote 14 yes-motion carried.

A motion was made by Greg Matthews and second by Daniel Cripps to approve April 25, May 2,9, and 16, 2023 DeKalb County Budget Meeting minutes . Voice vote 14 yes-motion carried.

A motion was made by Myron Rhody and second by Larry Green to approve appointments of the Board of Equalization. Voice vote 14 yes-motion carried.

**New Business:**

A motion was made Tom Chandler and second by Sabrina Farler to approve DeKalb County Election Commission request to surplus 32 Microvote Infinity voting machines. Voice vote 14 yes-motion carried.

A motion was made by Beth Pafford and second by Larry Green to approve the 2023-2024 Amended Budget Calendar. Voice vote 14 yes-motion carried.

**Other Business:**

A motion was made by Tom Chandler and Daniel Cripps to approve the following notaries: Vonda Brown, Ronda Butler, Santanna Nicole Ferrell and Bradley Martin. Voice vote 14 yes-motion carried.

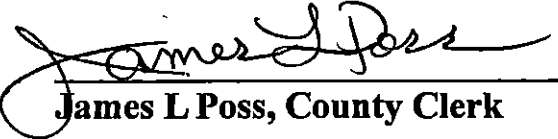
**Pubic Comments: None**

**Old Business: None**

A motion was made by Jeff Barnes and second by Myron Rhody to adjourn. Voice vote 14 yes-motion carried.

ATTEST:

  
\_\_\_\_\_  
Matt Adcock, County Mayor

  
\_\_\_\_\_  
James L Poss, County Clerk

	TENNESSEE DEPARTMENT OF REVENUE					
	LOCAL OPTION SALES TAX			2022-2023		
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
DEKALB COUNTY	\$ 196,757.89	\$ 203,812.22	\$ 167,806.84	\$ 156,092.06	\$ 148,681.50	\$ 160,948.25
SMITHVILLE	\$ 395,674.31	\$ 412,765.69	\$ 306,096.18	\$ 365,386.50	\$ 348,774.45	\$ 361,018.93
ALEXANDRIA	\$ 25,218.57	\$ 24,550.88	\$ 28,805.61	\$ 25,383.64	\$ 22,904.09	\$ 33,570.54
DOWELLTOWN	\$ 2,745.32	\$ 3,671.09	\$ 3,070.20	\$ 2,884.83	\$ 3,246.29	\$ 3,585.46
LIBERTY	\$ 13,878.80	\$ 14,108.69	\$ 13,630.73	\$ 16,705.64	\$ 13,991.29	\$ 13,191.65
NET COLLECTION	\$ 634,274.89	\$ 658,908.57	\$ 519,409.56	\$ 566,452.67	\$ 537,597.62	\$ 572,314.83
	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
DEKALB COUNTY	\$ 182,660.21	\$ 138,886.13	\$ 141,411.02	\$ 171,314.58		
SMITHVILLE	\$ 418,757.95	\$ 328,904.26	\$ 361,475.24	\$ 392,905.56		
ALEXANDRIA	\$ 36,751.71	\$ 28,383.64	\$ 30,847.21	\$ 31,408.36		
DOWELLTOWN	\$ 4,655.34	\$ 2,890.52	\$ 3,136.95	\$ 3,306.06		
LIBERTY	\$ 13,799.54	\$ 12,749.93	\$ 10,905.61	\$ 10,655.94		
NET COLLECTION	\$ 656,624.75	\$ 511,814.48	\$ 547,776.03	\$ 609,590.50		

	TENNESSEE DEPARTMENT OF REVENUE					
	LOCAL OPTION SALES TAX		2021-2022			
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
DEKALB COUNTY	\$ 194,418.54	\$ 197,196.47	\$ 164,809.87	\$ 146,377.37	\$ 139,926.29	\$ 147,740.02
SMITHVILLE	\$ 335,950.95	\$ 343,060.04	\$ 318,877.07	\$ 319,172.19	\$ 326,672.57	\$ 360,692.94
ALEXANDRIA	\$ 27,498.87	\$ 27,092.12	\$ 30,394.73	\$ 36,368.30	\$ 27,858.18	\$ 29,448.81
DOWELLTOWN	\$ 2,968.76	\$ 2,795.39	\$ 2,678.74	\$ 2,818.71	\$ 2,886.73	\$ 3,386.13
LIBERTY	\$ 8,492.33	\$ 10,867.92	\$ 10,581.19	\$ 8,519.22	\$ 12,727.87	\$ 11,335.84
NET COLLECTION	\$ 569,329.45	\$ 581,011.94	\$ 527,341.60	\$ 513,255.79	\$ 510,071.64	\$ 552,603.74
	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
DEKALB COUNTY	\$ 154,574.59	\$ 110,300.22	\$ 113,053.68	\$ 144,651.77	\$ 154,376.89	\$ 189,551.16
SMITHVILLE	\$ 371,978.14	\$ 309,293.93	\$ 315,019.34	\$ 365,700.54	\$ 374,614.92	\$ 397,647.75
ALEXANDRIA	\$ 36,561.90	\$ 31,189.79	\$ 25,390.43	\$ 27,402.52	\$ 24,222.10	\$ 37,646.98
DOWELLTOWN	\$ 4,642.65	\$ 2,626.97	\$ 2,482.75	\$ 3,032.13	\$ 2,526.26	\$ 2,930.91
LIBERTY	\$ 12,237.09	\$ 9,430.04	\$ 12,272.21	\$ 11,620.05	\$ 15,605.49	\$ 13,849.77
NET COLLECTION	\$ 579,994.37	\$ 462,840.95	\$ 468,218.41	\$ 552,407.01	\$ 571,345.66	\$ 641,626.57

TENNESSEE DEPARTMENT OF REVENUE						
LOCAL OPTION SALES TAX			2020-2021			
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
DEKALB COUNTY	\$ 150,968.65	\$ 145,266.79	\$ 138,476.79	\$ 137,940.04	\$ 117,000.73	\$ 125,299.44
SMITHVILLE	\$ 329,016.47	\$ 312,786.88	\$ 309,782.61	\$ 313,747.75	\$ 301,995.34	\$ 305,442.14
ALEXANDRIA	\$ 28,437.90	\$ 26,879.33	\$ 28,890.79	\$ 28,171.22	\$ 27,796.72	\$ 30,151.55
DOWELLTOWN	\$ 1,913.82	\$ 3,388.89	\$ 2,251.74	\$ 1,983.21	\$ 2,541.48	\$ 2,825.35
LIBERTY	\$ 6,110.60	\$ 9,454.08	\$ 5,812.86	\$ 7,221.81	\$ 8,053.36	\$ 7,181.52
NET COLLECTION	\$ 516,447.44	\$ 497,775.97	\$ 485,214.79	\$ 489,064.03	\$ 457,387.63	\$ 470,900.00
	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
DEKALB COUNTY	\$ 183,986.60	\$ 116,027.57	\$ 99,223.23	\$ 149,918.07	\$ 147,869.98	\$ 167,815.86
SMITHVILLE	\$ 371,635.21	\$ 299,506.99	\$ 264,486.92	\$ 376,296.97	\$ 348,222.75	\$ 350,327.44
ALEXANDRIA	\$ 32,540.87	\$ 26,072.01	\$ 26,214.73	\$ 34,482.65	\$ 28,403.72	\$ 28,637.17
DOWELLTOWN	\$ 4,859.68	\$ 3,027.47	\$ 2,473.93	\$ 3,159.69	\$ 3,332.88	\$ 3,366.68
LIBERTY	\$ 9,625.04	\$ 8,208.47	\$ 7,385.97	\$ 9,604.77	\$ 10,489.25	\$ 9,078.09
NET COLLECTION	\$ 602,647.40	\$ 452,842.51	\$ 399,784.78	\$ 573,462.15	\$ 538,318.58	\$ 559,225.24

**DEKALB COUNTY GOVERNMENT  
BUDGET AMENDMENT REQUEST FORM  
DATE 5/18/23**

**Fund 101**

I AM REQUESTING THE FOLLOWING BUDGET FUNDS TRANSFER:

**FROM (DEBIT):**

ACCOUNT NAME & NUMBER: 51500 Election Commission

ACCOUNT LINE NUMBER & NAME: 193- Election Workers

AMOUNT: \$1,649.76

**TO (CREDIT):**

ACCOUNT NAME & NUMBER: 51500- Election Commission

189 Other Salaries	\$1,457.76
201 S.S.	\$ 91.00
204 Retirement	\$ 79.00
212 Medicare	\$ 22.00

AMOUNT: \$1,649.76

**REASON FOR REQUEST: See Attached.**

REQUESTED BY: Dennis Stanley, Administrator of Elections

Date Approved: \_\_\_\_\_

**DeKalb County Election Commission**

**1 Public Square, Courthouse Room 104**

**P.O. Box 543**

**Smithville, TN 37166**

Website: [www.dekalbelections.com](http://www.dekalbelections.com)

Phone: 615-597-4146

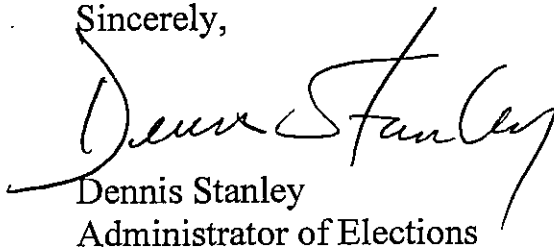
Fax: 615-597-7799

4/28/2023

Dear Mayor Adcock,

Consider this a request for a budget amendment. My employee, Tina Gee, has built-up comp time and I am requesting an amendment to pay her 70 hours of that comp time. There should be sufficient funds in the budget to accommodate this request.

Sincerely,

A handwritten signature in cursive script that reads "Dennis Stanley". The signature is written in black ink and is positioned above the printed name and title.

Dennis Stanley  
Administrator of Elections

cc: file

**DEKALB COUNTY GOVERNMENT  
BUDGET AMENDMENT REQUEST FORM  
DATE 5/18/23**

**Fund 101**

I AM REQUESTING THE FOLLOWING BUDGET FUNDS TRANSFER:

**FROM (DEBIT):**

ACCOUNT NAME & NUMBER: 39000 Fund Balance

ACCOUNT LINE NUMBER & NAME:

AMOUNT: \$149,620

**TO (CREDIT):**

ACCOUNT NAME & NUMBER: 51500 Election Commission

ACCOUNT LINE NUMBER & NAME: 790- Other Equipment

AMOUNT: \$149,620

**REASON FOR REQUEST: See Attached.**

REQUESTED BY: Dennis Stanley, Administrator of Elections

**Date Approved:** \_\_\_\_\_



**DeKalb County Election Commission**

**1 Public Square, Courthouse Room 104**

**P.O. Box 543**

**Smithville, TN 37166**

Website: [www.dekalbelections.com](http://www.dekalbelections.com)

Phone: 615-597-4146

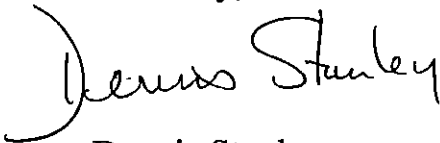
Fax: 615-597-7799

5/2/2023

Dear Mayor Adcock,

The DeKalb County Election Commission requests a budget amendment in the amount of \$149,620 to pay for the new voting machines required under Tennessee Public Chapter No. 1144 which passed in the 2022 General Assembly. The legislature included funds in the state budget to supplement the existing Help America Vote Act to cover the cost of the machines. However, DeKalb must pay the bill first and funds will be subsequently reimbursed.

Sincerely,

A handwritten signature in black ink that reads "Dennis Stanley". The signature is written in a cursive style with a large initial "D".

Dennis Stanley  
Administrator of Elections

cc: file

**DEKALB COUNTY GOVERNMENT  
BUDGET AMENDMENT REQUEST FORM  
DATE 5/18/23**

**Fund 101**

I AM REQUESTING THE FOLLOWING BUDGET FUNDS TRANSFER:

**FROM (DEBIT):**

ACCOUNT NAME & NUMBER: 34525-Sheri (restricted money)

ACCOUNT LINE NUMBER & NAME:

AMOUNT: \$5,701.52

**TO (CREDIT):**

ACCOUNT NAME & NUMBER: 54110- Sheriff

ACCOUNT LINE NUMBER & NAME: 709- Data Processing

AMOUNT: \$5,701.52

**REASON FOR REQUEST:** This is restricted money for the Sheriff to spend on Data Processing supplies.

REQUESTED BY: Sheriff Patrick Ray

**Date Approved:** \_\_\_\_\_

B.H.



DELL MARKETING L.P.  
One Dell Way  
Round Rock, TX 78682

FID Number: 74-2616805  
For Sales: (800)981-3355  
Customer Service: (800)981-3355  
Technical Support: (888)649-4090  
Dell Online: <http://www.dell.com>

**Invoice**

**BILL TO:**

DEKALB COUNTY SHERIFF  
MIKE RABIUS  
100 S PUBLIC SQ  
SMITHVILLE, TN 37166-1799

**SHIP TO/ SERVICE LOCATION:**

DEKALB COUNTY SHERIFF  
MIKE RABIUS  
100 S PUBLIC SQ  
SMITHVILLE, TN 37166-1799

PLEASE REVIEW DELL'S TERMS & CONDITIONS OF SALE AND POLICIES, WHICH GOVERN THIS TRANSACTION  
VIEW YOUR ORDER DETAILS ONLINE

Invoice No: 10666317733      Customer No: 530027502358      Order No: SEE BELOW      Page 1 of 1

Purchase Order: 04122023-O365      Next Billing Date: 05/01/2023  
Payment Terms: 45 Days Inv.      Sales Rep: No Sales Credit  
Due Date: 06/03/2023      Contract Name: Standard governing terms in Supplier's quote  
Invoice Date: 04/19/2023      Bill Plan: BP1-888942  
Shipped Via: Software Download

Orig Order # / Item #	Subscription ID	Description & Charge Details	QTY	Unit	Unit Price	Proration	Amount
658547698 / AB975512	1077213	CSP - Office 365 GCC G1 - Annual Subscription Coverage: 04/18/2023 - 04/17/2024 Contract #: C000000006563	62	EA	91.96	ANNUAL 1.00	5,701.52

For efficient and immediate access to your account details please visit MyFinancials at <https://mfmc.dell.com>

Renewals or changes to a subscription are calculated on the next billing date. If there are no outstanding charges, no invoice is created.

PLEASE KEEP ORIGINAL BOX FOR ALL RETURNS. COMPREHENSIVE ONLINE CUSTOMER CARE INFORMATION AND ASSISTANCE IS A CLICK AWAY AT [WWW.DELL.COM/PUBLIC-ECARE](http://WWW.DELL.COM/PUBLIC-ECARE) TO ANSWER A VARIETY OF QUESTIONS REGARDING YOUR DELL ORDER.

*PJ*      *4/19/23*  
*Payment of Data Process*

		USD
Sub-Total:	\$	5,701.52
Ship. &/or Handling:	\$	0.00
ENVIRO FEE:	\$	0.00
Taxable:	\$	0.00
Non-Taxable:	\$	0.00
Invoice Total:	\$	5,701.52



DETACH AT LINE AND RETURN WITH PAYMENT

Invoice No: 10666317733  
Customer Name: DEKALB COUNTY SHERIFF  
Customer No. 530027502358  
PO No: 04122023-O365

Make check payable / remit to :  
Dell Marketing L.P.  
C/O Dell USA L.P.  
PO Box 534118  
Atlanta, GA 30353-4118

Electronics Payments  
Dell Marketing L.P.  
PNC Bank  
ABA#: 043-000-096  
Acct#: 1017334611  
Swift code : PNCCUS33

		USD
Sub-Total:	\$	5,701.52
Ship. &/or Handling:	\$	0.00
ENVIRO FEE:	\$	0.00
Taxable:	\$	0.00
Non-Taxable:	\$	0.00
Invoice Total:	\$	5,701.52
Balance Due:	\$	5,701.52
Amount Enclosed:		

0106663177330000000570152005300275023587

**DEKALB COUNTY GOVERNMENT  
BUDGET AMENDMENT REQUEST FORM  
DATE 5/18/23**

**Fund 101**

I AM REQUESTING THE FOLLOWING BUDGET FUNDS TRANSFER:

**FROM (DEBIT):**

ACCOUNT NAME & NUMBER: 34510-CCLER (restricted money)

ACCOUNT LINE NUMBER & NAME:

AMOUNT: \$1,996.79

**TO (CREDIT):**

ACCOUNT NAME & NUMBER: 52500- County Clerk

ACCOUNT LINE NUMBER & NAME: 709- Data Processing

AMOUNT: \$1,996.79

**REASON FOR REQUEST:** This is restricted money for the County Clerk to spend on Data Processing supplies.

REQUESTED BY: County Clerk, James L. Poss

**Date Approved:** \_\_\_\_\_



MaxShred

Maximum Shred Protection Co., LLC  
P.O. Box 10808  
Murfreesboro, Tennessee 37129

BA

# Invoice

Invoice Date:	Invoice #
4/30/2023	73658

Dekalb County Clerk  
Jimmy Poss, County Clerk  
732 S Congress Blvd Rm 102  
Smithville, TN 37166-2044

P.O. Number:	Due Date:	Project:
	5/20/2023	

Description	Qty.	Amount
4/27/2023 - Dekalb Co. Clerk Security Console Boxes on-site shredding service	2	\$7.00

*ORIGINAL*  
*Deb. J. Earmark*  
*43396*  
*JLP 5/2/23*  
*ORIGINAL*

<b>Total</b>	\$57.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$57.00

Phone #
615-692-9682

Web Site
www.maxshred.com

B.A.



6185 Cockrill Bend Circle  
Nashville, TN 37209  
United States of America  
615-741-5705  
If you have questions please contact  
TRICOR.AR@TN.gov 615-741-5705

### INVOICE

Entry number: DIR003284  
Date: 4/28/2023  
Customer code: 2363  
Your reference: LPENV DEKALB CO  
Delivery no.:  
Delivery method:  
Sales Order:  
Delivered:  
Return:

Sold To:  
DEKALB COUNTY  
732 SOUTH CONGRESS BLVD  
ROOM 102  
Smithville, TN 37166  
United States of America

Ship To:  
DEKALB COUNTY  
732 SOUTH CONGRESS BLVD  
ROOM 102  
Smithville, TN 37166  
United States of America

Sales Order	Product	Quantity	Gross price	Total tax excluded
	LPENV-21 ENV,LP,PRT,DEKALBCO,500/BX 1000196735	2,000,0000 EA	0.2000	400.00

Tax excluded line total 400.00

TAX EXCLUDED TOTAL 400.00  
Amount of submitted tax 0.00  
Amount of non-submitted tax 0.00  
TOTAL TAX INCLUDED 400.00

**COPY** <sup>TJP</sup>

**TOTAL 400.00 USD**

Payment terms			
Due date	Payment method	Balance to pay	Open item amount
5/28/2023		400.00 USD	400.00 USD

Debit Earned 43396  
TJP  
5/2/23

**ORIGINAL**



PO Box 337  
Glenwood, MN 56334  
Phone: 800-754-8831

REMIT TO  
PO BOX 337  
GLENWOOD MN  
56334  
Phone: (800) 754-8831

INVOICE DATE 5/3/2023	ACCOUNT NUMBER 005328	INVOICE NUMBER 00-850668
INVOICE AMOUNT 1,539.79		AMOUNT PAID

Debit Earmark 43396  
ORIGINAL TLP 5/11/23

B.A.

Pg: 1

**BILL TO:** 005328  
DEKALB COUNTY CLERK  
JIMMY POSS  
732 S CONGRESS BLVD ROOM 102  
SMITHVILLE TN 37166

**SHIP TO:** 37166  
DEKALB COUNTY CLERK  
JIMMY POSS  
732 S CONGRESS BLVD ROOM 102  
SMITHVILLE TN 37166

Please Detach & Remit Top Portion with Payment

**INVOICE**

INVOICE DATE 5/3/2023		DATE ORDERED 3/28/2023		SHIP VIA BEST AVAILABLE		SALES NO/ORDER NO 287 9287-98620		CUSTOMER PO NUMBER	
CUSTOMER ACCOUNT NUMBER 005328			JOB NUMBER 1020741			INVOICE NUMBER 00-850668		TERMS Net 10 Days	
SHIP DATE	QTY SHIPPED	DESCRIPTION				UNIT PRICE	UNIT	EXTENDED	
4/5/2023	10	12005 #10 WINDOW ENVELOPES WITH INSIDE TINT				65.23077	M	652.31	
4/5/2023	10	12010 #10 WINDOW ENVELOPES NO TINT-TITLE ENVELOPE				62.15385	M	621.54	

Our Terms are: Net 10 Days due BY 05-13-2023.

**PRODUCTS AND SERVICES**

ENVELOPES    ADVERTISING    LETTERHEAD    ECOMMERCE SOLUTIONS  
PPE            BUSINESS FORMS    DIRECT MAIL    PROMOTIONAL PRODUCTS  
OFFICE SUPPLIES    BUSINESS CARDS    LABELS        PACKAGING SUPPLIES

Subtotal	1,273.85
Freight (S&H)	265.94
Sales Tax	0.00
(Deposit)	0.00
Balance Due	1,539.79

— WE APPRECIATE YOUR BUSINESS —

**DEKALB COUNTY GOVERNMENT  
BUDGET AMENDMENT REQUEST FORM  
DATE 5/18/23**

**Fund 101**

I AM REQUESTING THE FOLLOWING BUDGET FUNDS TRANSFER:

**FROM (DEBIT):**

ACCOUNT NAME & NUMBER: 46290- Public Safety Grants

ACCOUNT LINE NUMBER & NAME:

AMOUNT: \$61,514

**TO (CREDIT):**

ACCOUNT NAME & NUMBER: 55170- Prevention Coalition

ACCOUNT LINE NUMBER & NAME: 355 Travel	\$9,494
399 Cont. Services	\$28,145
435 Office Supp.	\$19,701
499 supplies	\$4,174

AMOUNT: \$61,514

**REASON FOR REQUEST:**

This is a grant for the Coalition.

REQUESTED BY: Jennifer Matthews, Coalition Director

Date Approved: \_\_\_\_\_





DeKalb County  
Board of Education


MAY 18 2023

April 11, 2023

Matt Adcock, County Mayor  
DeKalb County Commission  
DeKalb County Courthouse  
Smithville, TN 37166

1. Description of amendment, purpose and why it is needed during the current year.
2. Coordinated School Health
3. Amount of amendment by line item showing total:

<i>Line</i>	<i>Description</i>	<i>Debit</i>	<i>Credit</i>
141-72290-210	Unemployment Comp	\$30.95	
141-72290-399	Other Contracted Services	\$1,211.00	
141-72290-162	Clerical Personnel	\$3,228.54	
141-72290-201	Social Security	\$200.17	
141-72290-212	Employer Medicare	\$46.82	
141-72290-524	In-Service/Staff Dev.	\$137.22	
141-72290-355	Travel	\$221.19	
141-72290-499	Other Supplies & Materials		\$5,075.89
	Total	\$5,075.89	\$5,075.89

  
Patrick M. Cripps, Director of Schools

5/18/2023  
Date of Board Approval

\_\_\_\_\_  
Matt Adcock, County Executive

\_\_\_\_\_  
Date



DeKalb County  
Board of Education

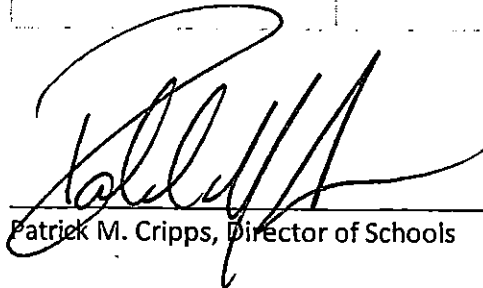
May 18, 2023  
Agenda Item 2. H.

April 27, 2023

Matt Adcock, County Mayor  
DeKalb County Commission  
DeKalb County Courthouse  
Smithville, TN 37166

1. Description of amendment, purpose and why it is needed during the current year.
2. ISM Grant
3. Amount of amendment by line item showing total:

<i>Line</i>	<i>Description</i>	<i>Debit</i>	<i>Credit</i>
141-71300-429-ISM	Instructional Supplies, Mat.	\$17,592.66	
141-71300-599-ISM	Other Charges	\$295,039.56	
141-71300-730-ISM	Vocational Instruction Eq.		\$312,632.22
	Total	\$312,632.22	\$312,632.22



Patrick M. Cripps, Director of Schools

5/18/2023  
Date of Board Approval

\_\_\_\_\_  
Matt Adcock, County Executive

\_\_\_\_\_  
Date

DeKalb County Budget Meeting  
April 25, 2023

Present:

Jeff Barnes, Chairman  
Greg Matthews  
Daniel Cripps  
Larry Green  
Sabrina Farler  
Susannah Cripps Daughtry  
Beth Pafford  
Mayor Matt Adcock

Meeting was called to order by Jeff Barnes.

Alex Woodard spoke to the Budget Committee and requested a new contribution to the Smithville Jamboree. No action taken.

Discussion of 40000 Local Taxes making changes to proposed amount in line 40110 from \$6,021,079 to \$6,083,163, line 40120 from \$129,634 to \$130,970, line 40130 from \$36,006 to \$36,377, line 40140 from \$20,411 to \$20,622, line 40260 from \$11,000 to \$10,000, line 40268 from \$50,000 to \$40,000, line 40275 from \$14,000 to \$ \$30,000 and line 40350 from \$100 to \$0 with new ending balance of \$6,761,583. Motion to approve 40000 Local Taxes by Beth Pafford and seconded by Greg Matthews subject to variance in delinquent tax. Voice vote. All approved. Motion passes.

Motion to approve 41000 Licenses & Permits by Larry Green and seconded by Sabrina Farler. Voice vote. All approved. Motion passes.

Discussion of 42000 Fines, Forfeitures & Penalties and making a change in line 42100 from \$11,570 to \$2,300 with ending balance of \$69,805. Motion to approve 42000 Fines, Forfeits & Penalties by Sabrina Farler and seconded by Daniel Cripps. Voice vote. All approved. Motion passes.

Discussion of 43100 General Service Charge and making a change in line 43320 from \$4,500 to \$9,000 with ending balance of \$1,095,075. Motion to approve 43100 General Service Charge by Larry Green and seconded by Beth Pafford. Voice vote. All approved. Motion passed.

Motion to approve 44000 Other Local Revenue by Beth Pafford and seconded by Sabrina Farler. Voice vote. All approved. Motion passed.

Motion to approve 45000 by Sabrina Farler and seconded by Beth Pafford. Voice vote. All approved. Motion passed.

Motion to approve 48000 by Beth Pafford and seconded by Larry Green. Voice vote. All approved. Motion passed.

Motion to approve 51100 County Commission by Greg Matthews and seconded by Daniel Cripps. Voice vote. All approved. Motion passes.

Motion to approve 51210 Board of Equalization by Beth Pafford and seconded by Greg Matthews. Voice vote. All approved. Motion passes.

Motion to approve 51220 Beer Board by Sabrina Farler and seconded by Greg Matthews. Voice vote. All approved. Motion passes.

Motion to approve 51300 by Beth Pafford and seconded by Greg Matthews. Voice vote. All approved. Motion passes.

Motion to approve 51400 by Larry Green and seconded by Sabrina Farler. Voice vote. All approved. Motion passes.

Discussion of 51500 Election Commission and making a change in line 193 Election Commission Workers from \$25,000 to \$20,000 with election workers making \$12 per hour from \$10 per hour. The ending balance is \$244,397. Motion to approve 51500 Election Commission by Beth Pafford and seconded by Susannah Cripps Daughtry with part time election workers making \$12/hr. Voice vote. All approved. Motion passes.

Motion to approve 51600 Register of Deeds by Susannah Cripps Daughtry and seconded by Larry Green. Voice vote. All approved. Motion passes.

Motion to approve 51720 Planning by Larry Green and seconded by Sabrina Farler. Voice vote. All approved. Motion passes.

Motion to approve 51800 County Buildings by Greg Matthews and seconded by Sabrina Farler. Voice vote. All approved. Motion passes.

Motion to approve 51810 Other Facilities (County Complex) by Greg Matthews and seconded by Susannah Cripps Daughtry. Voice vote. All approved. Motion passes.

Motion to approve 52300 Property Assessor's Office by Beth Pafford and seconded by Greg Matthews. Voice vote. All approved. Motion passes.

Motion to approve 52400 County Trustee by Larry Green and seconded by Susannah Cripps Daughtry. Voice vote. All approved. Motion passes.

Motion to approve 52500 County Clerk by Beth Pafford and seconded by Larry Green. Voice vote. All approved. Motion passes.

Motion to approve 53100 Circuit Court Clerk by Beth Pafford and seconded by Sabrina Farler. Voice vote. All approved. Motion passes.

Motion to approve 53300 General Sessions Court by Susannah Cripps Daughtry and seconded by Gerg Matthews. Voice vote. All approved. Motion passes.

Motion to approve 53330 Drug Court by Beth Pafford and seconded by Jeff Barnes. Voice vote. All approved. Motion passes.

Motion to approve 53400 Chancery Court by Sabrina Farler and seconded by Greg Matthews. Voice vote. All approved. Motion passes.

Motion to approve 53500 Juvenile Court by Greg Matthews and seconded by Susannah Cripps Daughtry. Voice vote. All approved. Motion passes.

Motion to approve 53700 Judicial Commissioners by Larry Green and seconded by Beth Pafford. Voice vote. All approved. Motion passes.

Motion to approve 54110 Sheriff Department by Larry Green and seconded by Greg Matthews. Voice vote. All approved. Motion passes.

Motion to approve 54120 Special Patrols (Litter Grant) by Larry Green and seconded by Greg Matthews. Voice vote. All approved. Motion passes.

Motion to approve 54130 Traffic Control by Beth Pafford and seconded by Larry Green. Voice vote. All approved. Motion passes.

Motion to approve 54230 Jail by Greg Matthews and seconded by Susannah Cripps Daughtry. Voice vote. All approved. Motion passes.

Motion to approve 54310 Fire Prevention & Control by Larry Green and seconded by Jeff Barnes. Voice vote. All approved. Motion passes.

Motion to approve 54410 Civil Defense (DeKalb EMA) BY Susannah Cripps Daughtry and seconded by Greg Matthews. Voice vote. All approved. Motion passes.

Motion to approve 54490 Other Emergency Management by Beth Pafford and seconded by Susannah Cripps Daughtry. Voice vote. All approved. Motion passes.

Motion to approve 54610 County Corner/Medical Examiner by Sabrina Farler and seconded by Jeff Barnes. Voice vote. All approved. Motion passes.

Motion to approve 54710 Sanitation Management (State Grant) by Beth Pafford and seconded by Greg Matthews. Voice vote. All approved. Motion passes.

Motion to approve Fund 120 Local Purpose Tax Fund by Beth Pafford and seconded by Larry Green. Voice vote. All approved. Motion passes.

Motion to approve Fund 122 Drug Control Fund by Larry Green and seconded by Greg Matthews. Voice vote. All approved. Motion passes.

Motion to approve Attachment "A" Schedule of Debt by Susannah Cripps Daughtry and seconded by Greg Matthews. Voice vote. All approved. Motion passes.

Motion to approve Courthouse & jail Maintenance Fund by Sabrina Farler and seconded by Greg Matthews. Voice vote. All approved. Motion passes.

Motion to adjourn by Sabrina Farler and seconded by Larry Green.

Meeting adjourned.

DeKalb County Budget Meeting  
May 2, 2023

Members Present:

Jeff Barnes  
Beth Pafford  
Daniel Cripps  
Sabrina Farler  
Greg Matthews  
Matt Adcock

Absent:

Larry Green  
Susannah Cripps Daughtry

Meeting was called to order by Chairman Jeff Barnes.

Commissioner Greg Matthews requested an annual \$2,000 contribution to the DeKalb County Special Needs Prom. No action taken.

Road Supervisor Danny Hale requested \$247,776.72 for 6 new trucks and equipment for them from the Capital Projects fund. No action taken.

A motion was made by Sabrina Farler and seconded by Beth Pafford to approve 54900(Other Public Safety) as follows: 169-\$7500, 201-\$465, 212-\$109, 316-\$42,821, 355-\$900, 435-\$400 for a total of \$52,195. All present voted yes.

A motion was made by Greg Matthews and seconded by Jeff Barnes to approve 55120(Rabies & Animal Control) as follows: 310-\$3,000, 316-\$36,805 for a total of \$39,805. Beth Pafford abstained and all others voted yes.

A motion was made by Beth Pafford and seconded by Greg Matthews to approve (55130) EMS budget as follows: 101-\$59,040, 131-\$775,028, 161-\$40,374, 169-\$135,000, 187-\$200,000, 196-\$18,000, 201-\$77,283, 204-\$59,321, 205-\$64,800, 210-\$2,000, 212-\$18,074, 302-\$1,000, 307-\$10,000, 330-\$5,000, 333-\$3,000, 335-\$5,000, 336-\$10,000, 338-\$65,000, 349-\$600, 355-\$1,000, 359-\$1,500, 399-\$40,000, 410-\$2,500, 412-\$75,000, 413-\$60,000, 429-\$4,000, 435-\$6,000, 451-\$5,000, 452-\$10,000, 499-\$4,000, 509-\$2,500, 599-\$4,000 for a total of \$1,759,992. All present voted yes.

A motion was made by Sabrina Farler and seconded by Greg Matthews to approve the 55170 (Alcohol & Drug Programs) as follows: 355-\$11,294, 399-\$83,468, 435-\$11,879, 499-\$12,085, 599-\$2,500 for a total of \$121,226. All present voted yes.

A motion was made by Beth Pafford and seconded by Greg Matthews to approve 55310 (Regional Mental Health) as follows: 316-\$7,180. All present voted yes.

A motion was made by Sabrina Farler and seconded by Daniel Cripps to approve 56300(Senior Citizens) as presented in the amount of \$81,948. All voted yes.

A motion was made by Beth Pafford and seconded by Jeff Barnes to approve 56500 (Library) as follows: 129-\$45,959, 162-\$61,568, 169-\$45,600, 201-\$9,494, 204-\$5,817, 205-\$10,800, 210-\$400, 212-\$2,220, 307-\$6,000, 432-\$9,600, 437-\$1,500, 452-\$12,000, 499-\$11,187, 790-1,500 for a total of \$223,645. All voted yes.

A motion was made by Beth Pafford and seconded by Greg Matthews to approve 56700(Parks & Fair Boards) as follows: 599-\$9,000. All present voted yes.

A motion was made by Beth Pafford and seconded by Greg Matthews to approve 57100(Agricultural Extension) as presented in the amount of \$71,995. All present voted yes.

A motion was made by Beth Pafford and seconded by Daniel Cripps to approve 57500(Soil Conservation) as presented in the amount of \$89,433. All voted yes.

A motion was made by Beth Pafford and seconded by Jeff Barnes to approve 58120(Industrial Development) as follows: 599-\$1,000. All present voted yes.

A motion was made by Daniel Cripps and seconded by Sabrina Farler to change 58190- 316 from \$60,000 to \$27,500. All voted yes.

A motion was made by Sabrina Farler and seconded by Jeff Barnes to approve 58190(Other Economic and Community Development) as follows: 309-\$3,000, 316-\$27,500, 355-\$500, 599-\$5,000 for a total of \$36,000. All voted yes.

A motion was made by Sabrina Farler and seconded by Jeff Barnes to approve 58300(Veteran's Service) as presented in the amount of \$23,485. All voted yes.

A motion was made by Beth Pafford and seconded by Jeff Barnes to approve 58400(Other Charges) as presented in the amount of \$177,436. All present voted yes.

A motion was made by Sabrina Farler and seconded by Greg Matthews to approve 58600(Employee Benefits) as presented in the amount of \$10,600. All voted yes.

A motion was made by Beth Pafford and seconded by Greg Matthews to approve 58900(Miscellaneous) as presented in the amount of \$21,700. All voted yes.

Motion to adjourn by Beth Pafford and seconded by Sabrina Farler. All voted yes.



Budget Meeting  
May 9, 2023

Members Present:

Greg Matthews  
Daniel Cripps  
Larry Green  
Susannah Cripps Daughtry  
Jeff Barnes  
Beth Pafford  
Matt Adcock

Absent:

Sabrina Farler

The meeting was called to order by Budget Committee Chairman Jeff Barnes.

A motion was made by Larry Green and seconded by Jeff Barnes to approve the revenues in the Solid Waste Fund 116 in the amount of \$2,189,400. All present voted yes.

A motion was made by Larry Green and seconded by Greg Matthews to approve the Solid Waste Fund 116 Expenditures in the amount of \$2,682,573. All present voted yes.

A motion was made by Beth Pafford and seconded by Susannah Cripps Daughtry to give the Chamber of Commerce a \$35,000 contribution. 4 voted yes, 2 voted no (Barnes and Cripps). Motion carries.

A motion was made by Larry Green and seconded by Greg Matthews to give the Jamboree Board a contribution of \$5,000. 5 voted yes, 1 voted no (Barnes). Motion carries

A motion was made by Beth Pafford and seconded by Greg Matthews to give a \$1,000 contribution to the Special needs Prom at DCHS. All voted yes.

A motion was made by Greg Matthews and seconded by Larry Green to remove the \$1500 from the Non-Profit Resolution for the Genesis House. All voted yes.

A motion was made by Larry Green and seconded by Greg Matthews to correct the salary line 55130-161 (EMS-Secretary) in the amount of \$42,491. All voted yes.

A motion was made by Larry Green and seconded by Daniel Cripps to adjourn. All voted yes.

Budget Meeting  
May 16, 2023

Members Present:

Daniel Cripps  
Larry Green  
Greg Matthews  
Sabrina Farler  
Jeff Barnes  
Beth Pafford  
Susannah Cripps Daughtry  
Matt Adcock

The meeting was called to order by Budget Chairman Jeff Barnes. Chairman Barnes went over the Capital Projects fund 171. A motion was made by Beth Pafford and seconded by Larry Green to approve the revenues as presented in the amount of \$817,237. All voted yes.

The committee was given a handout of the Capital Projects requests.

Commissioner Matthews made a motion to only fund \$18,000 for the EMS radios. Motion failed for lack of a second.

Motion was made by Larry Green and seconded by Sabrina Farler to fund a vehicle for the County Mayor in the amount of \$30,000. 6 yes, 1 no (Matthews). Motion passes

Motion was made by Sabrina Farler and seconded by Daniel Cripps to remove the \$10,000 for the City of Smithville sidewalk project. All voted yes.

Motion was made by Sabrina Farler and seconded by Larry Green to remove the \$36,000 for the EMS portable radios. 6 yes, 1 no (Matthews). Motion passes

Motion was made by Greg Matthews and seconded by Daniel Cripps to add \$50,000 to the \$100,000 already in place for the Wolf Creek Fire Hall Project, for a total of \$150,000. All voted yes.

Motion was made by Larry Green and seconded by Greg Matthews to fund \$40,000 for the roof at the Main Station Fire Hall and \$7,000 for insulation at the Belk Fire Hall. All voted yes.

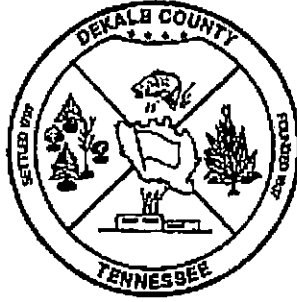
Motion was made by Beth Pafford and seconded by Greg Matthews to remove the \$50,000 for a Fire Dept vehicle. 5 yes, 2 no (Barnes and Green). Motion passes.

A motion was made by Larry Green and seconded by Greg Matthews to approve \$82,600 for 2 trucks with lights for the Highway Dept. 5 yes, 2 no (Barnes and Farler). Motion passes

A motion was made by Larry Green and seconded by Jeff Barnes to remove the \$82,600 for the Highway Dept. 6 yes and 1 no (Matthews). Motion passes

All other requests were not changed. A motion was made by Larry Green and seconded by Jeff Barnes to approve Fund 171 expenditures in the amount of \$1,400,618. All voted yes.

Motion to adjourn was made by Larry Green and seconded by Daniel Cripps. All voted yes.



DeKalb County  
Mayor Matt Adcock

Appointments of the Board of Equalization

1. Mr. Frank Doyle Evans

1690 Rocky Road 615-536-5958  
Liberty, TN 37095 615-495-8028

2. Mr. Jimmy Goad

P.O. Box 38 615-536-5470  
Liberty, TN 37095 615-580-8488

3. Mr. Jimmy Midgett

392 Vandergriff Hollow Rd 615-464-5675  
Dowelltown, TN 37059 615-536-5684

4. Mr. Joel Hooker

2177 Tramel Branch Road 615-881-2620  
Alexandria, TN 37012 615-529-3246

5. Mr. Mitchell Bowman

1071 Old Casey Cove Rd 615-300-7600  
Smithville, TN 37166

6. Mr. Tim Bradford (Alternate)

1223 Students Home Rd 615-464-8465  
Smithville, TN 37166

**DeKalb County Election Commission**

**1 Public Square, Courthouse Room 104**

**P.O. Box 543**

**Smithville, TN 37166**

Website: [www.dekalbelections.com](http://www.dekalbelections.com)

Phone: 615-597-4146

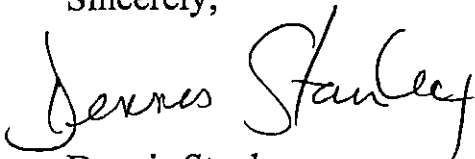
Fax: 615-597-7799

5/2/2023

Dear Mayor Adcock,

Due to Tennessee Public Chapter No. 1144 requiring voting machines with a voter-verified paper audit trail, the DeKalb County Election Commission requests 32 Microvote Infinity voting machines be declared surplus property as they will no longer meet state law. Due to the sensitive nature of the machines, they will be properly destroyed upon a declaration of surplus property.

Sincerely,



Dennis Stanley  
Administrator of Elections

cc: file

Budget Meeting  
May 16, 2023

Members Present:

Daniel Cripps  
Larry Green  
Greg Matthews  
Sabrina Farler  
Jeff Barnes  
Beth Pafford  
Susannah Cripps Daughtry  
Matt Adcock

The meeting was called to order by Budget Chairman Jeff Barnes. Chairman Barnes went over the Capital Projects fund 171. A motion was made by Beth Pafford and seconded by Larry Green to approve the revenues as presented in the amount of \$817,237. All voted yes.

The committee was given a handout of the Capital Projects requests.

Commissioner Matthews made a motion to only fund \$18,000 for the EMS radios. Motion failed for lack of a second.

Motion was made by Larry Green and seconded by Sabrina Farler to fund a vehicle for the County Mayor in the amount of \$30,000. 6 yes, 1 no (Matthews). Motion passes

Motion was made by Sabrina Farler and seconded by Daniel Cripps to remove the \$10,000 for the City of Smithville sidewalk project. All voted yes.

Motion was made by Sabrina Farler and seconded by Larry Green to remove the \$36,000 for the EMS portable radios. 6 yes, 1 no (Matthews). Motion passes

Motion was made by Greg Matthews and seconded by Daniel Cripps to add \$50,000 to the \$100,000 already in place for the Wolf Creek Fire Hall Project, for a total of \$150,000. All voted yes.

Motion was made by Larry Green and seconded by Greg Matthews to fund \$40,000 for the roof at the Main Station Fire Hall and \$7,000 for insulation at the Belk Fire Hall. All voted yes.

Motion was made by Beth Pafford and seconded by Greg Matthews to remove the \$50,000 for a Fire Dept vehicle. 5 yes, 2 no (Barnes and Green). Motion passes.

A motion was made by Larry Green and seconded by Greg Matthews to approve \$82,600 for 2 trucks with lights for the Highway Dept. 5 yes, 2 no (Barnes and Farler). Motion passes

A motion was made by Larry Green and seconded by Jeff Barnes to remove the \$82,600 for the Highway Dept. 6 yes and 1 no (Matthews). Motion passes

All other requests were not changed. A motion was made by Larry Green and seconded by Jeff Barnes to approve Fund 171 expenditures in the amount of \$1,400,618. All voted yes.

Motion to adjourn was made by Larry Green and seconded by Daniel Cripps. All voted yes.

**STATE OF TENNESSEE  
DEPARTMENT OF HEALTH**

**REQUEST FOR APPLICATION**

**FOR**

**HEALTHY BUILT ENVIRONMENT**

**RFA # 34301-17623**



**REQUEST FOR APPLICATION**

**STATE OF TENNESSEE**

**DEPARTMENT OF HEALTH**

**I. Background Information**

The places where we live, learn, work, play, and worship influence how we view and understand our communities, ourselves, and each other. A well-designed built environment can decrease obesity, heart disease, and diabetes rates while increasing physical, mental, and social health. The Tennessee Department of Health (TDH) recognizes the link between the built environment and public health. TDH supports the creation of healthy built environments to protect, promote, and improve the health and prosperity of all Tennesseans.

In 2015, TDH created the Office of Primary Prevention (OPP), to help Tennessee communities build a culture of health. In 2018, OPP launched a competitive built environment grant program and awarded over \$1,800,000 to 34 government and non-government grantees across Tennessee. The program was continued in 2021, awarding over \$860,000 to fund 14 projects. TDH funded grants for convening, programming, planning, and construction projects. These built environment projects created and enhanced playgrounds, walking tracks, outdoor fitness stations, greenways, trails, and other publicly accessible spaces to promote physical activity, access to healthy food and social interaction. Many of the grant-funded projects benefited economically distressed or at-risk counties.

**A. Funding**

TDH has appropriated \$900,000 to fund approximately 18 projects that advance health equity by creating or supporting a healthy built environment. The goal of this grant is to serve historically underserved populations, engage the target community, and work to promote inclusivity of individuals of all abilities and backgrounds. Both government and non-profit entities are eligible to apply. Only one application per entity is allowed.

Applicants must identify a target community where built environment improvements can advance health equity. TDH has pre-identified census tracts that are in the 60<sup>th</sup> percentile of the 2018 Social Vulnerability Index (SVI) as defined by the Centers for Disease Control and Prevention (CDC). A map with this data can be accessed at [tn.gov/SVImap](https://tn.gov/SVImap). Target communities of built environment projects must be in one of the hi-lighted census tracts on the map.

These grants are awarded through reimbursement of completed work only. TDH is unable to provide advanced payment. Though matching funds are not required, TDH encourages applicants to include commitments of cash or in-kind services to demonstrate support for their project. Funds cannot be spent on

salaries for government employees, subsidies for individuals, lobbying activities, or for existing services.

TDH has put effort into simplifying this application process to make it easier and quicker for you to apply. The LOI and application process will be completed online.

B. Types of Projects

TDH will fund built environment projects at varying stages of development. Phase A projects include convening, assessment, and/or planning and have a maximum award of \$50,000. Phase B projects include infrastructure design and construction and have a maximum award of \$80,000. Projects must be completed within 22 months.

Applicants must propose a project in either Phase A or Phase B, not both.

1. **Phase A – Convening, Assessment, and/or Planning**  
**(Maximum Amount \$50,000)**

If the proposed project is in this phase, the application can include any combination of convening, assessment, and/or planning.

- a. **Convening (Maximum Amount - \$2,000):** Convening phase projects will identify and engage partners, elected officials, and other stakeholders, especially in communities where public health has not been considered in built environment decision making. Partnerships could be with local health leaders, county health council, and/or vulnerable or underserved populations. Funds can be used to compensate community members of the target population for their time (excluding state or local government employees). Funds can also be used for childcare to encourage participation from members of the target population.
- b. **Assessment (Maximum Amount - \$20,000):** Assessment phase projects will develop and share the results of either a needs assessment or an active living policy assessment with their community. A needs assessment would identify gaps where facilities that promote physical activity do not exist and identify populations in need of these facilities. The needs assessment may include a density or proximity analysis of:
  - parks;
  - open spaces;
  - public schools;
  - community centers;
  - recreational centers;
  - sidewalks;
  - bikeways;

- greenways;
- playgrounds; or
- other community amenities the public could use for physical activity.

An active living policy assessment would analyze or propose plans or regulations to improve opportunities for physical activity. An active living policy assessment could be about:

- zoning codes;
- subdivision regulations;
- comprehensive plans;
- neighborhood plans;
- subarea plans;
- planned unit developments;
- school siting policies;
- joint use agreements;
- bicycle and pedestrian plans;
- greenways and parks master plans; or
- other related plans.

- c. Planning (Maximum Amount - \$50,000): Planning phase projects will engage with the target community to develop a written plan to promote public health in built environment decision making. Written plans would advance policy change or design infrastructure for a community. All plans must include measurable goals, projected timelines, and potential funding sources for future construction. Plans should demonstrate compliance with all requirements from applicable agencies that require a completed plan to apply for construction funding. Plans should document any steps the community has taken that demonstrate interest and support for built environment projects to increase physical activity. Planning phase projects can include site visits to learn from successes in other communities. TDH will consider Phase A planning projects such as:

- small-area plan focused on increasing physical activity;
- greenways, parks, sidewalks, bikeways, or multi-modal transportation master plan;
- complete streets plan;
- arts in placemaking plan;
- public spaces plan;, or
- other plan focused on promoting health.

2. **Phase B – Infrastructure Design and Construction**  
**(Maximum Amount \$80,000)**

Phase B projects design or build amenities to provide opportunities for physical activity and/or access to healthy foods for a community or target population with a need for these types of amenities. These projects may include playgrounds, greenways, sidewalks, bikeways, crosswalks, or walking tracks, or active transportation rest areas. Amenities like signage, benches, shade, bicycle repair stations, water fountains, lighting, restrooms, or other infrastructure that helps increase the use of facilities that promote physical activity and/or access to healthy foods are eligible project costs.

All proposed Phase B projects must be on publicly accessible property and available for use by all community members free of charge. Applicants must provide details for long-term maintenance. Grantees may use Phase B funding alone or as state-level matching funds. All infrastructure projects must include the community in the decision-making process and documentation of community involvement through committees, reports, and master plans.

### C. Additional Grantee Requirements

In addition to completing your built environment project by the deadline, there are some additional required actions. Grantees will be required to:

1. Attend a mandatory Grants Management and Evaluation webinar.
2. Complete a minimum of quarterly check-ins with the TDH grant manager. The check-ins will include written summaries of progress, pictures, site visits, and budget and spending updates as necessary. The TDH grant manager can request more check-ins if deemed necessary.
3. Complete a final report including evaluation results upon completion of the contract.
4. Submit monthly invoices per the contract.
5. Inform the TDH grant manager of any progress, delays, or issues.
6. Comply with all of the requirements outlined in the contract with TDH.

## II. Process

### A. Letters of Intent

The Letter of Intent (LOI) provides a "first look" at the proposed project for funding. LOIs must be submitted online by the deadline specified in Section IV, Schedule of Events in the form and detail specified in this RFA. A team of Evaluators will score the LOIs based on the following criteria:

1. **Need** – Proposed activities in project narrative address a defined need (including health disparities) in a defined community. TDH highly encourages applicants to include applicable data specific to their targeted community. Projects will be prioritized that advance health equity in historically underserved communities.

2. **Cost Effectiveness** – The budget narrative exhibits thoughtful and appropriate use of dollars and answers these three main questions:
  - What project actions and materials will cost money?
  - How much will the project cost?
  - How was this estimate compiled?
3. **Impact** – Proposed activities have the potential to produce changes in health outcomes for the target population.
4. **Collaboration and Community Engagement** – Proposed activities do not duplicate or supplant existing services. The activities involve a genuine collaboration with stakeholders. Activities consider what the community members want and have public appeal.

B. Applications

TDH will email the highest ranked LOI applicants an invitation to submit a full application. The link for application submission will be added to the Funding Opportunities website.

The full application will require more detailed information about the applicant, proposed project, and community. A TDH team of evaluators will rank full applications on the following:

The Application will include the following sections:

1. **Project Abstract and Problem Statement** - 20 Points Maximum (300 word-limit) - Briefly explain what health need has been defined in the community and how the proposed built environment project will meet that need. Be sure that a hi-lighted census tract on the SVI Map is included in the target population that will directly benefit from the project.
2. **Project Narrative** – 20 Points Maximum (750 word-limit and attached Work and Evaluation Plan) - Provide a project narrative detailing how the work will achieve the goal(s) and objectives while collaborating with partners and engaging the community. This should complement the Work and Evaluation plan attachment. If the project includes construction, please indicate how it will be ensured that the project follows appropriate regulations.
3. **Project Management** – 20 Points Maximum (500 word-limit) Please provide a narrative describing the applicant's qualifications and ability to manage the project successfully.
4. **Evaluation** – 20 Points Maximum (500 word-limit and two attachments: Grant Project Flow Chart (Exhibit 1) and Work and Evaluation Plan (Exhibit 2)) - Please describe how the applicant will evaluate the impact and success of the project. Include metrics, a plan for data collection, and a plan to disseminate findings.

5. **Budget** – 20 Points Maximum  
(500 word-limit plus Attachment 2 completed on the provided budget template) – Please complete the 2 budget pages for each fiscal year of the project using Attachment 2. Include a detailed budget and budget narrative, describing anticipated revenue and expenses, additional grant funding, and other sources (including in-kind, if applicable). Address sustainability and maintenance beyond the grant period. If the applicant has received other TDH funds, please give a brief history.
  
6. **Additional Attachments**  
Supplemental attachments may be submitted. This section will not be scored individually, but it can support and complement other sections of the grant. It should be submitted as a single PDF file that does not exceed 10 pages total. Some attachments that may be included are:
  - Letters of Support and Letters of Commitment;
  - Documents that demonstrate public support;
  - Pictures;
  - Plans; and
  - Convening meeting minutes.

### III. **Sample Grant Contracts**

Following the State's evaluation, one of the Sample Grant Contracts included on the TDH Funding Opportunities page for this RFA will be prepared. There are three different Sample Grant Contracts, and only one would apply for a grantee's agency or organization. The types of contracts are as follows:

**GG – Governmental Grant Contract** (Cost reimbursement grant contract with a federal or Tennessee local governmental entity or their agents and instrumentalities)

**GR – Grant Contract** (Cost reimbursement grant contract with an individual, business, non-profit, or governmental entity of another state or country)

**IG – Interagency Grant Agreement** (Cost reimbursement grant agreement between two Tennessee state agencies, University of Tennessee, or Board of Regents colleges and universities)

If a grant is awarded to a governmental entity established pursuant to Tennessee Code Annotated (such as a human resource agency, developmental district, state college or university, or Board of Regents school), TDH will revise standard terms and conditions of the grant; however, TDH will not revise significant performance requirements.

It is imperative that each applicant review the entire Sample Contract with their legal counsel prior to submitting an application for a Healthy Built Environment grant award and notify the State *in advance* if it cannot accept any terms or conditions. Please submit any exceptions to contract language with the Application for Healthy Built

Environment. Taking any exceptions to State contract language may result in the Application being deemed non-responsive and rejected. Any later requests for contract changes will not be considered.

#### IV. Schedule of Events

The following is the anticipated schedule for awarding Healthy Built Environment grants. TDH reserves the right to adjust the schedule as deemed necessary.

EVENT	CENTRAL TIME	DATE
1. RFA Issued		March 7, 2023
2. Letter of Intent Teleconference	1:00 p.m.	March 13, 2023
3. Written "Questions & Comments" Deadline	2:00 p.m.	March 15, 2023
4. State Response to Written "Questions and Comments"		March 22, 2023
5. Deadline for Letters of Intent	2:00 p.m.	May 10, 2023
6. Invitations to Apply Emailed		June 9, 2023
7. Application Teleconference	10:00 a.m.	June 15, 2023
8. Written "Questions and Comments" Deadline	2:00 p.m.	June 20, 2023
9. State Response to Written "Questions and Comments"		June 27, 2023
10. Deadline for Applications	2:00 p.m.	July 10, 2023
11. Evaluation Notice Released		July 31, 2023
12. Effective Start Date of Contract		September 1, 2023

A Teleconference will be held prior to submission deadlines for both Letters of Intent and Applications. The information for the Letter of Intent teleconference is as follows:

Meeting Name: RFA #34301-17623 Teleconference

Meeting number (access code): 2308 086 3438

Meeting password: nsHBN3xMt63

Meeting Link:

<https://tn.webex.com/tn/j.php?MTID=m562b4fd62a308c9b67e9b9fcb9225bdf>

Join by phone: +1-415-655-0003 US TOLL

**Deadlines stated above are critical.** If documents are submitted late, they will be deemed to be late and cannot be accepted. The clock-in time will be determined by the time of the online submission. No other clock or watch will have any bearing on the time of application receipt.

TDH will not pay any costs associated with the preparation, submittal, or presentation of a letter of intent or application.

## **V. Submission of Letter of Intent**

Please submit Letters of Intent and all attachments online via the following link no later than the deadline in Section IV of this RFA.

Web Link: <https://www.tn.gov/health/funding-opportunities.html>

The Competitive Procurement Coordinator at the address shown below is the sole point of contact for this competitive process:

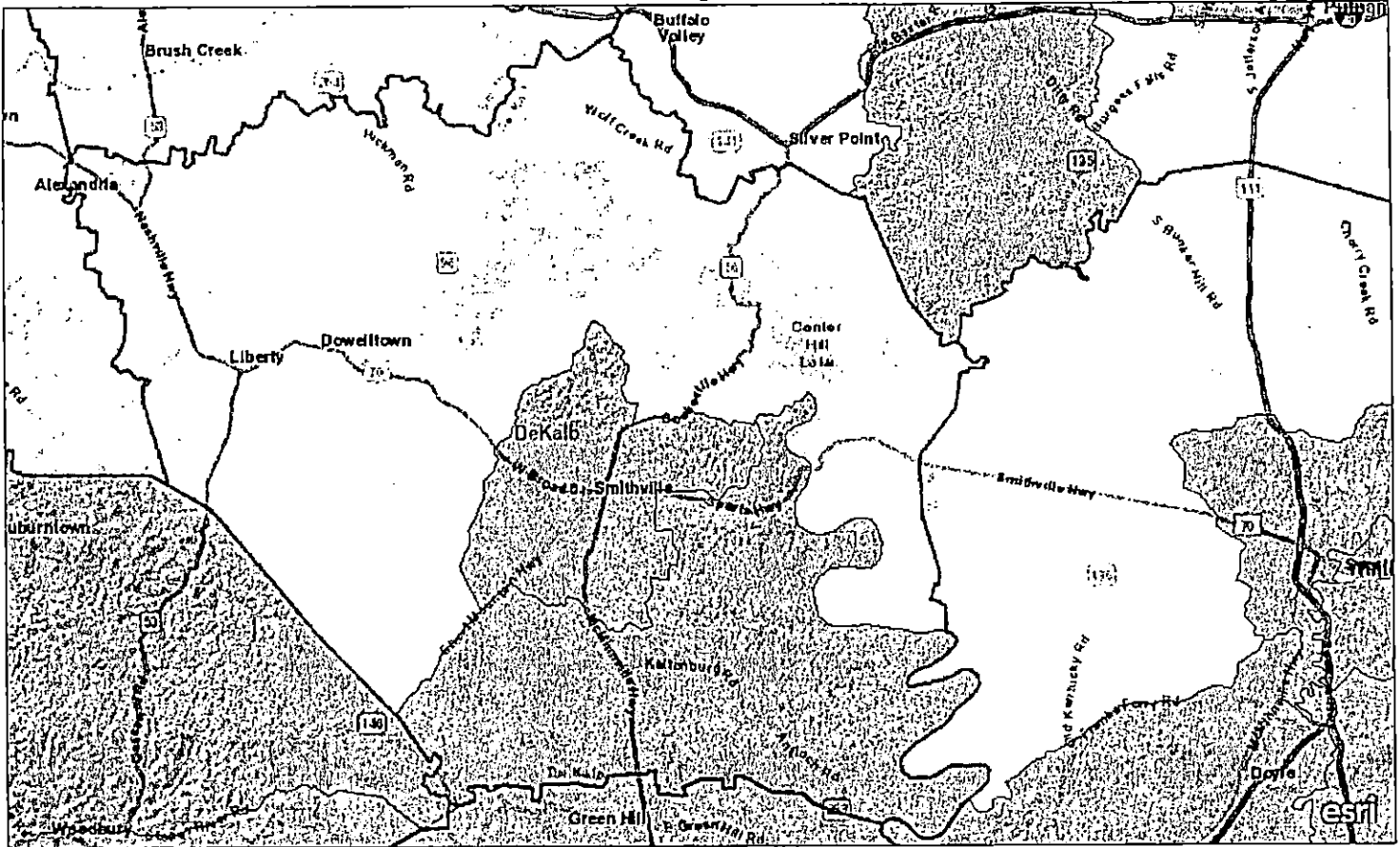
Melissa Painter  
Competitive Procurement Coordinator  
Service Procurement Program  
Division of Administrative Services  
Andrew Johnson Tower, 5<sup>th</sup> Floor  
710 James Robertson Parkway  
Nashville, TN 37243  
Phone: (615) 741-0285  
Fax: (615) 741-3840  
Email: [Competitive.Health@tn.gov](mailto:Competitive.Health@tn.gov)



## Resources for Applicants

- TDH Office of Primary Prevention website
- Built Environment Evaluation Guide
- The Rural Active Living Assessment Tool Codebook and Scoring
- Rural Active Living Perceived Environmental Support Scale (RALPESS)
- Promoting Active Living in Rural Communities Research Brief
- Urban Land Institute – Building Healthy Places Toolkit
- CDC – Healthy Community Design Checklist
- CDC Transportation and Health Tool
- AARP – Livability Index
- Assembly: Civic Design Guidelines
- County Health Data Packages (email [strategy.health@tn.gov](mailto:strategy.health@tn.gov))
- Vital Signs
- TDH “Healthy Places” website.
- Your Development District

### 2022 Access to Health Built Environment Grants - Eligible Census Tracts



This map shows Census Tracts in the 60th percentile of the 2018 Social Vulnerability Index (SVI). Projects at least partially located in these Census Tracts are eligible to receive a 2022 Access to Health Built Environment Grant from the Tennessee Department of Health.

County of Putnam, Tennessee STS GIS, Esri, HERE, Garmin, NGA, USGS, NPS

DEKALB COUNTY CLERK  
JAMES L ( JIMMY ) POSS COUNTY CLERK  
732 S CONGRESS BLVD RM 102  
SMITHVILLE TN 37166  
Telephone 615-597-5177  
Fax 615-597-1404

Notaries to be elected May 22, 2023

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VONDA BROWN  
RONDA BUTLER

SANTANNA NICOLE FERRELL  
BRADLEY MARTIN

