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## GRANT SUMMARY SHEET

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**Grant Name:** Child Support Enforcement Title IV-D 23 Amendment 3

**Department:** JUVENILE COURT

**Grantor:** U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

**Pass-Through Grantor  
(If applicable):** TENN. DEPT. OF HUMAN SVCES.

**Total Award this Action:** \$1,170,526.00

**Cash Match Amount** \$602,998.00

**Department Contact:** Catherine Middlebrooks  
862-8063

**Status:** AMENDMENT

**Program Description:**

The Child Support Enforcement Grant funds Juvenile Court positions and related expenses are necessary to establish and enforce federal and state-mandated child support program guidelines concerning children born out of wedlock. Amend 3 increases funding by \$1,170,526.00 for a new total of \$4,254,608.04, increases the match by \$602,998.00 for a new match total of \$2,191,788.96, extends the end period from 6/30/25 to 6/30/26, revises scope, revises clauses and revises budget effective 7/1/25.

**Plan for continuation of services upon grant expiration:**

No planned or known expiration to this federal funding origin grant. This grant is currently in approximately its 25th consecutive year of funding. This service will not be continued if federal funding ends.

### Grants Tracking Form

Part One

<b>Pre-Application</b> <input type="radio"/>		<b>Application</b> <input type="radio"/>		<b>Award Acceptance</b> <input type="radio"/>		<b>Contract Amendment</b> <input checked="" type="radio"/>	
<b>Department</b>	<b>Dept. No.</b>	<b>Contact</b>			<b>Phone</b>	<b>Fax</b>	
JUVENILE COURT	026	Nicole Whitlock			880-2368		
<b>Grant Name:</b>		Child Support Enforcement Title IV-D 23 Amendment 3					
<b>Grantor:</b>		U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES				<b>Other:</b>	
<b>Grant Period From:</b>		07/01/22		<small>(applications only)</small> <b>Anticipated Application Date:</b>			
<b>Grant Period To:</b>		06/30/26		<small>(applications only)</small> <b>Application Deadline:</b>			
<b>Funding Type:</b>		FED PASS THRU		<b>Multi-Department Grant</b>		<input type="checkbox"/> <b>If yes, list below.</b>	
<b>Pass-Thru:</b>		TENN. DEPT. OF HUMAN SVCS.		<b>Outside Consultant Project:</b>		<input type="checkbox"/>	
<b>Award Type:</b>		FORMULA		<b>Total Award:</b>		\$1,170,526.00	
<b>Status:</b>		AMENDMENT		<b>Metro Cash Match:</b>		\$602,998.00	
<b>Metro Category:</b>		Est. Prior.		<b>Metro In-Kind Match:</b>		\$0.00	
<b>CFDA #</b>		93 563		<b>Is Council approval required?</b>		<input checked="" type="checkbox"/>	
<b>Project Description:</b>		<b>Applic. Submitted Electronically?</b> <input checked="" type="checkbox"/>					
<p>The Child Support Enforcement Grant funds Juvenile Court positions and related expenses are necessary to establish and enforce federal and state-mandated child support program guidelines concerning children born out of wedlock. <b>Amend 3 adds additional funds of \$1,170,526.00 for a new total of \$4,254,608.04 and adds an additional match of \$602,998.00 for a new match total of \$2,191,788.96, it extends the contract end date from 06/30/25 to 06/30/26, it revises clauses, revises scope and revises the budget.</b></p>							
<b>Plan for continuation of service after expiration of grant/Budgetary Impact:</b>							
No planned or known expiration to this federal funding origin grant. This grant is currently in approximately its 26th consecutive year of funding. This service will not be continued if federal funding ends.							
<b>How is Match Determined?</b>							
<b>Fixed Amount of \$</b>		or		34.0%		<b>% of Grant</b>	
						<b>Other:</b> <input type="checkbox"/>	
<b>Explanation for "Other" means of determining match:</b>							
<b>For this Metro FY, how much of the required local Metro cash match:</b>							
<b>Is already in department budget?</b>		\$602,998.00		<b>Fund</b>		10101	
<b>Is not budgeted?</b>		\$0.00		<b>Business Unit</b>		26111410	
<b>(Indicate Match Amount &amp; Source for Remaining Grant Years in Budget Below)</b>				<b>Proposed Source of Match:</b>			
				Juvenile Case Support Key			
<b>Other:</b>							
<b>Number of FTEs the grant will fund:</b>		15.00		<b>Actual number of positions added:</b>			
<b>Departmental Indirect Cost Rate</b>		23.63%		<b>Indirect Cost of Grant to Metro:</b>		\$1,523,283.61	
<b>*Indirect Costs allowed?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No		<b>% Allow.</b>		<b>Ind. Cost Requested from Grantor:</b>		\$581,635.00	
		9.02%				<b>in budget</b>	
*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)							
<b>Draw down allowable?</b> <input type="checkbox"/>							
<b>Metro or Community-based Partners:</b>							

Part Two

Grant Budget

Budget Year	Metro Fiscal Year	Federal Grantor	State Grantor	Other Grantor	Local Match Cash	Match Source (Fund, BU)	Local Match In-Kind	Total Grant Each Year	Indirect Cost to Metro	Ind. Cost Neg. from Grantor
Yr 1	FY23	\$974,868.04			\$502,204.96	10101, 26111410	\$0.00	\$1,477,073.00	\$349,032.35	\$134,279.00
Yr 2	FY24	\$1,054,600.00			\$543,300.00	10101, 26111410	\$0.00	\$1,597,900.00	\$377,583.77	\$145,300.00
Yr 3	FY25	\$1,054,614.00			\$543,286.00	10101, 26111410	\$0.00	\$1,597,900.00	\$377,583.77	\$145,300.00
Yr 4	FY26	\$1,170,526.00			\$602,998.00	10101, 26111410	\$0.00	\$1,773,524.00	\$419,083.72	\$156,756.00
Yr 5	FY__									
<b>Total</b>		<b>\$4,254,608.04</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,191,788.96</b>		<b>\$0.00</b>	<b>\$6,446,397.00</b>	<b>\$1,523,283.61</b>	<b>\$581,635.00</b>
<b>Date Awarded:</b>			03/19/25		<b>Tot. Awarded:</b>		<b>\$1,170,526.00</b>		<b>Contract#:</b>	
<b>(or) Date Denied:</b>					<b>Reason:</b>					
<b>(or) Date Withdrawn:</b>					<b>Reason:</b>					

Contact: [juanita.paulsen@nashville.gov](mailto:juanita.paulsen@nashville.gov)  
[vaughn.wilson@nashville.gov](mailto:vaughn.wilson@nashville.gov)

Rev. 5/13/13  
6007

GCP Received 03/20/2025

GCP Approved 03/20/2025





# CONTRACT AMENDMENT COVER SHEET

<b>Agency Tracking #</b> 34513-83123	<b>Edison ID</b> 73898	<b>Contract #</b>	<b>Amendment #</b> 3
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<b>Contractor Legal Entity Name</b> Davidson County Juvenile Court	<b>Edison Vendor ID</b> 4
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**Amendment Purpose & Effect(s)**  
Revise scope, extend term, increase maximum liability, revise clause C3, E2 and revise budget

<b>Amendment Changes Contract End Date:</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<b>End Date:</b> June 30, 2026
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**TOTAL Contract Amount INCREASE or DECREASE per this Amendment (zero if N/A): \$ 1,170,526.00**

**Funding ---**

FY	State	Federal	Interdepartmental	Other	TOTAL Contract Amount
2023	\$0.00	\$974,868.04	\$0.00	\$0.00	\$974,868.04
2024	\$0.00	\$1,054,600.00	\$0.00	\$0.00	\$1,054,600.00
2025	\$0.00	\$1,054,614.00	\$0.00	\$0.00	\$1,054,614.00
2026	\$0.00	\$1,170,526.00	\$0.00	\$0.00	\$1,170,526.00
					\$0.00
					\$0.00
<b>TOTAL:</b>	<b>\$0.00</b>	<b>\$4,254,608.04</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,254,608.04</b>

**American Recovery and Reinvestment Act (ARRA) Funding:**  Yes  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.

*Winfield Shiers*

CPO USE

<b>Speed Code (optional)</b>	<b>Account Code (optional)</b> 71301000
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**AMENDMENT THREE  
OF CONTRACT 73898**

This Amendment is made and entered by and between the State of Tennessee, Department of Human Services, hereinafter referred to as the "State" and Davidson County Juvenile Court, hereinafter referred to as the "Contractor." For good and valuable consideration, the sufficiency of which is hereby acknowledged, it is mutually understood and agreed by and between said, undersigned contracting parties that the subject contract is hereby amended as follows:

1. Contract Section A.24. is deleted in its entirety and replaced with the following:
  - A.24. The Contractor shall give priority to Title IV-D Cases. A non-Title IV-D case shall not be scheduled on any Title IV-D dockets. A non-Title IV-D case placed on any Title IV-D docket in error, or any non-Title IV-D issues arising in a Title IV-D case (including, without limitation, issues of visitation, custody, and orders of protection), shall be transferred from the Title IV-D docket to the non-Title IV-D docket. The referees under this Contract shall complete 66 hours per month on Title IV-D cases. The Contractor shall presubmit any plan to proceed with the hiring of an additional Title IV-D referee to the State for approval and receive State's written approval before proceeding. It is in the best interest of the State to have full time Title IV-D referees.
2. Contract Section B.1. is deleted in its entirety and replaced with the following:
  - B.1. This Contract shall be effective for the period beginning on July 1, 2022 ("Effective Date") and ending on June 30, 2026, ("Term"). The State shall have no obligation for goods delivered or services provided by the Contractor prior to the Effective Date.
3. Contract Section B.2. is deleted in its entirety and replaced with the following:
  - B.2. Renewal Options. This Contract may be renewed upon satisfactory completion of the Term. The State reserves the right to execute up to one (1) renewal options under the same terms and conditions for a period not to exceed twelve (12) months each by the State, at the State's sole option. In no event, however, shall the maximum Term, including all renewals or extensions, exceed a total of sixty (60) months.
4. Contract Section B.3. is deleted in its entirety.
5. Contract Section C.1. is deleted in its entirety and replaced with the following:
  - C.1. Maximum Liability. In no event shall the maximum liability of the State under this Contract exceed four million two hundred fifty-four thousand six hundred eight dollars and four cents (\$4,254,608.04) ("Maximum Liability"). This amount shall constitute the entire compensation due the Contractor for all service and Contractor obligations hereunder regardless of the difficulty, hours worked, or materials or equipment required. The Contract Amount includes, but is not limited to, all applicable taxes, fees, overhead, profit, and all other direct and indirect costs incurred or to be incurred by the Contractor.
6. Contract Section C.3. is deleted in its entirety and replaced with the following:
  - C.3. The Contractor shall be reimbursed for actual, reasonable, and necessary costs based upon the Contract Budget, not to exceed the Maximum Liability established in Section C.1. Upon progress toward the completion of the Scope, as described in Section A of this Contract, the Contractor shall submit invoices prior to any reimbursement of allowable costs. The Contract Budget, attached and incorporated hereto as Attachment A, A-1, A-2, and A-3 shall constitute the maximum amount due the Contractor under this Contract. The Contract 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 Contractor that are allowable

7. Contract Section E.2. is deleted in its entirety and replaced with the following:

E.2. Communications and Contacts. All instructions, notices, consents, demands, or other communications required or contemplated by this 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. All communications, regardless of method of transmission, shall be addressed to the respective Party at the appropriate mailing address, facsimile number, or email address as stated below or any other address provided in writing by a Party.

The State:

Krista Gray, Director of FA & CS Contracts Management Unit  
Department of Human Services  
505 Deaderick Street  
James K. Polk Building, 16th Floor  
Nashville, TN 37243  
Email: [Krista.Gray@tn.gov](mailto:Krista.Gray@tn.gov)  
CC: [FACSCContract.ManagementUnit@tn.gov](mailto:FACSCContract.ManagementUnit@tn.gov)  
Phone # (615) 313-4742  
FAX # (615) 524-3044

Jennifer Campbell, Program Manager, FA & CS Contracts Management Unit  
Department of Human Services  
505 Deaderick Street  
James K. Polk Building, 16th Floor  
Nashville, TN 37243  
Email: [Jennifer.Campbell@tn.gov](mailto:Jennifer.Campbell@tn.gov)  
CC: [FACSCContract.ManagementUnit@tn.gov](mailto:FACSCContract.ManagementUnit@tn.gov)  
Phone # (615) 313-4718

The Contractor:

Nicole Whitlock, Finance Manager  
Davidson County Juvenile Court  
100 Woodland St.  
Nashville, TN 37213  
Email: [NicoleSWhitlock@jnsnashville.gov](mailto:NicoleSWhitlock@jnsnashville.gov)  
Phone # (615) 880-2368

Shelley Hudson, Special Projects Program Manager  
Davidson County Juvenile Court  
100 Woodland St.  
Nashville, TN 37213  
Email: [ShelleyHudson@jnsnashville.gov](mailto:ShelleyHudson@jnsnashville.gov)  
Phone # (615) 862-8079

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

8. Contract Attachment A-3 attached hereto is added as a new Attachment.

Required Approvals. The State is not bound by this Amendment 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).

Amendment Effective Date. The revisions set forth herein shall be effective July 1, 2025. All other terms and conditions of this Contract not expressly amended herein shall remain in full force and effect.

**IN WITNESS WHEREOF,**

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY:**

Sheila D.J. Calloway March 19, 2025  
SHEILA D.J. CALLOWAY, JUVENILE COURT JUDGE DATE

**APPROVED AS TO AVAILABILITY OF FUNDS:**

Jennaeen Reed/MPW 3/28/2025 | 11:27 AM CDT  
DIRECTOR, DEPARTMENT OF FINANCE DATE

**APPROVED AS TO RISK AND INSURANCE:**

Balagun Cobb 4/1/2025 | 9:03 AM CDT  
DIRECTOR OF INSURANCE DATE

**APPROVED AS TO FORM AND LEGALITY:**

Courtney Mohan 3/28/2025 | 12:01 PM CDT  
METROPOLITAN ATTORNEY DATE

**ATTEST:**

\_\_\_\_\_  
METROPOLITAN CLERK DATE

\_\_\_\_\_  
FREDDIE O'CONNELL, METROPOLITAN MAYOR DATE

**DEPARTMENT OF HUMAN SERVICES:**

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**CLARENCE H. CARTER, COMMISSIONER**

**DATE**

<b>GRANT BUDGET</b>				
<b>Davidson County Juvenile Court Clerk - Magistrates and Service of Process</b>				
The grant budget line-item amounts below shall be applicable only to expenses incurred during the period beginning July 1, 2025, and ending June 30, 2026				
	<b>EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup></b>	<b>GRANT CONTRACT</b>	<b>GRANTEE PARTICIPATION</b>	<b>TOTAL PROJECT</b>
	Salaries <sup>2</sup>	\$752,845.00	\$387,829.00	\$1,140,674.00
	Benefits & Taxes	\$285,512.00	\$147,082.00	\$432,594.00
	Professional Fees/Grant & Awards <sup>2</sup>	\$0.00	\$0.00	\$0.00
	Supplies	\$2,640.00	\$1,360.00	\$4,000.00
	Telephone	\$5,676.00	\$2,924.00	\$8,600.00
	Postage & Shipping	\$0.00	\$0.00	\$0.00
	Occupancy	\$0.00	\$0.00	\$0.00
	Equipment Rental & Maintenance	\$15,180.00	\$7,820.00	\$23,000.00
	Printing & Publications	\$0.00	\$0.00	\$0.00
	Travel, Conferences & Meetings <sup>2</sup>	\$2,574.00	\$1,326.00	\$3,900.00
	Interest <sup>2</sup>	\$0.00	\$0.00	\$0.00
	Insurance	\$0.00	\$0.00	\$0.00
	Specific Assistance To Individuals <sup>2</sup>	\$0.00	\$0.00	\$0.00
	Depreciation <sup>2</sup>	\$0.00	\$0.00	\$0.00
	Other Non-Personnel <sup>2</sup>	\$2,640.00	\$1,360.00	\$4,000.00
	Capital Purchase <sup>2</sup>	\$0.00	\$0.00	\$0.00
	Indirect Cost (% and method)	\$103,459.00	\$53,297.00	\$156,756.00
	In-Kind Expense	\$0.00	\$0.00	\$0.00
	<b>GRAND TOTAL</b>	<b>\$1,170,526.00</b>	<b>\$602,998.00</b>	<b>\$1,773,524.00</b>

<sup>1</sup> Each expense object line-item is defined by the U.S. OMB's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E Cost Principles* (posted on the Internet at: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E>) and CPO Policy 2013-007 (posted online at: <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-.html>).

<sup>2</sup> Applicable detail follows this page if line-item is funded.



**Attachment A-3**

Page 2

**GRANT BUDGET LINE-ITEM DETAIL:**

<b>SALARIES</b>	<b>AMOUNT</b>
Administrative Assistants	\$183,771.00
Admin Services Manager	\$108,179.00
Administrative Services Officers	\$110,755.00
Juvenile Court Magistrates	\$414,096.00
Service and Security Officers	\$323,873.00
<b>TOTAL</b>	<b>\$1,140,674.00</b>

<b>TRAVEL/CONFERENCES &amp; MEETINGS</b>	<b>AMOUNT</b>
Conference attendance for staff	\$1,900.00
In-state mileage reimbursement	\$2,000.00
<b>TOTAL</b>	<b>\$3,900.00</b>

<b>OTHER NON-PERSONNEL</b>	<b>AMOUNT</b>
User Fees for Accurant for Government - People & Asset Locator Database by LexisNexis	\$3,000.00
Interpretation Services	\$750.00
Background checks, fingerprinting	\$250.00
<b>TOTAL</b>	<b>\$4,000.00</b>

## Certificate Of Completion

Envelope Id: 8506A7E2-86B0-43AC-B75F-C4F145454F2A

Status: Completed

Subject: Complete with Docusign: JuvCtChildSupportEnforcementTitle IV-D23 Amend 3 Ready.pdf

Source Envelope:

Document Pages: 11

Signatures: 6

Envelope Originator:

Certificate Pages: 15

Initials: 1

Juanita Paulson

AutoNav: Enabled

730 2nd Ave. South 1st Floor

Envelopeld Stamping: Enabled

Nashville, TN 37219

Time Zone: (UTC-06:00) Central Time (US & Canada)

Juanita.Paulsen@nashville.gov

IP Address: 170.190.198.190

## Record Tracking

Status: Original

Holder: Juanita Paulson

Location: DocuSign

3/27/2025 9:54:55 AM

Juanita.Paulsen@nashville.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Metropolitan Government of Nashville and Davidson County

Location: Docusign

## Signer Events

### Signature

### Timestamp

Bethany Nunley

Bethany.Nunley@nashville.gov

Security Level: Email, Account Authentication (None)

Sent: 3/27/2025 10:01:05 AM

Viewed: 3/27/2025 10:40:15 AM

Signed: 3/27/2025 10:40:23 AM

Signature Adoption: Pre-selected Style

Using IP Address: 170.190.198.185

### Electronic Record and Signature Disclosure:

Not Offered via Docusign

Aaron Pratt

Aaron.Pratt@nashville.gov

Security Level: Email, Account Authentication (None)

Sent: 3/27/2025 10:40:24 AM

Viewed: 3/27/2025 10:50:21 AM

Signed: 3/27/2025 10:50:27 AM

Signature Adoption: Pre-selected Style

Using IP Address: 170.190.198.185

### Electronic Record and Signature Disclosure:

Accepted: 3/27/2025 10:50:21 AM

ID: 276b1e89-49f1-4b30-9f44-6cb94b5a0ebd

Jenneen Reed/mjw

MaryJo.Wiggins@nashville.gov

Security Level: Email, Account Authentication (None)

Sent: 3/27/2025 10:50:28 AM

Viewed: 3/28/2025 7:40:07 AM

Signed: 3/28/2025 11:27:23 AM

Signature Adoption: Pre-selected Style

Using IP Address: 170.190.198.185

### Electronic Record and Signature Disclosure:

Accepted: 3/28/2025 9:54:00 AM

ID: 76199d2f-d80e-4686-bbe5-1b1ad8bfbd37

Courtney Mohan

Courtney.Mohan@nashville.gov

Security Level: Email, Account Authentication (None)

Sent: 3/28/2025 11:27:24 AM

Viewed: 3/28/2025 11:46:57 AM

Signed: 3/28/2025 12:01:14 PM

Signature Adoption: Pre-selected Style

Using IP Address: 170.190.198.185

### Electronic Record and Signature Disclosure:

Signer Events	Signature	Timestamp
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Accepted: 3/28/2025 11:46:57 AM  
ID: d3206f0d-43f3-426b-a21c-ee5313435af7

Balogun Cobb  
balogun.cobb@nashville.gov  
Insurance Division Manager  
Security Level: Email, Account Authentication (None)

*Balogun Cobb*

Signature Adoption: Pre-selected Style  
Using IP Address: 170.190.198.144

Sent: 3/28/2025 12:01:17 PM  
Viewed: 4/1/2025 9:03:19 AM  
Signed: 4/1/2025 9:03:26 AM

**Electronic Record and Signature Disclosure:**

Accepted: 4/1/2025 9:03:19 AM  
ID: fda19149-7474-4e29-9d14-d72dd8232760

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Danielle Godin  
Danielle.Godin@nashville.gov  
Security Level: Email, Account Authentication (None)

**COPIED**

Sent: 4/1/2025 9:03:28 AM  
Viewed: 4/1/2025 10:13:25 AM

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Sally Palmer  
sally.palmer@nashville.gov  
Security Level: Email, Account Authentication (None)

**COPIED**

Sent: 4/1/2025 9:03:29 AM

**Electronic Record and Signature Disclosure:**

Accepted: 4/1/2025 8:14:29 AM  
ID: 6a0324ba-43b6-4268-b453-751295c587a0

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	3/27/2025 10:01:05 AM
Certified Delivered	Security Checked	4/1/2025 9:03:19 AM
Signing Complete	Security Checked	4/1/2025 9:03:26 AM
Completed	Security Checked	4/1/2025 9:03:29 AM

Payment Events	Status	Timestamps
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**Electronic Record and Signature Disclosure**